

FILING INSTRUCTIONS

RELEASE 14

Below are the filing instructions for Release 14 (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 (Commentary) 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.

Please note: the Local Democracy, Economic Development and Construction Act 2009 came into force on 1 October 2011 in England. Whilst we are replacing JCT 2005 with the 2011 Edition, you may wish to retain these pages for your records.

We have issued a new binder (Volume 4) with this release to accommodate your expanding content. Please follow the filing instructions carefully and refer to the Checklist in case of doubt.

VOLUME 1

	<i>Remove old pages</i>	<i>Insert new pages</i>
Preliminary pages	Filing Instructions 1 and 2 Checklist 1 – 10 Service Information 5 and 6 Contents xv – xviii	Filing Instructions 1 – 6 Checklist 1 – 10 Service Information 5 and 6 Contents xv – xviii
HG (Remove)	HG divider card 9.1.1 – 9.1.2	— —
Adj to Index (Move to Vol. 4)		

Please move all of the following content from **Volume 1** to **Volume 4**, and insert it after the **Commentary divider card** (as indicated in the instructions for Volume 4 below): Adj, Adj/N, FA, FA/N, ShortSub, SubSub, CWa/F, CWa/P&T, SCWa/F, SCWa/P&T, SCWa/E, CE, CE/P, RM, MTC, PCSA, PCSA/SP, CA, Appendices and Index (i.e. everything following PCC).

You have now finished filing Volume 1

VOLUME 2

	<i>Remove old pages</i>	<i>Insert new pages</i>
ICSub/A	ICSuB/A (R2) <i>cover sheet</i> ICSuB/A (R2) Page i and Page ii ICSuB/A (R2) ICSuB/A (R2) Page 1 to Page 24 ICSuB/A (R2)	ICSuB/A 2011 <i>cover sheet</i> ICSuB/A 2011 Page i and Page ii ICSuB/A 2011 ICSuB/A 2011 Page 1 to Page 24 ICSuB/A 2011
ICSub/C	ICSuB/C (R2) <i>cover sheet</i> ICSuB/C (R2) Page i to Page iv ICSuB/C (R2) ICSuB/C (R2) Page 1 to Page 50 ICSuB/C (R2)	ICSuB/C 2011 <i>cover sheet</i> ICSuB/C 2011 Page i and Page ii ICSuB/C 2011 ICSuB/C 2011 Page 1 to ICSuB/C 2011 Page 53
ICSub/D/A	ICSuB/D/A (R2) <i>cover sheet</i> ICSuB/D/A (R2) Page i and Page ii ICSuB/D/A (R2) ICSuB/D/A (R2) Page 1 to Page 26 ICSuB/D/A (R2)	ICSuB/D/A 2011 <i>cover sheet</i> ICSuB/D/A 2011 Page i and Page ii ICSuB/D/A 2011 ICSuB/D/A 2011 Page 1 to Page 26 ICSuB/D/A 2011
ICSub/D/C	ICSuB/D/C (R2) <i>cover sheet</i> ICSuB/D/C (R2) Page i to Page iv ICSuB/D/C (R2) ICSuB/D/C (R2) Page 1 to Page 54 ICSuB/D/C (R2)	ICSuB/D/C 2011 <i>cover sheet</i> ICSuB/D/C 2011 Page i to Page iv ICSuB/D/C 2011 ICSuB/D/C 2011 Page 1 to ICSuB/D/C 2011 Page 57
ICSub/NAM	ICSuB/NAM (R2) <i>cover sheet</i> ICSuB/NAM (R2) Page i and Page ii ICSuB/NAM (R2) ICSuB/NAM (R2) Page 1 to ICSuB/NAM (R2) Page 33	ICSuB/NAM 2011 <i>cover sheet</i> ICSuB/NAM 2011 Page i and Page ii ICSuB/NAM 2011 ICSuB/NAM 2011 Page 1 to ICSuB/NAM 2011 Page 33
ICSub/NAM/C	ICSuB/NAM/C (R2) <i>cover sheet</i> ICSuB/NAM/C (R2) Page i to Page iv ICSuB/NAM/C (R2) ICSuB/NAM/C (R2) Page 1 to ICSuB/NAM/C (R2) Page 57	ICSuB/NAM/C 2011 <i>cover sheet</i> ICSuB/NAM/C 2011 Page i and Page ii ICSuB/NAM/C 2011 ICSuB/NAM/C 2011 Page 1 to ICSuB/NAM/C 2011 Page 57
ICSub/NAM/E	ICSuB/NAM/E (R2) <i>cover sheet</i> ICSuB/NAM/E (R2) Page i and Page ii ICSuB/NAM/E (R2) ICSuB/NAM/E (R2) Page 1 to ICSuB/NAM/E (R2) Page 25	ICSuB/NAM/E 2011 <i>cover sheet</i> ICSuB/NAM/E 2011 Page i and Page ii ICSuB/NAM/E 2011 ICSuB/NAM/E 2011 Page 1 to Page 24 ICSuB/NAM/E 2011
ICSub/G	ICSuB/G (2009) <i>cover sheet</i> ICSuB/G (2009) Page i and Page ii ICSuB/G (2009) ICSuB/G (2009) Page 1 to Page 40 ICSuB/G (2009)	ICSuB/G 2011 <i>cover sheet</i> ICSuB/G 2011 Page i and Page ii ICSuB/G 2011 ICSuB/G 2011 Page 1 to Page 38 ICSuB/G 2011

