

2010 CIA® Examination Application Form

ABN 80 001 797 557



The Institute of
Internal Auditors
Australia

For Australian, PNG and South Pacific candidates only.

This document will be a tax invoice for GST when you make payment.

PERSONAL DETAILS

Please use BLOCK letters

Title (Prof/Dr/Mr/Mrs/Ms/Miss)

Family Name:

Given Names:

Name as appears on photo ID:

Date of Birth:

Home Address:

City: State:

Postcode: Country:

Telephone: ()*

Facsimile: ()*

* Area/City Codes required

Organisation:

Work Address:

City: State:

Postcode: Country:

Telephone: ()*

Facsimile: ()*

Position in organisation:

Mobile:

Email:

Send mail to:

Home Office

IIA Membership

You must be a member of IIA-Australia to enrol for CIA®.

Membership No.:

Affiliate:

Not a member? A special discount of \$110.00 (inclusive of GST) is offered. Please enquire.

PROFESSIONAL ASSOCIATIONS

Tick the organisation/s which you belong to:

- AICD FINSLIA
 IASCT AFPA
 ONIA ISACA
 AIM CPA Australia
 ICAA CISA
 ACCA Law Society/Institute
 Other (please specify):

INTERNAL AUDITING EXPERIENCE

- None 1-2 years
 Less than 1 year Over 2 years

Copy of degree included

EXAMINATION LOCATIONS

AUSTRALIA SOUTH PACIFIC

Adelaide, SA Suva, Fiji

Brisbane, QLD

Canberra, ACT

Darwin, NT

Hobart, TAS

Melbourne, VIC

Perth, WA

Sydney, NSW

Townsville, QLD

EXAMINATION DATE

Please indicate in which month you wish to sit your CIA exam.

PAYMENT

Payment for examination is required upon application. The following fees are applicable for 2010. Prices are subject to change.

Registration fee (inclusive of GST)

Australia	Student/Educator
<input type="radio"/> A\$165	<input type="radio"/> A\$66*

Exam Part Fees (inclusive of GST)

Part I	<input type="radio"/> A\$320	<input type="radio"/> A\$209*
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Part II	<input type="radio"/> A\$320	<input type="radio"/> A\$209*
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Part III	<input type="radio"/> A\$320	<input type="radio"/> A\$209*
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Part IV	<input type="radio"/> A\$320	<input type="radio"/> A\$209*
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Part IV (with Professional Recognition Credit)**

<input type="radio"/> A\$320	<input type="radio"/> A\$209*
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TOTAL \$ \$

The listed prices were in effect at the time of printing and are subject to change.

For candidates from PNG and the South Pacific fees are available on request.

*Student/Educator fees must be accompanied by a Confirmation of Full-Time Student Status Form on page 4 (for Student) or letter for Educator.

**Paperwork must accompany application for professional recognition credit.

A cheque/money order for \$ _____ is enclosed.

DIRECT DEPOSIT: Westpac Banking Corporation BSB 032003 Account No 478233, King Street, Sydney NSW 2000, (when paying by DD, please fax through remittance advice to +61 2 9264 9240 or email enquiry@iia.org.au stating the members name and membership number)

Or if you wish to pay by credit card, please complete the following:

CREDIT CARD:

1% surcharge for MasterCard/Visa
2.5% surcharge for Amex/Diners

Visa MasterCard Amex Diners

Credit Card Number: _____

Card Holder's Name: _____

Signature: _____

Expiry Date: _____

DISABILITY

Tick here if you need accommodation during the examinations for a disability. Include a separate letter stating what type of accommodations you require.

CERTIFICATION

By signing and submitting this form, I certify that I have read and will abide by the Code of Ethics (see page 4) and accept the conditions set forth in the CIA® Program information for Candidates.

Signature: _____

Date: _____

Please return this form and payment to:

Institute of Internal Auditors-Australia
PO Box A2311 Sydney South NSW 1235 Australia

Telephone: +61 2 9267 9155

Toll free: 1800 236 366 (within Australia only)

Facsimile: +61 2 9264 9240

Email: enquiry@iia.org.au

Website: www.iia.org.au

OFFICE USE ONLY

Cheque: \$ _____

Credit Card: \$ _____

Credit Card Surcharge if Applicable: \$ _____

Entered: _____

Date: _____

Comments: _____



Character Reference Form

For CIA® Candidates

PERSONAL DETAILS

Please use BLOCK letters

Title (Prof/Dr/Mr/Mrs/Ms/Miss):

Candidate's Family Name:

Given Name:

Middle Initial:

Organisation:

NOTE TO REMEMBER

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 this Character Reference Form to be completed by a CIA®, the candidate's supervisor or the candidate's professor. The basis for this evaluation is the Code of Ethics established by The Institute of Internal Auditors. Please read the Code of Conduct (see page 4) and then complete this form.

This form or a photocopy of 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®, the candidate's supervisor or the candidate's professor/lecturer.

