

FILING INSTRUCTIONS

RELEASE 33

Below are the filing instructions for **release 33** 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 32 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 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

	<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 Missing Pages Request Form	Service Information 3 – Service Information 6 Missing Pages Request Form
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		
	1/i – 1/ii 1/9 – 1/10 1/35 – 1/36 2/i – 2/ii 2/15 – 2/16 2/31 – 2/36b 6/i – 6/ii 6/53 – 6/58 7/iii – 7/iv 7/9 – 7/10 7/26e – 7/26f*	1/i – 1/ii 1/9 – 1/10 1/35 – 1/36 2/i – 2/ii 2/15 – 2/16 2/31 – 2/36 6/i – 6/ii 6/53 – 6/60 7/iii – 7/iv 7/9 – 7/10 7/26e – 7/26f*

	<i>Remove old pages</i>	<i>Insert new pages</i>
Commentary ctd		
	7/45 – 7/52	7/45 – 7/52 <i>b</i>
	7/59 – 7/62	7/59 – 7/62
	7A/29 – 7A/36	7A/29 – 7A/36 <i>b</i>
	7A/41 – 7A/42	7A/41 – 7A/42 <i>b</i>
	7A/58 <i>a</i> – 7A/58 <i>b</i>	—
	7A/59 – 7A/60	7A/59 – 7A/60 <i>b</i>
	8/i – 8/ii	8/i – 8/ii
	8/1 – 8/4	8/1 – 8/4
	8/11 – 8/12	8/11 – 8/12 <i>b</i>
	8/25 – 8/30	8/25 – 8/32
	10/75 – 10/76	10/75 – 10/76
<i>*please insert after 10/76</i>	—	10A/i – 10A/ii*
	—	10A/1 – 10A/24
	11/35 – 11/36	11/35 – 11/36
	11/41 – 11/42	11/41 – 11/42
	11/45 – 11/46 <i>b</i>	11/45 – 11/46 <i>b</i>
	11/51 – 11/52	11/51 – 11/52
	11/81 – 11/88	11/81 – 11/86
	13/3 – 13/10 <i>b</i>	13/3 – 13/10 <i>b</i>
	13/15 – 13/28	13/15 – 13/28
	13/31 – 13/32	13/31 – 13/32
	13/35 – 13/58	13/35 – 13/58
	13/61 – 13/68	13/61 – 13/68
	16/i – 16/ii	16/i – 16/ii
<i>*including stroke pages</i>	16/1 – 16/50*	16/1 – 16/50
	17/i – 17/ii	17/i – 17/ii
	17/1 – 17/2	17/1 – 17/2
	17/9 – 17/12 <i>b</i>	17/9 – 17/12 <i>d</i>
	17/53 – 17/54	17/53 – 17/56
	18/23 – 18/24 <i>b</i>	18/23 – 18/24 <i>b</i>
	18/41 – 18/42	18/41 – 18/42
	20/3 – 20/4	20/3 – 20/4
	20/21 – 20/22	20/21 – 20/22
	21/3 – 21/4	21/3 – 21/4
	22/i – 22/ii	22/i – 22/ii
	22/13 – 22/14	22/13 – 22/14
	22A/i – 22A/iv	22A/i – 22A/iv
	22A/1 – 22A/96	22A/1 – 22A/96
Archive		
	Archive/20/1– Archive/20/6	Archive/20/1– Archive/20/10
Tables		
	Cases/1 – Cases/4	Cases/1 – Cases/4
	Statutes/1 – Statutes/14	Statutes/1 – Statutes/14
	SIs/1 – SIs/2	SIs/1 – SIs/4
	EC/1 – EC/2	EC/1 – EC/2

Remove old pages

Insert new pages

Index

**from release 32*

Index/1 – Index/2*

Index/1 – Index/50

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Index/1 – Index/50

You have now finished filing Volume 1

VOLUME 2

	<i>Remove old pages</i>	<i>Insert new pages</i>
Title Pages	Vol 2/5 – Vol 2/8	Vol 2/5 – Vol 2/8
Precedents	PR2A/3 – PR2A/12 PR3/5 – PR3/6 PR3/27 – PR3/30 PR3/47 – PR3/50 <i>b</i> PR3/67 – PR3/68 PR11/5 – PR11/6 PR11/9 – PR11/10 PR13/7 – PR13/8 PR13/11 – PR13/12	PR2A/3 – PR2A/12 <i>b</i> PR3/5 – PR3/6 PR3/27 – PR3/30 PR3/47 – PR3/50 <i>b</i> PR3/67 – PR3/68 PR11/5 – PR11/6 PR11/9 – PR11/10 <i>b</i> PR13/7 – PR13/8 PR13/11 – PR13/12
Appendices	B/vii – B/x C/v – C/vi C/351 – C/352 H/1 – H/130* <i>*including all stroke pages</i>	B/vii – B/x C/v – C/vi C/351 – C/356 H/1 – H/118