

# CIA Examination Application

**Complete sections 1 through 19 (ALL SECTIONS MUST BE COMPLETED)**

CIA candidates, who have submitted the full CIA Exam Application Form, within the last two years, and now need to re-apply to take individual parts of the exam, must use the **CIA Exam Re-Application Form**.

<b>1.</b>	<b>Full Name (as appears on IC or Passport)</b>	
	Prefix (Mr., Mrs., Ms., Dr.):	
	*Family Name:	
	*Given Name:	
<b>2.</b>	<b>IIA Membership/Customer Information</b>	
	Are you a member or prior customer of The Institute of Internal Auditors?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <b>ID#</b> <input type="text"/> (if applicable)
<b>3.</b>	<b>Organization Information</b>	
	Organization Name (in full)	
	Position/Title	
	Business Address	
	City	
	State/Province	
	Country	
	ZIP/Postal Code	
	Business Phone	Ext.
	Fax	
	E-mail	
	*Job Code	
	*Industry Code	
<b>4.</b>	<b>Home Information</b>	
	Home Address	
	City	



	CA	<input type="checkbox"/> Country :
	CMA	<input type="checkbox"/> Country :
	CGA	<input type="checkbox"/>
	CISA	<input type="checkbox"/>
	CBA	<input type="checkbox"/>
	CTA/CTCP	<input type="checkbox"/>
	Other :	
<b>11.</b>	<b>CIA Review Course</b>	
	<input type="checkbox"/> Please indicate if you would like to attend a CIA Review Course designed for candidates sitting for the exam.	
<b>12.</b>	<b>Certification</b>	
	By completing/signing and submitting this form I certify that I have read and will abide by the provisions of the Code of Ethics and accept all conditions of the certification program to which I am applying.	
	<b>Signature:</b>	<b>Date:</b>
<b>13.</b>	<b>Mailings</b>	
	<input type="checkbox"/> Check here if you do not want your name included on mailing lists other than IIA mailings.	
<b>14.</b>	<b>Internal Auditing Experience</b>	
	<input type="checkbox"/> None <input type="checkbox"/> Less than one year <input type="checkbox"/> More than 1 year but less than 2 years <input type="checkbox"/> 2 or more years	
<b>15.</b>	<b>Currently a practicing internal auditor?</b>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>16.</b>	<b>Language Requested</b>	
	IIA headquarters offers the CIA Exam in the following languages: <input checked="" type="checkbox"/> English	

17.	<b>Examination Site</b>	
	Code	129
	City	Singapore
	State/Province/Country	Singapore
18.	<b>*Name as it should appear on your certificate once you are certified:</b>	
19.	<b>*Chapter/Institute where IIA Inc should send your certificate once you have completed all of the program requirements. For additional information, please visit: <a href="http://www.theiaa.org/chapters-institutes/">http://www.theiaa.org/chapters-institutes/</a></b>	
20.	<b>Fee</b>	
	Registration Fee	<input type="checkbox"/> \$115
	Exam Part fees	
	Part I	<input type="checkbox"/> \$250
	Part II	<input type="checkbox"/> \$250
	Part III	<input type="checkbox"/> \$250
	Part IV	<input type="checkbox"/> \$250
	Part IV Professional Recognition Credit**	<input type="checkbox"/> \$250
	<b>Total Payment Enclosed :</b>	

	<p>Notes :</p> <ul style="list-style-type: none"> <li>• Candidates can take as many exam parts as they wish. A candidate's registration for the exam part(s) will be valid for 180 days from the date the registration is approved, and the registration (exam part) fee is non-refundable.</li> <li>• Cheques in S\$ should be crossed and made payable to: <b>The Institute of Internal Auditors Singapore</b></li> <li>• <b>APPLICATION WILL NOT BE PROCESSED WITHOUT APPROPRIATE PAYMENT.</b></li> <li>• <b>Fields marked with an * are required.</b></li> </ul> <p>**Certified True Copy of Degree or Accountancy Qualification must accompany application. In the case of application for Part IV Professional Credit, <b>submit the certified true copies of both the appropriate certificate and the latest annual subscription renewal receipt issued by the professional institute.</b> The identity of person signing and certifying supporting documents as Certified True Copies must be stated (Name, Job Title, Organisation).</p>
21.	<p><b>Submission</b></p>
	<p>Submit application along with evidence of completion of the Eligibility Requirements of the CIA program.</p> <p>The following must be submitted at the same time as application :</p> <ul style="list-style-type: none"> <li>• Proof of education. (Photocopy of document requires to be certified true copy by current employer) The identity of person signing and certifying supporting documents as Certified True Copies must be stated (Name, Job Title, Organisation).</li> <li>• Character Reference Form</li> <li>• Work Experience Verification Form</li> </ul> <p>Please submit Application to:-</p> <p><b>The Institute of Internal Auditors Singapore</b>  138 Robinson Road #18-08  The Corporate Office  Singapore 068906</p> <p>Tel: (65) 6324 9029  Fax: (65) 6220 5972</p>

