

# Membership Application



The Institute of Internal Auditors – Singapore

IIA Use Only

Date Rec'd:

Receipt #:

Please Type or Print Clearly

Surname

Other Names

Name: (as in I.C.) Mr. / Mrs. / Ms. / Other:

Job Title:

Organisation Name (in full):

Business Address:

Postal Code : \_\_\_\_\_ Business Phone: \_\_\_\_\_ Business Fax:: \_\_\_\_\_

E-mail : \_\_\_\_\_ No. of Internal Auditors in your company: \_\_\_\_\_

Job Code (see attached listing) : \_\_ \_\_ \_\_ Industry code (see attached listing): \_\_ \_\_ \_\_ \_\_

## Personal Data

Home Address:

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Are you a Certified Internal Auditor? Yes  No

Other Professional Qualifications: \_\_\_\_\_

Mail correspondence to:  Business Address  Home Address

## Membership Classification/Supporting Documentation

Please select appropriate membership classification (refer to classification descriptions).

Ordinary Member  Associate Member  Student Member

Others: \*Honorary/\*Fellow / Retired (\* - Please refer to the By-Laws)

**Important:** To avoid unnecessary delay in processing your application please complete all sections and attach the following documents: –

- Letter from your current employer on Company Letterhead addressed to IIA Singapore
- Statement signed by you giving details of your current and past working experience using the following headings: Company Name, Job Title, Job Responsibilities and Employment Period
- University Degree and/or Professional Accounting Qualification (**certified true copies**)\*
- \* **The identity of person signing and certifying supporting documents as Certified True Copies must be stated (Name, Job Title, Organisation).**
- School registration (for student member only)

## Dues and Payment

Application Fee: S\$ 20.00

Annual Subscription: S\$ 100.00

Total Amount: **S\$ 120.00**

\* Please add S\$20.00 for electing to receive communications from IIA Singapore via conventional mailing.

Please enclose cheque for the TOTAL AMOUNT made payable to “The Institute of Internal Auditors – Singapore”

### **Ordinary and Associate Membership Dues**

Application received between 1 June and 30 November S\$100.00

Application received between 1 December and 31May S\$50.00

**Student Membership Due is S\$50**

## Applicant's Declaration

I declare that:

I do not have a criminal record.

All information contained in this application is true and correct.

If accepted, I agree to abide by the By-Laws and Code of Ethics adopted by The Institute of Internal Auditors to govern its members.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Return Completed Application to:

The Secretariat  
**Institute of Internal Auditors Singapore**  
138 Robinson Road #18-08  
The Corporate Office  
Singapore 068906

*For IIA Use Only:* Date: \_\_\_\_\_

*Recommended Class of Membership: (Ordinary/Associate)*

*Approved by:* \_\_\_\_\_  
*(On behalf of Admission Committee)*

*\*Note: Incomplete application will not be processed.*

## Membership Classifications

<b>Ordinary Member</b>	Persons in private and government employment who perform internal audit functions: <ul style="list-style-type: none"> <li>➤ they possess a recognised degree and/or professional qualification with at least one (1) year of practical experience in internal audit or other auditing areas, or</li> <li>➤ they have satisfactorily passed and completed any qualifying examination that may be set by the Institute.</li> </ul>
<b>Associate Member</b>	Those in public accounting practice, non-practicing auditors and others at the discretion of the Admissions Committee, provided such persons cannot qualify as Ordinary Members.
<b>Student Member</b>	Those engaged full time in the study of internal auditing or related courses who cannot qualify as an Ordinary Member or an Associate Member.
<b>Others</b>	Members who wish to apply for Honorary / Fellow / Retired membership may obtain more information or contact the secretariat at 6324 9029
<b>Corporate Member</b>	Members who wish to apply for Corporate membership may obtain more information from the secretariat at 6324 9029.

## Industry Codes

0100	<b>Agriculture, Forestry &amp; Fisheries</b> Agriculture, forestry, fisheries, production/services	5000	<b>Wholesale &amp; Retail Trade</b> Wholesale trade
1000	<b>Mining</b> Mining	5300	Retail Trade
1300	Oil & gas extraction	5800	Eating & drinking places
1500	<b>Contract Construction</b> Construction	6000	<b>Financial, Insurance and Property</b> Banking & financial institutions
2000	<b>Manufacturing</b> Food/kindred products	6030	Nonbanking bank services (e.g. leasing)
2100	Tobacco manufacturers	6040	Thrift and savings & loan organisations
2200	Textile mill products/apparel	6100	Credit unions
2400	Lumber/wood products	6130	Other credit agencies
2600	Paper & allied products (incl printing & publishing)	6200	Security and commodity services
2800	Chemicals/petroleum refining and related industries	6300	Insurance carriers, agents, services
3010	Rubber and plastic products	6500	Real estate services
3100	Leather, stone and glass products	6700	Holding/investment companies
3300	Primary metal industries/fabricated metal products	7000	<b>Services</b> Hotels
3500	Industrial & commercial machinery	7200	Personal/social services
3510	Aerospace	7310	Management consultants
3520	Computer and related devices/equipment	7320	EDP services
3600	Electrical machinery, electronic equipment & Supplies	7330	Executives placement services
3700	Transportation equipment	7500	Repair services
3800	Scientific, photographic and medical goods	7800	Cinema/amusement and recreational services
3900	Miscellaneous manufacturing industries	8000	Hospital/health services
4000	<b>Transportation, Communication &amp; Utility Svcs</b> Land transportation	8100	Legal services
4400	Water transportation	8200	Education, educational services
4500	Air transportation	8600	Membership organisations
4700	Other transportation services	8900	Public accounting
4800	Telecommunication services	8910	Miscellaneous services
4900	Electricity/gas/sanitary services	9100	<b>Government</b> Government body or agency
		9900	<b>Other</b> Other nonclassifiable organisation

## Job Codes

200	Chief Auditing Executive	I am the most senior auditing officer in 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 Supervisor	I spend 50% or more of my time supervising other auditors or developing the audit program.
240	Internal Auditor	I conduct or assist in conducting reviews of assigned organisational and functional activities.
250	EDP Audit Manager	I administer the EDP internal auditing activity of an assigned location within the general guidelines provided by the director of auditing.
260	EDP Audit Supervisor	I spend 50% or more of my time supervising EDP auditors or developing the EDP auditing activity.
270	EDP Auditor	I conduct or assist in conducting reviews of assigned organisational and functional activities related to EDP auditing.
280	Public Accountant	I am practicing public accountant, chartered accountant etc.
290	Accounting Professional	I am an accountant, financial analyst, comptroller, treasurer, etc without significant internal auditing responsibilities.
300	Corporate Management	I am a corporate officer with direct oversight responsibility for internal auditing (and do not qualify under another job code above).
310	Educator	I am principally employed as an educator at a college or university.
320	Student	I am pursuing a degree program at a college or university 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.