**Detailed non-TK Page**

Please list the significant tasks or projects that you have done or been involved in for the past year (both within and outside of the office).

Please describe your involvement in these projects.

Please highlight if there is any feedback received from internal and external parties worth mentioning.

[significant\_tasks]

**\*field is required**

Please list the tasks/projects done in the past 1 year that helped the Firm to save cost and/or to be more efficient and effective om various work processes.

[cost\_saving]

**\*field is required**

Please list the task(s) that were planned for the past year but have yet to be realized due to certain reasons. State such task(s)and the likely reasons for non-completion.

[planned\_tasks]

**\*field is required**

Please list the task or projects you hope to realize for the coming year.

[tasks\_next\_year]

**\*field is required**

Please list any issues you would like to highlight or take note of.

[issues]

**\*field is required**