You have now finished filing Volume 2

VOLUME 3*Remove old pages**Insert new pages***MWSub/D**

MWSub/D (R1) <i>cover sheet</i> MWSub/D (R1) Page i and Page ii MWSub/D (R1) MWSub/D (R1) Page 1 to Page 18 MWSub/D (R1)	MWSub/D 2011 <i>cover sheet</i> MWSub/D 2011 Page i and Page ii MWSub/D 2011 MWSub/D 2011 Page 1 to MWSub/D 2011 Page 19
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DBSub/A

DBSub/A (R2) <i>cover sheet</i> DBSub/A (R2) Page i and Page ii DBSub/A (R2) DBSub/A (R2) Page 1 to Page 28 DBSub/A (R2)	DBSub/A 2011 <i>cover sheet</i> DBSub/A 2011 Page i and Page ii DBSub/A 2011 DBSub/A 2011 Page 1 to Page 28 DBSub/A 2011
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DBSub/C

DBSub/C (R2) <i>cover sheet</i> DBSub/C (R2) Page i to Page iv DBSub/C (R2) DBSub/C (R2) Page 1 to Page 76 DBSub/C (R2)	DBSub/C 2011 <i>cover sheet</i> DBSub/C 2011 Page i to Page iv DBSub/C 2011 DBSub/C 2011 Page 1 to Page 76 DBSub/C 2011
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DBSub/G

DBSub/G (2009) <i>cover sheet</i> DBSub/G (2009) Page i and Page ii DBSub/G (2009) DBSub/G (2009) Page 1 to DBSub/G (2009) Page 39	DBSub/G 2011 <i>cover sheet</i> DBSub/G 2011 Page i and Page ii DBSub/G 2011 DBSub/G 2011 Page 1 to DBSub/G 2011 Page 35
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MP

MP (R2) <i>cover sheet</i> MP (R2) Page i and Page ii MP (R2) MP (R2) Page 1 to Page 40 MP (R2)	MP 2011 <i>cover sheet</i> MP 2011 Page i and Page ii MP 2011 MP 2011 Page 1 to MP 2011 Page 41
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MPSub

MPSub (R2) <i>cover sheet</i> MPSub (R2) Page i and Page ii MPSub (R2) MPSub (R2) Page 1 to MPSub (R2) Page 41	MPSub 2011 <i>cover sheet</i> MPSub 2011 Page i and Page ii MPSub 2011 MPSub 2011 Page 1 to MPSub 2011 Page 41
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MP/G

