

Audit Trail Access Log Form

Company Name:

Tax Identification Number (TIN):

System Name:

Audit Log Period: From To

Prepared By:

Date Prepared:

Access Log Details

#	Date & Time	User ID / Name	Role / Department	Access Type (View/Edit/Delete)	Record / Module Accessed	Purpose / Remarks
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reviewed By:

Date Reviewed:

Important Notes

- This form is required for submission during tax audits or upon request by tax authorities.
- Ensure all accessed records, user activities, and purposes are accurately logged and retained.
- Audit trail logs must be securely stored and maintained in compliance with applicable regulations.
- Any unauthorized or suspicious access should be investigated and documented separately.
- Do not alter or delete audit trail records once generated.