

# Character Reference Form for CCSA

This form or a photocopy of this form should be used in providing a character reference for a CCSA candidate. The following information should be completed and verified by a CCSA, a CIA, or the candidate's supervisor.

Please complete all sections of this form and mail to:

**The Institute of Internal Auditors Singapore**

138 Robinson Road #18-08

The Corporate Office

Singapore 068906

Tel: (65) 6324 9029

Fax: (65) 6220 5972

1.	<b>Candidate Information</b>	
	Candidate's Name  (as in IC or Passport)	
	Note to Recommender:  The above-named individual has applied to sit for the CCSA (Certification in Control Self-Assessment) examination. In considering the candidate's qualifications for the CCSA designation, we require an evaluation by a CCSA, a CIA, or the candidate's supervisor. The basis for this evaluation is the Code of Ethics established by The Institute of Internal Auditors. Please read the Code of Ethics and then complete this form.	
2.	<b>Recommender's Authority</b>	
	I am (tick all that apply):  <input type="checkbox"/> A CCSA (Certification in Control Self-Assessment)  <input type="checkbox"/> A CIA (Certified Internal Auditor)  <input type="checkbox"/> The candidate's supervisor	

3.	<b>Statement of Character Reference</b>	
	In my opinion, _____(candidate's name) meets the qualifications set forth by the Code of Ethics established by The Institute of Internal Auditors.	
	<p>_____</p> <p>Recommender's Name &amp; Signature</p>	<p>_____</p> <p>Date</p>
4.	<b>Information About Recommender</b>	
	Name (as in IC or Passport)	
	Title/Position	
	Organization	
	Address	
	Business Phone	
	Fax	
	E-mail	