

# SERGEANT & SIMS ON STAMP DUTIES

October 2000 Edition



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## 1. CONTENTS OF THE SERVICE

Sergeant & Sims on Stamp Duties provides an authoritative guide to stamp duty and stamp duty reserve tax, covering all domestic legislation and case law and examining the practice and procedures adopted by the Stamp Office. The service contains the following sections:

- **Sergeant & Sims on Stamp Duties** The Sergeant & Sims material is arranged as follows: Commentary, Revenue and Finance Acts, Miscellaneous Acts, Regulations, Administration and Practice, Forms, Stamp Office Addresses and Recent Developments.
- **Stamp Office Manual.** The Stamp Office Manual contains the day to day technical instructions used by staff in the Inland Revenue Stamp Office and should be referred to as a guide to current Stamp Office practice and procedures.
- **Stamp Duty Cases Database .** This database contains digests of stamp duty cases taken from *All England Law Reports* and *Simon's Tax Cases*, dating from 1937 to the present day. It will be updated to include new cases as soon as they are available.
- **Notice board.** Subscribers should check the Notice board regularly to find out what new material has been added to the service.

## 2. OPENING THE SERVICE

To access Sergeant & Sims on Stamp Duties, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click 'Tax Services', pictured below.



The next screen you see will be the Tax Services page. From this page select Sergeant & Sims on Stamp Duties.



On the following screen, enter your username and password into the 'log on' screen as appears below.

Please provide your user name and password in the boxes below:

User name:

Password:

The following screen will be the Sergeant & Sims on Stamp Duties opening screen, shown below.

The screenshot shows the opening screen of the "Sergeant & Sims on Stamp Duties" service. At the top left is the "Tolley" logo. The top navigation bar includes links for "home", "butterworths services", "tax services", and "sergeant & sims". Below this is a secondary navigation bar with links for "direct news", "direct libraries", "property taxation", "taxation", "tax planning", "international", "customs", "taxlink", "indirect", "sitemap", and "user guides". The main content area features a welcome message: "Welcome to Sergeant & Sims on Stamp Duties - This new service provides an authoritative guide to stamp duty and stamp duty reserve tax, covering all domestic legislation and case law and examining the practice and procedures adopted by the Stamp Office." Below the welcome message are four main sections, each with a title and a brief description: "Sergeant & Sims on Stamp Duties" (describing the material's scope), "Stamp Office Manual" (describing the manual's content), "Stamp Duty Cases Database" (describing the database's coverage), and "Notice Board" (describing the board's purpose). At the bottom center, there is a copyright notice: "© Reed Elsevier (UK) Limited 2001".

### 3. UNIQUE FEATURES

#### 3.1 NAVIGATION BAR



The Sergeant & Sims on Stamp Duties Navigation Bar is pictured above. To access any section, simply left click on the relevant heading.

To return to Sergeant & Sims on Stamp Duties, simply left click 'sergeant & sims', at the top-right of the bar once.

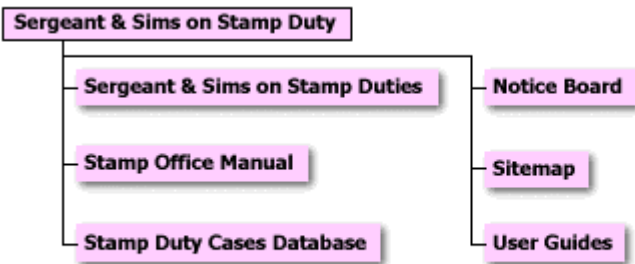
#### 3.2 BOOKS ON SCREEN [BOS]

For information on books on screen, searching and print management, please refer to the Direct Services User Manual which can be located on the Online Product Manuals page.

#### 3.3 SITEMAP

Users may also navigate Sergeant & Sims on Stamp Duties by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar.

The Sergeant & Sims on Stamp Duties sitemap is shown below. Areas can be accessed by left clicking on the required section.



## **4. OTHER INFORMATION**

### **4.1 EDITORIAL**

If you have a query about the content of the Sergeant & Sims on Stamp Duties service, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Sergeant & Sims so please feel free to contact us.

### **4.2 TECHNICAL SUPPORT**

Telephone support is available during normal working hours (09 00 – 17 00 GMT)

**Tel: (44) 0845 305 0500 Fax: (44)01483 257917**

To assist the help line in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

09 00 – 17 00 Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.co.uk/content/support/techsupport.htm>

Or E-mail: [online.support@butterworths.co.uk](mailto:online.support@butterworths.co.uk)

### **4.3 CUSTOMER SUPPORT**

Butterworths Direct Help line is available from Monday to Friday 09 00 – 17 00

**Tel: 0845 608 1188**

**For calls from outside the UK: +44 0207 400 2822**

#### **4.4 TRAINING**

To find out more about our comprehensive training courses, and to reserve a place.

**Tel: (44) 0207 400 4639**

E-mail: [training@butterworths.co.uk](mailto:training@butterworths.co.uk)