STRUCTURED CPD FORM

THE TAX INSTITUTE

Event/Activity	Date	Provider	Format	CPD Hours	Comment
Structured education activity undertaken. Name of seminar, course etc (Eg: CGT workshop)	Insert date the activity was undertaken	Insert name of the provider or publisher of the activity (Eg: The Tax Institute)	Insert format of the activity undertaken (Eg: presentation, workshop, Breakfast Club, Podcast CD-ROM)	Insert the number of hours that apply to the event	Additional comments as necessary

The Tax Institute's membership year runs over the fiscal financial year and record must be maintained during this twelve month period for the minimum 15 hours structured CPD. Remember to maintain your receipts and various records of your activities for the further 12 months at the end of each membership year as they may be required for random auditing purposes. Further information regarding Structured CPD requirements can be obtained under the members area on the website taxinstitute.com.au. There is no need to record your unstructured CPD.

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