



THOMSON REUTERS

Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 22

OCTOBER 2024

NOT-FOR-PROFIT BEST PRACTICE MANUAL

Before filing this update please ensure that Update 21 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of Volume 2.

Material Code 43006072

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Filing Instructions

1. Check the currency of your Service

Ensure Update 21 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		
TAXATION	5-51 – 5-652	5-51 – 5-652
VOLUME 2		
ACT	340-1 – 340-602	340-1 – 340-602
NSW	405-53 – 405-54	405-53 – 405-54
	405-641 – 405-642	405-641 – 405-642
	440-53 – 440-172	440-53 – 440-172
NT	505-53 – 505-154	505-53 – 505-154
	560-53 – 560-54	560-53 – 560-54
	560-421 – 560-424	560-421 – 560-424
QLD	620-1 – 620-56	620-1 – 620-56
	620-241 – 620-518	620-241 – 620-522
WA	1020-1 – 1020-52	1020-1 – 1020-52
	1020-301 – 1020-304	1020-301 – 1020-304

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