



THOMSON REUTERS

Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 21

AUGUST 2024

NOT-FOR-PROFIT BEST PRACTICE MANUAL

Before filing this update please ensure that Update 20 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of Volume 2.

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Looseleaf Support Service

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Filing Instructions

1. Check the currency of your Service

Ensure Update 20 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	2-103 – 2-152	2-103 – 2-154
TAXATION	7-105 – 7-116	7-105 – 7-118
DISPUTE MANAGEMENT	32-1 – 32-228	32-1 – 32-228
WINDING UP	42-103 – 42-112	42-103 – 42-112
VOLUME 2		
CTH	260-1 – 260-154	260-1 – 260-154
ACT	305-1 – 305-102	305-1 – 305-102
	305-455 – 305-558	305-455 – 305-558
	305-951 – 305-954	305-951 – 305-954
NSW	405-1 – 405-372	405-1 – 405-372
	405-533 – 405-662	405-533 – 405-662
	405-851 – 405-952	405-851 – 405-952
	440-1 – 440-54	440-1 – 440-54
	440-241 – 440-242	440-241 – 440-242
	440-421 – 440-424	440-421 – 440-424

Find Tabcard	Discard old pages	Insert new pages
	480-51 – 480-52	480-51 – 480-52
	480-261 – 480-302	480-261 – 480-302
NT	505-1 – 505-54	505-1 – 505-56
	505-371 – 505-372	505-371 – 505-372
	505-601 – 505-606	505-601 – 505-606
	505-851 – 505-952	505-851 – 505-972
VIC	960-1 – 960-122	960-1 – 960-152

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