**Change of financial year-end form**

Section 1 – About this form

Societies registered under the Co-operative and Community Benefit Societies Act 2014 (including credit unions in Great Britain), the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969, The Credit Unions (Northern Ireland) Order 1985 or the Building Societies Act 1986 can use this form to notify us of a change to the date on which their current or future year of account will end.

We will review the notification and confirm whether it is valid. Please note – societies can only change the end-date of their current or future year of account. Societies cannot change a previous year-end date retrospectively.

* + - 1. Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register: <https://mutuals.fca.org.uk>. Our privacy notice explains how and why we use personal data: <https://www.fca.org.uk/privacy>.

**Section 2 – About this application**

|  |  |
| --- | --- |
| Society name |  |
| Register number |  |

Section 3 – New financial year-end

3.1 Will this change shorten or extend your current financial year?

|  |  |  |
| --- | --- | --- |
| Shorten |  | Please go to question 3.3 below |
| Extend |  | Please go to question 3.2 below |

3.2 Have you extended your financial year any time within the last five years? A society cannot extend its financial year if it has already extended its financial year any time within the last five years.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please also note that you cannot extend your financial year to such an extent that your financial year would last longer than 18 months.

3.3 On what day and month do you want your financial year to end?

For example: specifying 31 March below will mean that the society’s current and future financial years will begin on 1 April and end on 31 March each year.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

3.4 What is the reason for the change?

|  |
| --- |
|  |

Section 4 – Declaration

The secretary of the society must complete this section.

|  |  |
| --- | --- |
| Name |  |
| My signature below confirms that the information in this form is accurate to the best of my knowledge | |
| Signature | |
| Position |  |
| Date |  |

Section 5 – Submitting this form

* + - 1. Please submit a signed, scanned version of your application by email to: [mutual.societies@fca.org.uk](mailto:mutual.societies@fca.org.uk)
      2. Or please submit by post to:
      3. Mutual Societies
      4. Financial Conduct Authority
      5. 12 Endeavour Square
      6. London, E20 1JN

This form is available on the **Mutuals Society Portal**: <https://societyportal.fca.org.uk>