

FILING INSTRUCTIONS

RELEASE 57

Below are the filing instructions for **Release 57** of *Commercial Transaction Checklists*. 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 56** 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.

If you discover that pages are missing, or that you do not have the most recent version of a page please complete our online form <http://www.sweetandmaxwell.co.uk/customersupport/subscriptions/order-missing-pages.aspx>. If you are missing a whole release or volume please email TRLUKI.CS@thomsonreuters.com.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at www.sweetandmaxwell.co.uk.

	<i>Remove Old Pages</i>	<i>Insert New Pages</i>
Filing Instructions	Filing Instructions 1 to 2 Checklist 1 to 4	Filing Instructions 1 to 2 Checklist 1 to 4
Contents	Service Information 1 to 6	Service Information 1 to 6
Part A: Organisation of Business	A1/1 – A1/16	A1/1 – A1/16
Part B: Company Administration	B0/1 – B10/4	B0/1 – B10/4
Ticklists on Disc	R.56	R.57

You have now finished filing this release

