

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Proforma for communication log

- Note: 1. The communication log should record the time spent on the practical experience requirement and track progress, ideas, discussions and plans agreed on with the Institute's Authorized Supervisor (AS).
2. Students are required to record all communication he/she has had with his/her AS via phone, email, fax and face-to-face. This must be demonstrated at least twice a year.

Name of Registered Student / Prospective Member: _____

Name of Authorized Supervisor: _____

Period of Supervision: _____ to _____
(mm/yy) (mm/yy)

Year 1	1) Kick Off Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____
Year 1	2) Interim Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____
Year 2	3) 1st Annual Sign-off Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____
Year 2	4) Interim Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____
Year 2	5) 2nd Annual Sign-off Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____
Year 3	6) Interim Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____
Year 3	7) Final Sign-off Meeting
	Date: _____ Time: _____ Meeting Mode [#] : _____ (dd/mm/yy) (hh:mm – hh:mm)
	Areas Discussed / Agreed: _____

[#] The parties can communicate face-to-face, via phone, email, fax, or by other appropriate means.