



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972
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23 June 2011

Dear CIA Candidates

Review Courses on CIA Examination, Part I, II & III

About the Courses

The purpose of these courses is to help candidates prepare for the CIA examination. A full day course will be allocated for each part of the examination. The short duration of the courses means that it is not possible to cover all aspects of examination in the same level of intensity. However every effort is made to give a reasonable spread over the respective sections, focusing on the key areas and concepts. Selected questions will be raised throughout the course for discussion.

About the Course Leader

Mr Sia Nam Chie – Part I, II & III

Mr Sia began his career as an external auditor in a Big 4 accounting firm before moving into internal audit in a telecommunication company and banks. He has more than 12 years of audit experience. Mr Sia currently works as Operational Risk Manager for a leading financial institution. His other experiences include fraud investigation, IT Security, Disaster Recovery reviews and Risk & Control Self-Assessment. Academically, Mr Sia has MBA (Distinction) and is a CPA, CIA & CISA. Since conducting CIA courses in 2006, Mr Sia has consistently received positive feedback for using practical examples to illustrate internal audit concepts.

Details of the administrative arrangements are as follows:

CIA Review Part 1	: 17 September 2011, 7 April 2012
CIA Review Part 2	: 12 November 2011, 14 July 2012
CIA Review Part 3	: 14 January 2012 (Session I – Business Analysis) 25 February 2012 (Session II – Information Technology)
Time	: 9.00 am – 4:30 pm (Registration Starts at 8:45 am)
Venue	: IIA Secretariat Office 138 Robinson Road #18-08 The Corporate Office Singapore 068906
Fee	: \$ 50 per part/day \$ 50 per session for Part 3 \$ 90 for Session I and Session II for Part 3 \$100 for 2 parts \$160 for 3 parts (inclusive of Part 3 – Session I and Session II)
Closing Date	: 7 working days from date of commencement <i>(NB: Course dates and/or venue are subject to changes due to participation rates or other circumstances.)</i>

Please return the reply slip together with your cheque made payable to "**The Institute of Internal Auditors Singapore**".

Yours sincerely
Lena Kuok
For CIA Governor

REGISTRATION SLIP

To: The Institute of Internal Auditors Singapore
The Secretariat
138 Robinson Road #18-08
The Corporate Office
Singapore 068906
Tel: 6324 9029
Fax: 6220 5972

Review Courses on CIA Examination Part I - III

Name: _____ ID No.: _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

I want to register for:

- | | | | |
|--|-----|-------------------|---------------------------------------|
| CIA Examination Review Course - Part 1 | [] | 17 September 2011 | |
| | [] | 7 April 2012 | |
| CIA Examination Review Course - Part 2 | [] | 12 November 2011 | |
| | [] | 14 July 2012 | |
| CIA Examination Review Course - Part 3 | [] | 14 January 2012 | } Session I (Business Analysis) |
| CIA Examination Review Course - Part 3 | [] | 25 February 2012 | } Session II (Information Technology) |

Course fee is at \$50 per part, \$50 per session for Part 3, \$90 for Session I and Session II for Part 3, \$100 for 2 parts and \$160 for 3 parts (inclusive of Part 3 – Session I and Session II). Once registered, the course fee paid is not transferable to another course date.

Terms and Conditions:

1. Notification of withdrawal in writing received **5 working days or more before** the event will be processed for refund after deduction of \$25 processing fee.
2. No refund will be made for shorter notice.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. Programme may be subject to change. Places are limited.
6. No refreshment will be provided.

Enclosed is cheque number _____ for S\$ _____ being payment for _____ course fee

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>>>> Complete and Fax to: (65) 6220 5972 <<<<<<<