

Manual Audit Trail Record Form

(For Tax Compliance)

A. General Information

Entity/Company Name: _____

TIN: _____

Registered Address: _____

Tax Period Covered: _____ to _____

B. Audit Trail Record Details

No.	Date & Time	Reference Document	Type of Transaction	Action Taken (e.g. Add/Edit/Cancel)	User/Personnel Responsible	Remarks/Reason for Action

C. Certification

I/We hereby certify that the above information is true and correct to the best of my/our knowledge and that this audit trail record has been prepared manually in compliance with applicable tax regulations.

Prepared by / Audit Trail Custodian

Date

Reviewed/Verified by

Important Notes

- This form should be accomplished immediately after each transaction or change affecting official records.
- All entries must be clear, accurate, and properly documented.
- The form shall serve as reference in case of tax audit, inspection, or verification by authorities.
- Manual entries must not be altered or erased; corrections should be counter-signed.
- Keep this document as part of your mandatory audit trail records for all tax periods covered.