

Internal Audit Experience Verification Form for CIA Candidate

This form should be used to verify attainment of 24 months of internal auditing experience or equivalent experience (that is, experience in audit/assessment disciplines such as external auditing, quality assurance, compliance, or internal control) by a CIA candidate. The following information should be completed and verified by 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.	Candidate Information	
	Candidate's Name (as in IC or Passport)	
	Organisation	
2.	Verifier's Authority	
	I am (tick all that apply):	
	<input type="checkbox"/> A CIA (Certified Internal Auditor)	<input type="checkbox"/> The candidate's supervisor
3.	Statement of Verification	
	I verify that _____ (candidate's name) has completed at least 24 months of internal auditing or equivalent experience, as described below.	
	<hr style="width: 80%; margin: 0 auto;"/> Verifier's Name & Signature	<hr style="width: 80%; margin: 0 auto;"/> Date

4.	Candidate's Experience	
	<p>The following information about the candidate should be listed in chronological order, with the most recent position listed first. Please list the candidate's job title, organization, dates employed, and a brief description of the candidate's duties and responsibilities. If teaching experience is being verified, list course titles, dates, and description of courses. (Two years of teaching experience in a related topic will be accepted as the equivalent of one year of work experience.)</p>	
	Title/Organization	
	Dates	From _____ to _____
	Description of Duties	
	Title/Organization	
	Dates	From _____ to _____
	Description of Duties	

5.	Information About Verifier	
	Name (as in IC or Passport)	
	Title/Position	
	Organization	
	Address	
	Business Phone	
	Fax	
	E-mail	