MP/G (2009) <i>cover sheet</i> MP/G (2009) Page i and Page ii MP/G (2009) MP/G (2009) Page 1 to MP/G (2009) Page 27	MP/G 2011 <i>cover sheet</i> MP/G 2011 Page i and Page ii MP/G 2011 MP/G 2011 Page 1 to MP/G 2011 Page 25
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MPSub/G

MPSub/G (2009) <i>cover sheet</i> MPSub/G (2009) Page i and Page ii MPSub/G (2009) MPSub/G (2009) Page 1 to Page 32 MPSub/G (2009)	MPSub/G 2011 <i>cover sheet</i> MPSub/G 2011 Page i and Page ii MPSub/G 2011 MPSub/G 2011 Page 1 to Page 30 MPSub/G 2011
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PCC	<i>PCC (R2) cover sheet</i> PCC (R2) Page i to Page iv PCC (R2) PCC (R2) Page 1 to PCC (R2) Page 89	<i>PCC 2011 cover sheet</i> PCC 2011 Page i to Page iv PCC 2011 PCC 2011 Page 1 to Page 94 PCC 2011
PCC/G	<i>PCC/G (2009) cover sheet</i> PCC/G (2009) Page i and Page ii PCC/G (2009) PCC/G (2009) Page 1 to PCC/G (2009) Page 29	<i>PCC/G 2011 cover sheet</i> PCC/G 2011 Page i and Page ii PCC/G 2011 PCC/G 2011 Page 1 to PCC/G 2011 Page 25
FA	<i>FA 07 cover sheet</i> FA 07 Page i and Page ii FA 07 FA 07 Page 1 to Page 24 FA 07	<i>FA 2011 cover sheet</i> FA 2011 Page i and Page ii FA 2011 FA 2011 Page 1 to Page 26 FA 2011
FA/G	<i>FA/G 07 cover sheet</i> FA/G 07 Page i and Page ii FA/G 07 FA/G 07 Page 1 to Page 16 FA/G 07	<i>FA/G 2011 cover sheet</i> FA/G 2011 Page i and Page ii FA/G 2011 FA/G 2011 Page 1 to Page 16 FA/G 2011
CWa/F	<i>CWa/F (2009) cover sheet</i> CWa/F (2009) Page i and Page ii CWa/F (2009) CWa/F (2009) Page 1 to CWa/F (2009) Page 21	<i>CWa/F 2011 cover sheet</i> CWa/F 2011 Page i and Page ii CWa/F 2011 CWa/F 2011 Page 1 to CWa/F 2011 Page 21
CWa/P&T	<i>CWa/P&T (2009) cover sheet</i> CWa/P&T (2009) Page i and Page ii CWa/P&T (2009) CWa/P&T (2009) Page 1 to CWa/P&T (2009) Page 17	<i>CWa/P&T 2011 cover sheet</i> CWa/P&T 2011 Page i and Page ii CWa/P&T 2011 CWa/P&T 2011 Page 1 to CWa/P&T 2011 Page 17
SCWa/F	<i>SCWa/F (2009) cover sheet</i> SCWa/F (2009) Page i and Page ii SCWa/F (2009) SCWa/F (2009) Page 1 to SCWa/F (2009) Page 19	<i>SCWa/F 2011 cover sheet</i> SCWa/F 2011 Page i and Page ii SCWa/F 2011 SCWa/F 2011 Page 1 to SCWa/F 2011 Page 19
SCWa/P&T	<i>SCWa/P&T (2009) cover sheet</i> SCWa/P&T (2009) Page i and Page ii SCWa/P&T (2009) SCWa/P&T (2009) Page 1 to SCWa/P&T (2009) Page 17	<i>SCWa/P&T 2011 cover sheet</i> SCWa/P&T 2011 Page i and Page ii SCWa/P&T 2011 SCWa/P&T 2011 Page 1 to SCWa/P&T 2011 Page 15

