

# Character Reference for CIA Candidate

This form should be used in providing a character reference for 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**

6 Shenton Way #41-04

Tower One

Singapore 068809

Tel: (65) 6324 9029

Fax: (65) 6220 5972

<b>1.</b>	<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 Certified Internal Auditor® (CIA®) examination. In considering the candidate's qualifications for the CIA designation, we require an evaluation by 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.	
<b>2.</b>	<b>Recommender's Authority</b>	
	I am (tick all that apply):  <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	