

**BY EMAIL**

**Attn: BICA Secretariat**

The Bahamas Institute of Chartered Accountants  
ICB Building  
33 Collins Ave  
P.O. Box N-7037  
Nassau, Bahamas

Date

Dear Sir/Madam:

**RE: Experience Verification Letter  
For \_\_\_\_\_**

In accordance with the Bahamas Institute of Chartered Accountants (General) Regulations 2016 subsection 12 (c), "**evidence supporting that the applicant for an accumulative period of thirty-six months, has met the requisite public practice requirements referred to in Part III**", this letter serves to confirm that \_\_\_\_\_ (name of applicant) is/was employed with \_\_\_\_\_ (name of sponsoring Firm or Body) for the period from \_\_\_\_\_ (date of hire) to the present date or \_\_\_\_\_ (final day of employment) and has met the public practice requirements.

*(Use the next sentence if currently employed by the sponsoring Firm or Body).*

He/she holds the position as \_\_\_\_\_ (title of position).

*(Use the next sentence if NOT currently employed by the sponsoring Firm or body).*

At the time of his/her departure from \_\_\_\_\_ (name of sponsoring Firm or body) he/she held the position as \_\_\_\_\_ (title of position).

I/We confirm that the applicant has experience in (check all that apply):

- ☐ ( ) The planning of audits, including the selection of procedures to be performed in accordance with International Standards on Auditing or equivalent from an Approved Institute (e.g. U.S. Generally Accepted Auditing Standards)
- ☐ ( ) Applying of auditing procedures and techniques to the usual and customary financial transactions included in financial statements
- ☐ ( ) The preparation of working papers
- ☐ ( ) The preparation of written explanations and comments on the work performed and its finding
- ☐ ( ) The preparation of and reporting on full disclosure financial statements in accordance with International Financial Reporting Standards and International Financial Reporting Standards for SMEs or equivalent from an Approved Institute (e.g. U.S. Generally Accepted Accounting Principles)

Sincerely,

**Name**  
**Position**

**This Experience Verification Letter is to be completed by the individual/Firm who supervised the applicant's work and must be one of the following:**

**\*A licensee or member firm of The Bahamas Institute of Chartered Accountants.**

**\*CPA or CA from an Approved Institute (ICAEW, CPA Canada, ACCA, or AICPA)**

***Note: For purposes of above, no experience shall be counted being under the direction of a licensed CPA, CA, or other equivalent foreign designation holder unless such licensee has the authority to review, direct and evaluate on a continuing basis the accounting activities of those who are under the licensee's professional accounting control.***

**The verifying CPA must have been active during the entire period of employment being attested on this form. Experience gained under an inactive/expired CPA should not be listed on this form.**