

FILING INSTRUCTIONS

RELEASE 101

Below are the filing instructions for Release 101 of *Practical Commercial Precedents*. 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 100 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 <http://www.sweetandmaxwell.co.uk>.

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/customer-support/subscriptions/order-missing-pages.aspx>. If you are missing a whole release or volume please email TRLUKI.CS@thomsonreuters.com.

VOLUME 1

	<i>Remove old pages</i>	<i>Insert new pages</i>
Filing Instructions	1 – 4	1 – 4
Checklist	1 – 18	1 – 18
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Tables		
Supplementary Table of Statutes		SuppStatutes/1 – SuppStatutes/2
Supplementary Table of Statutory Instruments		SuppSIs/1 – SuppSIs/2
Organisation of a Business		
	B0/3 – B0/8	B0/3 – B0/8
	B1/1 – B1/2	B1/1 – B1/2
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Remove old pages

B1A/1 – B1A/4
 B1A/41 – B1A/44
 B2/1 – B2/2
 B2/11 – B2/12
 B2A/11 – B2A/14
 B2A/41 – B2A/42
 B3/1 – B3/2
 B3/11 – B3/56
 B3/91 – B3/98
 B3/99 – B3/116
 B4/1 – B4/2
 B4/11 – B4/20
 B4/41 – B4/42
 —
 B5/1 – B5/2
 B5/13 – B5/20
 B5/41 – B5/42
 B6/1 – B6/2
 B6/13 – B6/14
 B6/19 – B6/20
 B6/23 – B6/32
 B6/41 – B6/44
 B6A/1 — B6A2
 B6A/41 – B6A/42
 B7/1 – B7/2
 B7/13 – B7/22
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 B12/1 – B12/2
 B12/41 – B12/42
 B13/11 – B13/12
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 B14/1 – B14/2

Insert new pages

B1A/1 – B1A/4
 B1A/41 – B1A/44
 B2/1 – B2/2
 B2/11 – B2/12
 B2A/11 – B2A/14
 B2A/41 – B2A/42
 B3/1 – B3/2
 B3/11 – B3/56
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 —
 B4/1 – B4/4
 B4/11 – B4/20
 B4/41 – B4/42
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 B5/13 – B5/20
 B5/41 – B5/42
 B6/1 – B6/2
 B6/13 – B6/14
 B6/19 – B6/20
 B6/23 – B6/32
 B6/41 – B6/44
 B6A/1 — B6A2
 B6A/41 – B6A/42
 B7/1 – B7/2
 B7/13 – B7/22
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 B12/1 – B12/2
 B12/41 – B12/42
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 B13/41 – B13/44
 B14/1 – B14/2

Sale of Shares and Businesses

D0/1 – D0/2
 D5/24A – D5/30B
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D0/1 – D0/2
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Index to Volume 1

Supplementary Index 1/1 – 1/2

You have now finished filing Volume 1

VOLUME 2

	<i>Remove old pages</i>	<i>Insert new pages</i>
Contents	Vol 2:i – Vol 2:viii	Vol 2:i – Vol 2:viii

You have now finished filing Volume 2

VOLUME 3

Contents	Vol 3:i to Vol 3:viii	Vol 3:i to Vol 3:viii
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You have now finished filing Volume 3

VOLUME 4

	<i>Remove old pages</i>	<i>Insert new pages</i>
Contents	Vol 4:i – Vol 4:viii	Vol 4:i – Vol 4:viii

Index to Volume 4 and the Work	_____	Supplementary Index 4/1 – 4/2
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**You have now finished filing Volume 4
You have now finished filing this release**

