

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	____ / ____ / ____ ____ : ____	_____	_____	_____	_____	_____
2	____ / ____ / ____ ____ : ____	_____	_____	_____	_____	_____
3	____ / ____ / ____ ____ : ____	_____	_____	_____	_____	_____

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.