

FILING INSTRUCTIONS

RELEASE 31

Below are the filing instructions for **release 31** of *Employee Share Schemes*. 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 30 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

VOLUME 1

This release contains an Editor's Note which is intended for your information only. The Editor's Note is not intended to be filed in your binder but you may wish to keep it for your records until release 32 is published.

	<i>Remove old pages</i>	<i>Insert new pages</i>
Preliminary Pages	Filing Instructions/1 – Filing Instructions/4 Checklist/1 – Checklist/6	Filing Instructions/1 – Filing Instructions/4 Checklist/1 – Checklist/6
Service Information	Service Information 3 – Service Information 6	Service Information 3 – Service Information 6
Title Pages	Vol 1/1 – Vol 1/2 Vol 1/7 – Vol 1/10	Vol 1/1 – Vol 1/2 Vol 1/7 – Vol 1/10
Commentary	3/i – 3/ii 3/1 – 3/26 4/i – 4/ii *including stroke pages 7/24c – 7/24f 7/45 – 7/46 7/51 – 7/54b 7/65 – 7/66 10/i – 10/iv	3/i – 3/ii 3/1 – 3/26 4/i – 4/ii 4/1 – 4/48 7/24c – 7/24f 7/45 – 7/46 7/51 – 7/54b 7/65 – 7/66 10/i – 10/iv

Commentary ctd	Remove old pages	Insert new pages
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	12/3 – 12/4	12/3 – 12/4
	12/11 – 12/12	12/11 – 12/12
	13/4a – 13/4b	13/4a – 13/4b
	13/13 – 13/14b	13/13 – 13/14b
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	16/7 – 16/8	16/7 – 16/8b
	18/23 – 18/24	18/23 – 18/24b
	18/31 – 18/32	18/31 – 18/32
	18/53 – 18/54	18/53 – 18/54b
	18/59 – 18/60	18/59 – 18/60
	20/i – 20/ii	20/i – 20/ii
	20/23 – 20/36	20/23 – 20/36
	21/i – 21/ii	21/i – 21/ii
	21/1 – 21/2	21/1 – 21/2
	21/7 – 21/30	21/7 – 21/34
	24/i – 24/ii	24/i – 24/ii
	24/3 – 24/4	24/3 – 24/4
Tables		
<i>Cases</i>	1 – 4	1 – 4
<i>Statutes</i>	1 – 12	1 – 12
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VOLUME 2

	<i>Remove old pages</i>	<i>Insert new pages</i>
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Precedents	PR1/7 – PR1/8 PR1/23 – PR1/24 PR2A/3 – PR2A/4 PR2A/13 – PR2A/14 PR2A/23 – PR2A/24 PR4/7 – PR4/8 PR4/17 – PR4/18 PR5/1 – PR5/2 PR9/23 – PR9/24 PR10A/3 – PR10A/4	PR1/7 – PR1/8 PR1/23 – PR1/24 PR2A/3 – PR2A/4 PR2A/13 – PR2A/14 PR2A/23 – PR2A/24 PR4/7 – PR4/8b PR4/17 – PR4/18b PR5/1 – PR5/2 PR9/23 – PR9/24 PR10A/3 – PR10A/4
Appendices		
Appendix B	B/i – B/x	B/i – B/x
Appendix C	C/v – C/vi C/309 – C/310	C/v – C/vi C/309 – C/352
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You have now finished filing Volume 2

YOU HAVE NOW FINISHED FILING THIS RELEASE

