

# FILING INSTRUCTIONS

## RELEASE 12

Below are the filing instructions for Release 12 (Contracts) of *Keating on JCT Contracts*. 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 11 (Contracts) 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).

### VOLUME 1

#### *Remove old pages*

#### *Insert new pages*

#### **Preliminary pages**

Filing Instructions 1 – 4	Filing Instructions 1 – 2
Checklist 1 – 8	Checklist 1 – 8
Service Information 5 and 6	Service Information 5 and 6
Contents xv and xvi	Contents xv and xvi

**You have now finished filing Volume 1**

### VOLUME 2

#### *Remove old pages*

#### *Insert new pages*

#### **Preliminary pages**

Vol. 2/iii and Vol. 2/iv	Vol. 2/iii and Vol. 2/iv
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#### **HO/B (Home Owner Contract)**

*\*Insert new divider for  
HO/B after TCWa/P&T.*

–	HO/B pack cover
–	HO/B Guidance notes i – ii
–	HO/B Enquiry letter
–	HO/B Customer copy 1 – 12
–	HO/B Contractor copy 1 – 12

#### **HO/C and HO/CA (Home Owner Contracts)**

*\*Insert new divider for  
HO/C and HO/CA after  
HO/B.*

–	HO/C and HO/CA pack cover
–	HO/C and HO/CA Guidance notes i – ii
–	HO/C Customer copy 1 – 12
–	HO/C Contractor copy 1 – 12
–	HO/CA Customer copy 1 – 12
–	HO/CA Consultant copy 1 – 12

**You have now finished filing Volume 2**

**VOLUME 3**

*Remove old pages*

*Insert new pages*

**Preliminary pages**

Vol. 3/iii and Vol. 3/iv

Vol. 3/iii and Vol. 3/iv

**HG**

*\*Remove **HG** divider and content. (No further Amendment will be issued to this contract.)*

HG Page 1 and HG Page 2

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**You have now finished filing Volume 3**

**[YOU HAVE NOW FINISHED FILING CONTRACTS RELEASE 12]**