## Industry Code

0100	<b>Agriculture, Forestry &amp; Fisheries</b> Agriculture, forestry, fisheries, production/services	5000 5300 5800	<b>Wholesale &amp; Retail Trade</b> Wholesale trade Retail Trade Eating & drinking places
1000	<b>Mining</b> Mining		<b>Financial, Insurance and Property</b>
1300	Oil & gas extraction	6000	Banking & financial institutions
	<b>Contract Construction</b>	6030	Nonbanking bank services (e.g. leasing)
1500	Construction	6040	Thrift and savings & loan organisations
	<b>Manufacturing</b>	6100	Credit unions
2000	Food/kindred products	6130	Other credit agencies
2100	Tobacco manufacturers	6200	Security and commodity services
2200	Textile mill products/apparel	6300	Insurance carriers, agents, services
2400	Lumber/wood products	6500	Real estate services
2600	Paper & allied products (incl printing & publishing)	6700	Holding/investment companies
2800	Chemicals/petroleum refining and related industries		<b>Services</b>
3010	Rubber and plastic products	7000	Hotels
3100	Leather, stone and glass products	7200	Personal/social services
3300	Primary metal industries/fabricated metal products	7310	Management consultants
3500	Industrial & commercial machinery	7320	EDP services
3510	Aerospace	7330	Executives placement services
3520	Computer and related devices/equipment	7500	Repair services
3600	Electrical machinery, electronic equipment & Supplies	7800	Cinema/amusement and recreational services
3700	Transportation equipment	8000	Hospital/health services
3800	Scientific, photographic and medical goods	8100	Legal services
3900	Miscellaneous manufacturing industries	8200	Education, educational services
	<b>Transportation, Communication &amp; Utility Svcs</b>	8600	Membership organisations
4000	Land transportation	8900	Public accounting
4400	Water transportation	9100	Miscellaneous services
4500	Air transportation		<b>Government</b>
4700	Other transportation services		Government body or agency
4800	Telecommunication services		<b>Other</b>
4900	Electricity/gas/sanitary services	9900	Other nonclassifiable organisation

## Job Codes

200	Chief Audit Executive	I am the most senior auditing officer for the organisation with ultimate responsibility for the entire internal auditing function.
210	Director of Auditing	I am the chief auditor authorised to direct a broad, comprehensive program of internal auditing within my organisation.
220	Audit Manager	I administer the internal auditing activity of an assigned location within the general guidelines provided by the director of auditing.
230	Audit Staff	I conduct, or assist in conducting, reviews of assigned organisational and functional activities.
245	IT Audit Director	I am head of the IT auditing activity within my organization.
250	IT Audit Manager	I administer the IT auditing activity of an assigned location within the general guidelines provided by the director of auditing.
260	IT Audit Staff	I conduct, or assist in conducting, reviews of assigned organisational and functional activities related to IT auditing.
275	Audit Services Contractor	I offer internal audit services on a contracted basis.
280	External Public Accountant	I am a practicing public accountant, chartered accountant, etc.
300	Corporate Management	I am a corporate officer, CFO, CIO, CEO (and do not qualify under another job code above).
310	Educator	I am principally employed as an educator at a college or university (PhD, DBA, EdD, etc.).
320	Student	I am pursuing a degree program at a college or university (including doctoral candidates) on a full time basis.
330	Retired	I am retired from active employment (otherwise refer to another job code).
340	Audit Committee Member	I am an audit committee member of a corporate board of directors (and do not qualify under another job code above).
350	Management Consultant	I am primarily an independent consultant with an interest in internal auditing (otherwise refer to another job code above).
360	Other	Specify title or job description.