**Documentation of Consultation**

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| **INSTRUCTIONS** | * This form should be completed when a general or technical question or problem has been identified or requested for a resolution. |
|  | * The principal / partner / manager responsible for the engagement should sign and date this form indicating their agreement with the resolution. |
|  | * If there is an in-house specialist or expert, this person should also sign and date the form. |

1. Describe the engagement / problem / subject or question:

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1. Details ascertained during the consultation:

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1. Specialist/s or expert/s consulted and general qualifications:

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1. Summary of conclusions or resolution (include reasons for conclusion and appropriate references of professional literature):

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| **Principal/Partner/Manager responsible**  **for the engagement:** | **Date:** |
| **In-firm Specialist or Expert:**  **(where applicable):** | **Date:** |