



# **Appendix B1**

## **Reader's guide**

### **Singular and plural**

- 1.8** This Handbook has been drafted, as a general rule, in the singular to the extent appropriate. Words in the singular may include the plural and words in the plural may include the singular, depending on the specific context.

*September  
2015*

### **Date of provisions**

- 1.9** Each provision in this Handbook is dated with the month and year of publication. Dates of provisions will be updated when there are substantive amendments to a provision. They will not be updated if a consequential numbering or other minor change is made to a provision.

*December  
2015*