SCWa/E	<i>SCWa/E (2009) cover sheet</i> SCWa/E (2009) Page i and Page ii SCWa/E (2009) SCWa/E (2009) Page 1 to Page 22 SCWa/E (2009)	<i>SCWa/E 2011 cover sheet</i> SCWa/E 2011 Page i and Page ii SCWa/E 2011 SCWa/E 2011 Page 1 to Page 22 SCWa/E 2011
RM	<i>RM (R2) cover sheet</i> RM (R2) Page i and Page ii RM (R2) RM (R2) Page 1 to Page 20 RM (R2)	<i>RM 2011 cover sheet</i> RM 2011 Page i and Page ii RM 2011 RM 2011 Page 1 to Page 20 RM 2011
CE	<i>CE (R1) cover sheet</i> CE (R1) Page i and Page ii CE (R1) CE (R1) Page 1 to CE (R1) Page 61	<i>CE 2011 cover sheet</i> CE 2011 Page i and Page ii CE 2011 CE 2011 Page 1 to Page 64 CE 2011
CE/P	<i>CE/P (R1) cover sheet</i> CE/P (R1) Page i and Page ii CE/P (R1) CE/P (R1) Page 1 to CE/P (R1) Page 31	<i>CE/P 2011 cover sheet</i> CE/P 2011 Page i and Page ii CE/P 2011 CE/P 2011 Page 1 to CE/P 2011 Page 31
CE/G	<i>CE/G (2009) cover sheet</i> CE/G (2009) Page i and Page ii CE/G (2009) CE/G (2009) Page 1 to Page 66 CE/G (2009)	<i>CE/G 2011 cover sheet</i> CE/G 2011 Page i and Page ii CE/G 2011 CE/G 2011 Page 1 to Page 64 CE/G 2011
CA, PCSA, PCSA/SP and Adj to MTC/G (move from Vol. 3)		

Once you've filed all of the above, please move all of the following content from **Volume 3** to **Volume 4**, and insert it after the **Contracts divider card** (as indicated in the instructions for Volume 4 below): CA, PCSA, PCSA/SP, Adj, Adj/N, FA, FA/G, ShortSub, SubSub, CWa/F, CWa/P&T, SCWa/F, SCWa/P&T, SCWa/E, RM, CE, CE/P, CE/G, MTC and MTC/G (i.e. CA, PCSA and PCSA/SP and everything from Adj to MTC/G).

You have now finished filing Volume 3

VOLUME 4

Remove old pages

Insert new pages

Preliminary pages _____

Title pages

**Insert new divider for
Contents after Title
pages*

Vol. 4/iii and iv

**Insert new divider for
Commentary after Vol.
4/iii and iv, and then
move the following
Commentary from Vol. 1
to Vol. 4:*

Adj to Index (Move from Vol. 1) _____

Please move all of the following content from **Volume 1** to **Volume 4**: Adj, Adj/N, FA, FA/N, ShortSub, SubSub, CWa/F, CWa/P&T, SCWa/F, SCWa/P&T, SCWa/E, CE, CE/P, RM, MTC, PCSA, PCSA/SP, CA, Appendices and Index (i.e. everything following PCC).

**Insert new divider for
Contracts after
Index/86, and then move
the following Contracts
from Vol. 3 to Vol. 4:*

CA, PCSA, PCSA/SP and Adj to MTC/G (Move from Vol. 3) _____

Please move all of the following content from **Volume 3** to **Volume 4**: CA, PCSA, PCSA/SP, Adj, Adj/N, FA, FA/G, ShortSub, SubSub, CWa/F, CWa/P&T, SCWa/F, SCWa/P&T, SCWa/E, RM, CE, CE/P, CE/G, MTC and MTC/G (i.e. CA, PCSA and PCSA/SP and everything from Adj to MTC/G).

You have now finished filing Volume 4

[YOU HAVE NOW FINISHED FILING CONTRACTS RELEASE 14]