



THOMSON REUTERS

Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 20

DECEMBER 2023

NOT-FOR-PROFIT BEST PRACTICE MANUAL

Before filing this update please ensure that Update 19 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of Volume 2.

Material Code 42880905

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Looseleaf Support Service

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Filing Instructions

1. Check the currency of your Service

Ensure Update 19 has been filed.

2. File your updating pages

To file this update, you will need to refer to the following table.

In your binder, navigate to the Tabcard noted in the Find Tabcard column. Remove the pages listed in the Discard old pages column, then replace the discarded pages with the newly issued pages as listed in the Insert new pages column. Ensure that you follow one Filing Instruction row at a time.

Find Tabcard	Discard old pages	Insert new pages
VOLUME 1		
FORMATION	2-101 – 2-502	2-101 – 2-502
	2-651 – 2-828	2-651 – 2-830
TAXATION	5-101 – 5-216	5-101 – 5-216
	7-103 – 7-116	7-103 – 7-116
	15-101 – 15-212	15-101 – 15-214
DEFAMATION	29-1 – 29-118	29-1 – 29-120
DISPUTE MANAGEMENT	32-1 – 32-226	32-1 – 32-228
Restructuring of NFPs	38-1 – 38-30	38-1 – 38-32
VOLUME 2		
ACT	305-51 – 305-264	305-51 – 305-264
NSW	400-1 – 400-2	400-1 – 400-2
	420-1 – 420-806	420-1 – 420-1002
	480-1 – 480-504	480-1 – 480-502
NT	500-1 – 505-152	500-1 – 505-154
	505-901 – 540-402	505-901 – 540-256

Find Tabcard	Discard old pages	Insert new pages
	580-51 – 580-52	580-51 – 580-52
	580-401 – 580-402	580-401 – 580-402
QLD	600-1 – 600-2	600-1 – 600-2
	620-1 – 620-242	620-1 – 620-244
	680-1 – 680-106	680-1 – 680-102
	680-301 – 680-354	680-301 – 680-376
	680-465 – 680-552	680-465 – 680-566
SA	700-1 – 700-2	700-1 – 700-2
	760-1 – 780-512	760-1 – 780-1102
TAS	880-51 – 880-52	880-51 – 880-52
VIC	900-1 – 900-2	900-1 – 900-2
	960-1 – 960-152	960-1 – 960-122
WA	1020-51 – 1020-52	1020-51 – 1020-52
	1020-301 – 1040-106	1020-301 – 1040-106

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