

## Instructions regarding the appeal book

1. The appeal book must contain copies of documents used at the hearing that are directly relevant to the issues to be considered by the appeal tribunal.
2. The appeal book must have a cover sheet which identifies:
  - the appeal number
  - the parties
  - that it is an appeal book
  - if the appeal book is more than 1 volume, the volume number and page range of the book.
3. The second page of the appeal book must be an index. The index must:
  - describe the document
  - note the date of the document
  - state who filed the document
  - give it a page number.
4. It is not necessary to include the same document multiple times (e.g. an attachment to a number of other documents) if the documents are identical. Include one document and then include a reference to the relevant page number for that document.
5. If a document has attachments, each attachment must be separately identified and indexed.
6. Every page must be numbered.