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# Filing Instructions

**PLEASE FILE IMMEDIATELY!**

**UPDATE 191**

**DECEMBER 2024**

## **BAALMAN AND WELLS LAND TITLES OFFICE PRACTICE**

Before filing this update please ensure that Update 190 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of the volume 2.

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## Filing Instructions

### 1. Check the currency of your Service

Ensure Update 190 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
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