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# Filing Instructions

PLEASE FILE IMMEDIATELY!

**UPDATE 21**

**JUNE 2014**

## **ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING**

Before filing this update please ensure that Update 20 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of the volume.

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## Filing Instructions

### 1. Check the currency of your Service

Ensure Update 20 has been filed.

### 2. File your updating pages

To do this you will need to refer to the following table.

Find Tabcard	Discard old pages	Insert new pages
<b>Pts 2-6 – ID, reports, EFTs, DRAs</b>	22251 – 22254	22251 – 22254
	22801 – 22808	22801 – 22808
<b>Pts 7-9 – Programs, banks, measures</b>	25203 – 25204	25203 – 25204
	25223 – 25232	25223 – 25232
<b>Pts 10-12 – Records, access, offences</b>	27101 – 27110	27101 – 27110
<b>AML/CTF Rules</b>	51001 – 51102	51001 – 51102
	51107 – 51702	51107 – 51702
	51781 – 51802	51781 – 51802
	51865 – 54986	51865 – 54986