

# Audit Trail Alteration Record (Tax Compliance Format)

Document No:  
ATR-2024-0057

Company Name:  
SampleCorp Pvt. Ltd.

Period Covered:  
2024-01-01 to 2024-06-30

Prepared By:  
Jane Doe

Preparation Date:  
2024-06-15

## Alteration Summary

#	Date & Time	User	Action Type	Original Value	Altered Value	Record Reference	Remarks/Reason
1	2024-03-10 14:27:11	j.doe	Edit	Invoice Amount: 24,000	Invoice Amount: 26,500	INV-23059	Correction of input error
2	2024-04-22 11:03:45	a.kumar	Delete	Purchase Order: PO-60812	(Deleted)	PO-60812	Order cancelled by client
3	2024-05-02 09:18:29	r.patel	Edit	Tax Rate: 12%	Tax Rate: 18%	INV-23080	Compliance with GST amendment

## Approval & Verification

Reviewed By	Priya Sharma	Date	2024-06-16
Authorised By	Vikas Mehra	Date	2024-06-17

### Important Notes:

- All alterations must be duly authorised and documented for audit and tax compliance.
- No alteration should be made without valid business justification and proper supporting.
- This record should be retained as per statutory requirements and made available to authorities upon request.
- Each entry must be accompanied by clear references and remarks indicating the reason for the change.
- Ensure data integrity and chronology is maintained throughout the audit trail.