RECOMMENDER'S AUTHORITY

I am (check all that apply):

- A CIA® (Certified Internal Auditor)
- The candidate's supervisor
- The candidate's professor
- Other (explain):

STATEMENT OF CHARACTER REFERENCE:

In my opinion, (candidate's name)

meets the qualifications set forth by the Code of Ethics established by The Institute of Internal Auditors.

Recommender's signature:

Date:

INFORMATION ABOUT RECOMMENDER

Title (Prof/Dr/Mr/Mrs/Ms/Miss):

Family Name:

Given Name:

Address:

Telephone: ()

Facsimile: ()

Organisation:

Email:



Internal Audit Experience Verification Form for CIA® Candidate

This form or a photocopy of this form should be used to verify attainment of 24 months of internal auditing 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 candidate information should be completed and verified by a CIA® or the candidate's supervisor.

PERSONAL DETAILS

Please use BLOCK letters

Title (Prof/Dr/Mr/Mrs/Ms/Miss):

Candidate's Family Name:

Given Name:

Middle Initial:

Organisation:

VERIFIER'S AUTHORITY

I am (check all that apply):

- A CIA® (Certified Internal Auditor):
- The candidate's supervisor:
- Other (explain):

STATEMENT OF VERIFICATION:

I verify that (candidate's name):

has completed at least 24 months of internal auditing or equivalent experience, as described below.

Verifier's signature:

Date:

CANDIDATE'S EXPERIENCE

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, 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).

Title:	Dates: From/To	Description of Duties:

INFORMATION ABOUT VERIFIER

Title (Prof/Dr/Mr/Mrs/Ms/Miss):

Family Name:

Given Name:

Address:

Telephone: ()

Facsimile: ()

Organisation:

Email:



Full-Time Student Status Form

ATTENTION UNIVERSITY OFFICIAL

The Institute of Internal Auditors offers a reduced registration fee and exam part fees on the Certified Internal Auditor (CIA) examination to full-time senior-level undergraduate students and full-time graduate students. The student's university is required to confirm that certain requirements are met by that student. By signing the form below, you are confirming that the individual identified below is a full-time student taking the number of hours required.

Please return this form to the student so that the form may accompany the student's registration for the Certified Internal Auditor examination.

CONFIRMATION OF FULL-TIME STUDENT STATUS

I confirm that:

(Student's Name):

(Address):

Please check one:

- Is a full-time senior-level undergraduate student as defined by our institution.
- Is a full-time graduate student as defined by our institution.

NAME OF UNIVERSITY OFFICIAL

Please use BLOCK letters

Title:

Signature of University Official:

Name of University:

Date:

The Institute of Internal Auditors Code of Ethics

The purpose of The Institute's Code of Ethics is to promote an ethical culture in the profession of internal auditing.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

A code of ethics is necessary and appropriate for the profession of internal auditing, founded as it is on the trust placed in its objective assurance about risk management, control, and governance. The Institute's Code of Ethics extends beyond the definition of internal auditing to include two essential components:

1. Principles that are relevant to the profession and practice of internal auditing;
2. Rules of Conduct that describe behaviour norms expected of internal auditors. These rules are an aid to interpreting the Principles into practical applications and are intended to guide the ethical conduct of internal auditors.

The Code of Ethics together with The Institute's Professional Practices Framework and other relevant Institute pronouncements provide guidance to internal auditors serving others. "Internal auditors" refers to Institute members, recipients of or candidates for IIA professional certifications, and those who provide internal auditing services within the definition of internal auditing.

Applicability and Enforcement

This Code of Ethics applies to both individuals and entities that provide internal auditing services. For Institute members and recipients of or candidates for IIA professional certifications, breaches of the Code of Ethics will be evaluated and administered according to The Institute's Bylaws and Administrative Guidelines. The fact that a particular conduct is not mentioned in the Rules of Conduct does not prevent it from being unacceptable or discreditable, and therefore, the member, certification holder, or candidate can be liable for disciplinary action.

Principles

Internal auditors are expected to apply and uphold the following principles:

Integrity

The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgement.

Objectivity

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgements.

Confidentiality

Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

Competency

Internal auditors apply the knowledge, skills, and experience needed in the performance of internal auditing services.

Rules of Conduct

1. Integrity

Internal auditors:

- 1.1. Shall perform their work with honesty, diligence, and responsibility.
- 1.2. Shall observe the law and make disclosures expected by the law and the profession.
- 1.3. Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organisation.
- 1.4. Shall respect and contribute to the legitimate and ethical objectives of the organisation.

2. Objectivity

Internal auditors:

- 2.1. Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment.
This participation includes those activities or relationships that may be in conflict with the interests of the organisation.
- 2.2. Shall not accept anything that may impair or be presumed to impair their professional judgement.
- 2.3. Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

3. Confidentiality

Internal auditors:

- 3.1. Shall be prudent in the use and protection of information acquired in the course of their duties.
- 3.2. Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation.

4. Competency

Internal auditors:

- 4.1. Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- 4.2. Shall perform internal auditing services in accordance with the Standards for the Professional Practice of Internal Auditing.
- 4.3. Shall continually improve their proficiency and the effectiveness and quality of their services.

Adopted by the IIA Board of Directors 17 June 2000.