

PROVIDING A REFERENCE FOR A LICENCE APPLICATION

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INTRODUCTION

1. A person seeking to be licensed under section 11 or 12 of the Accountants Act must satisfy a number of requirements one of which is to evidence that they have met the competence and capability requirements of International Education Standard 8. This is the relevant standard for a licenced practitioner in the Cayman Islands which is of a higher standard than some other licensing regimes.
2. For details on how to obtain a licence, see the *Helpsheet- Applying for a Licence*.
3. Before submitting an application for licensing, ensure you are fully briefed on the following and seek legal advice where necessary:
 - a. Accountants Act and Regulations,
 - b. Immigration Act,
 - c. Other laws as applicable.
4. If you wish to make an enquiry to CIIPA prior to provision of the reference, please feel free to contact us at admin@ciipa.ky or 749-3360.

WHEN IS A REFERENCE REQUIRED?

5. If an engagement partner for any assurance engagement is carrying on public practice in or from within the Cayman Islands, then they must be licensed.
6. To prove evidence of competence and capability an applicant can either:
 - a. Have a suitable person provide a reference attesting to that, or

- b. Complete an additional form (form 5A) documenting their experience in relation to at least 10 engagements and demonstrating that all the professional competencies have been attained.

WHO CAN PROVIDE A REFERENCE?

7. It is important that the person providing the reference is in a position to attest to the competence and capability of the applicant.
8. This means that they have had supervised or worked with the applicant during the periods in which the competencies were attained.
9. In some cases, there may need to be more than one reference where the competencies were attained in different teams or firms.

WHAT MUST THE REFERENCE INCLUDE?

10. The reference must include an attestation that the applicant is competent and capable to act as an engagement partner on assurance engagements, and specifically that all the professional competencies in IES8 have been attained.
11. If the person providing the reference can only attest to competence in relation to e.g. specific sectors or types of assurance engagements or clients e.g. non PIE, this must be stated in the reference.
12. The current position of the referee must be stated as well as their position and relationship to the applicant during the periods when the applicant's competencies were attained.
13. Full and up to date contact information must be provided so the reference can be queried and verified by CIIPA.