

# FILING INSTRUCTIONS

## RELEASE 30

Below are the filing instructions for Release 30 of *Employment Precedents & Company Policy Documents*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 29 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at [www.sweetandmaxwell.co.uk](http://www.sweetandmaxwell.co.uk).

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Title Pages</b>		
	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 iii – iv	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 iii – iv
<b>Service Information</b>		
	S.I./1 – S.I./2 S.I./5 – S.I./6 S.I./9 – S.I./10	S.I./1 – S.I./2 S.I./5 – S.I./6 S.I./9 – S.I./10
<b>Tables</b>		
<i>(Please file before main tables)</i>	– – – –	Supp.Cases/1 – Supp.Cases/2 Supp.Stats/1 – Supp.Stats/2 Supp.SIs/1 – Supp.SIs/2 Supp.EU/1 – Supp.EU/2
<b>A – The Contract</b>		
	A1/1 – A1/6 A2/7 – A2/8 A10-A22/i – A10-A22/viii A11/3 – A11/4 A12/11 – A12/12 A13/1 – A13/2 A14/1 – A14/2 A15/1 – A15/2 A21/1 – A21/2 A22/1 – A22/48 A30/3 – A30/6 A31/1 – A31/10 A31/31 – A31/38 A37/1 – A37/2	A1/1 – A1/6 A2/7– A2/8 A10-A22/i – A10-A22/vi A11/3 – A11/4.2 A12/11 – A12/12 A13/1 – A13/2 A14/1 – A14/2 A15/1 – A15/2 A21/1 – A21/2 A22/1 – A22/30 A30/3 – A30/6 A31/1 – A31/10.4 A31/31 – A31/38.2 A37/1 – A37/2

**Remove old pages**

**Insert new pages**

A60-A64/i – A60-A64/ii	A60-A64/i – A60-A64/ii
A60/1 – A60/6	A60/1 – A60/6
A61/1 – A61/10	A61/1 – A61/10.2
A61/15 – A61/24	A61/15 – A61/24
A62/1 – A62/8	A62/1 – A62/8
A63/1 – A63/10	A63/1 – A63/10
A70/3 – A70/10	A70/3 – A70/10
A71/1 – A71/2	A71/1 – A71/2
A71/11 – A71/12	A71/11 – A71/12
A71/15 – A71/18	A71/15 – A71/18
A72/1 – A72/8	A72/1 – A72/8
A72/13 – A72/16	A72/13 – A72/16
A72/19 – A72/20	A72/19 – A72/20
A80/3 – A80/6	A80/3 – A80/6
A81/1 – A81/2	A81/1 – A81/2
A81/7 – A81/8	A81/7 – A81/8

**B – Litigation**

	B1-B8/i – B1-B8/iv	B1-B8/i – B1-B8/iv
	B2/1 – B2/4	B2/1 – B2/4
	B2/11 – B2/12	B2/11 – B2/12
	B3/1 – B3/8	B3/1 – B3/6
(*do not remove B3/11 – B3/12)	B3/9 – B3/10*	B3/9 – B3/10
	B3/13 – B3/54	B3/13 – B3/48
	B3/61 – B3/68	B3/61 – B3/68
	B4/1 – B4/12	B4/1 – B4/10
(*do not remove B4/17 – B4/18)	B4/13 – B4/16*	B4/13 – B4/16
	B4/19 – B4/48	B4/19 – B4/46
(*do not remove B4/57 – B4/58)	B4/53 – B4/56*	B4/53 – B4/56
	B4/59 – B4/60	B4/59 – B4/60
	B7/7 – B7/8	B7/7 – B7/8
	B15/1 – B15/2	B15/1 – B15/2.2
	B17/1 – B17/2	B17/1 – B17/2

**Index**

(Please file before main index)	–	Supp.Index/1 – Supp.Index/2
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**You have now finished filing this release.**