

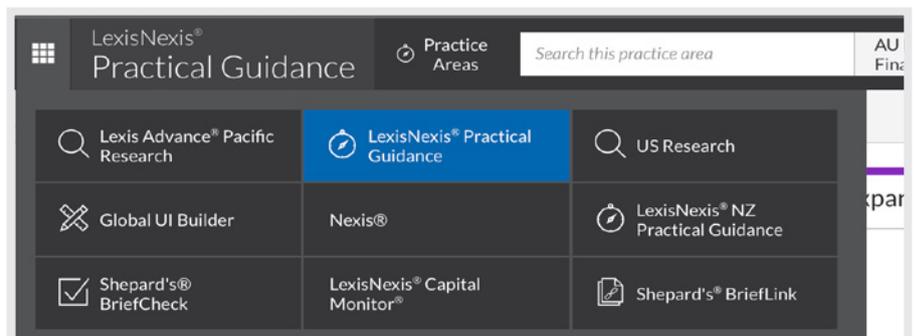
Practical Guidance

Quick Reference Guide

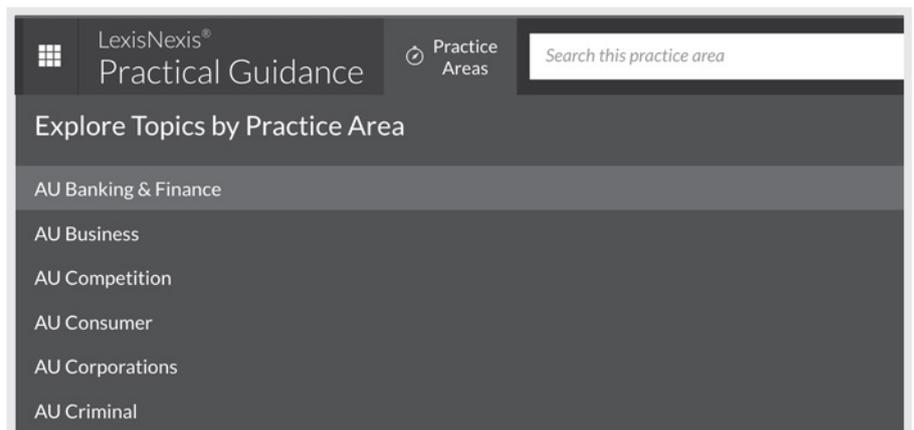
Practical Guidance is an excellent first point of call to commence your research. Simply select a practice area and browse by topic. Each of the blue hyperlinks available in the 'Browse Topics' section are clickable subtopics and will display the relevant content available for that subtopic including an overview, guidance notes with practical tips, key cases, commentary, legislation, forms, precedents, and other resources for additional reference. The platform also enables you to browse through to all the content from your Lexis Advance Research subscription, to complete your research more efficiently.

For tips, guides and videos please refer to the Knowledge Network at <https://www.lexisnexis.com.au/en/knowledge-network/lexisnexis-advance-and-practical-guidance>

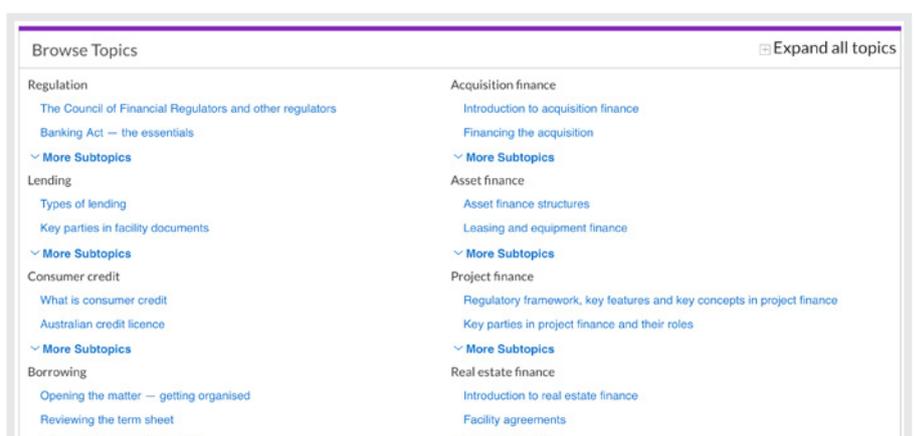
You can easily access Practical Guidance from within Lexis Advance® by clicking the arrow next to the research logo.



From within Practical Guidance, you can use the drop down menu to select a relevant Practice Area. The list of Practical Guidance modules within your subscription will appear at the top of the list.



Practical Guidance arranges content by topic and subtopic, and the topic tree is contained in the '**Browse Topics**' section. Select a blue hyperlink to view the content relevant to that subtopic



In a subtopic, you can see the collection of all different types of resources including **Overview**, **Guidance** notes, key **Cases**, **Legislation**, applicable **Forms** and **Precedents**.

Guidance notes are written exclusively for the Practical Guidance platform by practising subject matter experts. They comprehensively cover the key steps and concepts related to a task, matter or issue, and link out to the primary materials needed to support implementation. Guidance notes also provide links to additional resources from the Lexis Advance Research library that may be relevant.

The screenshot shows a navigation menu on the left with 'Overview' and 'Guidance' sections. The 'Overview' section contains introductory text about COVID-19 impacts and the power of a company. The 'Guidance' section has a tree view with items like 'Calling a meeting', 'Introduction', 'Calling a meeting', 'Conduct of meetings', 'Proxies', 'Voting by members', 'AGMs of public companies', 'Notice of meetings', 'COVID-19 and Annual General Meeting (AGMs)', and 'Resolutions passed without a meeting'.

The screenshot shows a detailed legal article. It starts with an author note: 'Authorised by Karin Ottesen, Barrister, 13th Floor St James Hall. Updated by the LexisNexis Legal Writer team.' The main heading is 'Requirement to be licensed unless exempted'. The text discusses Division 2 of Part 7.6 of the Corporations Act 2001 (Cth) and Section 911A(1), explaining when a person carrying on a financial services business must hold a license. It lists exemptions and provides a checklist of considerations: 'Is the person providing "financial services"?' 'Is the person carrying on a "financial services business"?' 'If so, is it being carried on "in this jurisdiction"?' and 'Do the activities come within any of the exemptions?'. It also references a 'Financial Services and Markets - Checklist - When is an Australian financial services licence required?'.

The Practical Guidance homepage also features a collection of pods on the right hand of the screen which contain useful resources including Tools, Checklists and Precedents.

Toolkits contain practical materials such as frequent tasks, comparative tables, workflow diagrams, glossaries, calculators and decision support tools.

Checklists, available directly from the homepage and throughout the guidance, assist with guiding you through key tasks, matters or issues relevant to a practice area.

Precedents can be accessed by subtopic, or in the Precedents pod on the module homepage. You can save precedents in a working folder on Lexis Advance or download the document in Microsoft Word.

The screenshot shows a sidebar with an 'Expand all topics' button and a list of legal topics. The main content area is divided into three sections: 'Toolkit' (listing tools like 'Business Frequent Tasks Tool', 'Infographic: Confidential Information & Data Development', etc.), 'Checklists' (listing checklists for 'Agency - Checklist for the appointment of an agent in Australia', 'Business disputes - Checklist for injunctions', etc.), and 'Precedents' (listing precedents like 'Assignment of Copyright', 'Confidentiality agreement for business sale negotiation', etc.).