



THOMSON REUTERS

# Filing Instructions

PLEASE FILE IMMEDIATELY!

**UPDATE 257**

**NOVEMBER 2024**

## **COMPANY RECEIVERS AND ADMINISTRATORS**

ATTENTION: Before filing this update please ensure that Update 256 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of Volume 4.

**Material Code 42608636**

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# Filing Instructions

## 1. Check the currency of your Service

Ensure Update 256 has been filed.

## 2. Remove Tab card and its pages

Remove the Tab card "Appendices" and its pages from "APX4-1 – APX6-62" in Volume 2.

Remove the Tab card "Precedents" and its pages from "61-101 – 61-9002" in Volume 4.

## 3. Move Tabcards

Move tabcards and its pages from Vol 3 to vol 2 and place after page Vol 2 – 104 by using below instructions

<b>Find Tabcard</b>	<b>Pages</b>
<b>COURT APPOINTMENTS</b>	18-1 – 18-2
<b>Appointment Chapters 19-21</b>	18-11 – 21-5052
<b>Effects Chapter 22</b>	22-1 – 22-13070
<b>Powers, Duties and Liabilities Chapters 23-27</b>	23-1 – 27-2064
<b>Interaction with Winding Up Chapter 28</b>	28-1 – 28-6052
<b>Private International Law Chapter 29</b>	29-1 - 29-5054
<b>Termination Chapters 30-31</b>	30-1 – 30-6052

Move tabcards and its pages from Vol 4 to vol 3 and place after page Vol 3 – 104 by using below instructions

<b>Find Tabcard</b>	<b>Move pages from Vol 4 to Vol3</b>
<b>DEBT RESTRUCTURING AND SIMPLIFIED LIQUIDATION</b>	31-1 – 39-118
<b>VOLUNTARY ADMINISTRATION</b>	40-1 – 40-116
<b>Appointment of Administrator Chapter 41</b>	41-1 – 41-2110
<b>Effects of the Appointment Chapters 42-43</b>	42-1 - 43-124
<b>Powers, Duties and Liabilities Chapter 44</b>	44-1 – 44-9510
<b>Second Meeting of Creditors Chapter 45</b>	45-1 – 45-4006
<b>Remuneration and Indemnity Chapter 46</b>	46-1 – 46-1072
<b>Administration Termination Chapter 47</b>	47-1 – 47-108
<b>DOCA</b>	50-1 – 50-2
<b>DOCA Forms and Contents Chapter 50</b>	50-51 – 50-1070
<b>Effects of the DOCA Chapters 51-52</b>	51-51 – 52-132
<b>Legislative Scheme – DOCA Chapter 53</b>	53-1 – 53-110
<b>Powers, Duties under DOCA Chapters 54-55</b>	54-1 – 55-5004
<b>Termination of the Deed Chapter 56</b>	56-1 – 56-4056
<b>Transition to winding up Chapter 57</b>	57-51 – 57-1052
<b>Reference Material - VA &amp; DOCA</b>	Only tab card after page "57-1052"

#### 4. Move tab card and its pages in Volume 4.

Move the tabcard "CROSS BORDER INSOLVENCY" and its pages "75-1 – 75-15060".

Find Tabcard	Insert After	Insert Before
<b>CROSS BORDER INSOLVENCY</b>	Insert After Page "60-2206"	Before " <b>Commonwealth Legislation</b> " Tab card

#### 5. Insert New Tab cards

Please Insert tabcard in Volume 2 using the following table:

Tabcard	Insert after
<b>Reference Material – Court Appointments</b>	Page "30-6052"

Please Insert tabcard in Volume 4 using the following table:

Tabcard	Insert after	Insert before
<b>Reference Material – Schemes of Arrangement</b>	Page "75-15060"	Tab card " <b>Commonwealth Legislation</b> "

#### 6. 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
<b>VOLUME 1</b>		
<b>User's Guide</b>	109 – 110	109 – 110
<b>Contents</b>	Vol 1-101 – Vol 1-104	Vol 1-101 – Vol 1-104
<b>Appendices</b>	APX1-1 – APX3-11054	APX1-1 – APX3-8052

<b>Find Tabcard</b>	<b>Discard old pages</b>	<b>Insert new pages</b>
<b>VOLUME 2</b>		
<b>Contents</b>	Vol 2-101 – Vol 2-104	Vol 2-101 – Vol 2-104
<b>COURT APPOINTMENTS</b>		
<b>Termination Chapters 30-31</b>	30-6051 – 30-6052	30-6051 – 30-6052
<b>Reference Material – Court Appointments</b>	-	30A-1 – 30A-102
<b>VOLUME 3</b>		
<b>Contents</b>	Vol 3-101 – Vol 3-104	Vol 3-101 – Vol 3-104
<b>DEBT RESTRUCTURING AND SIMPLIFIED LIQUIDATION</b>	31-1 – 32-12	31-1 – 32-2
<b>VOLUNTARY ADMINISTRATION</b>	40-1 – 40-116	40-1 – 40-116
<b>DOCA</b>		
<b>Termination of the Deed Chapter 56</b>	56-4055 – 56-4056	56-4055 – 56-4056
<b>Transition to winding up Chapter 57</b>	57-51 – 57-1052	57-1 – 57-102
<b>Reference Material - VA &amp; DOCA</b>	-	57-1001 – APX5-14
<b>VOLUME 4</b>		
<b>Contents</b>	Vol 4-101 – Vol 4-104	Vol 4-101 – Vol 4-104
<b>SCHEMES OF ARRANGEMENT</b>	59-1 – 60-2206	58-1 – 70-12
<b>CROSS BORDER INSOLVENCY</b>	75-1 – 75-15060	75-1 – 75-15060

<b>Find Tabcard</b>	<b>Discard old pages</b>	<b>Insert new pages</b>
<b>Reference Material – Schemes of Arrangement</b>	-	80-1 – 80-2206
<b>Commonwealth Legislation</b>	70-51 – 74-150	81-1 – 83-5060
<b>Appendices</b>	APX8-1 - APX10-22054	APX6-1 – APX10-21060

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