

**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 Part II subsection 3(2)(a), **"has been in continuous employment for a period of not less than two years with (i) a firm of public accountants; or (ii) a public corporation, a government department or a private business that has provided training in accounting"**; 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 received training in accounting.

(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).

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.**