**Sponsor Letter Format**

**LAMPIRAN II**

<Full Address of the Sponsor >

 Date:

Director

Accounting Development and Management Division

Level 7, Accountant General’s Department of Malaysia

Ministry of Finance Complex

No. 1, Persiaran Perdana

Precinct 2, 62594 Putrajaya

Dear Sir,

I confirm that Mr/Ms < **candidate name** > (I/C No: < **IC number** >) has completed the audit experiences required as specified below:

|  |  |
| --- | --- |
| **Audit Experience Completed** | **Period experience was acquired** |
| Duration of experience in performing the key audit functions | From <day/month/year> | To <day/month/year> |
| Duration of the above audit experience are in audit supervisory role\* | From <day/month/year> | To <day/month/year> |
| Total audit hours gained (min 7,500 audit hours over the last 5 years) | *Supporting document for relevant audit experience / audit hours required and list of financial statements being audited are as attached.* |
| Total audit supervisory\* hours gained (min 1,800 hours over the last 5 years) |
| Total audit of financial statements (min 40 audit of financial statements over the last 5 years) |

\**Note: Audit supervisory means having a managerial role involved in overseeing, managing and controlling audit engagements including audit planning and preparing audit reports.*

Throughout my working experience with < **candidate name** >, I found he/she to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I believe that he/she is fit and proper and has the professional competency to carry out his / her duties and responsibilities as an approved company auditor, and I have no hesitation in supporting his/her application for the audit licence.

Thank you.

 <Signature>

**<Name of Approved Company Auditor>**

Audit Licence Number:

Office Telephone No. @ Mobile Phone No.