

## ACC - Where can I upload the document to request an extension of the deadline for the submission of the Accounts?

The document has to be uploaded as a *"MS Letter to request an extension of the deadline"* in the Documents section of the Accounts.

The screenshot displays the 'SHARED FUND MANAGEMENT COMMON SYSTEM' interface for the 'Period 2014-2020 (SFC2014)'. The left sidebar shows a navigation menu with 'Documents' highlighted under the 'Accounts' section. The main area shows the 'Document details' form with the following fields:

- Document type: MS letter to request an extension of the deadline for the accounts
- Title: Extension request for the accounts 2018 2019 to be submitted by 15/02/2020
- Document date: 16-Jan-2020
- Local reference: abodef
- Commission reference: (empty)

Below these fields is the 'Attached files' section, which contains a table with one row:

TITLE	LANGUAGE	FILENAME	
Request document extension	English	Document.doc	Select file to upload

At the bottom right of the form, there are three buttons: 'Update', 'Update & send' (highlighted with a red circle and an orange arrow), and 'Cancel'.

For this you need to create the Accounts dossier for the given accounting year first!

You can refer to the instructions in section **Create accounts** and in section **Documents** of the quick guides [IGJ ETC](#) , [IPACB](#) , [EMFF](#) , [FEAD](#) , [AMIF ISF](#) , [EAFRD EAGF](#) .

Tags

[Accounts Request extension document](#)

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