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Filing Instructions

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UPDATE 288

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BUILDING SERVICE NEW SOUTH WALES

ATTENTION: Before filing this update please ensure that Update 284 (last update for Vol 4) has been filed.

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1. Check the currency of your Service

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2. File your updating pages

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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.

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