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# Filing Instructions

**PLEASE FILE IMMEDIATELY!**

**UPDATE 289**

**JANUARY 2025**

## **BUILDING SERVICE NEW SOUTH WALES**

ATTENTION: Before filing this update please ensure that Update 287 (last update for Vols 1 to 3) has been filed.

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# Filing Instructions

## 1. Check the currency of your Service

Ensure Update 287 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.

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