

LETTER OF REFERENCE
Chartered Investment Counselor Application

**To Be Completed by CEO, Managing Principal, or
Candidate's Senior Supervisor**

Candidate's name _____

is applying for the Chartered Investment Counselor (CIC) designation. Under rules established by the Investment Adviser Association, each CIC candidate must submit a sealed letter of reference from the chief executive officer, managing principal, or the candidate's senior supervisor, certifying that the candidate is a person of good moral character and that the candidate is employed by a member firm of the IAA in an *eligible occupational position*, as defined in the brochure, entitled "Chartered Investment Counselor Program."

Please review the "Chartered Investment Counselor" brochure, complete the following questions, sign and seal the letter of reference, and return it to the candidate.

1. Please describe the candidate's current position and duties. _____

2. How long has the candidate been employed by your firm? _____

3. How long have you known the candidate? _____

4. Are you aware of the candidate's competence and employment responsibilities?

Yes _____ No _____

5. Is the candidate employed in an *eligible occupational position* with your firm, and has the candidate been employed by your firm in such position for at least one (1) year, as described in the "Chartered Investment Counselor" brochure?

Yes _____ No _____

6. Is the candidate employed in a position in which the primary responsibility (*i.e.*, more than 50% of the candidate's time) of the candidate's overall employment consists of some combination of *investment counseling* and *portfolio management*, as such terms are defined in the "Chartered Investment Counselor" brochure?

Yes _____ No _____

7. Is your firm currently a member in good standing with the Investment Adviser Association?

Yes_____ No_____

8. In your experience, is the candidate a person of good moral character?

Yes_____ No_____

9. Are you aware of any problems regarding the candidate's professional competence?

Yes_____ No_____ If yes, please explain on separate attached page.

10. Are you aware of any problems regarding the candidate's character or professional, financial, or business conduct or dealings?

Yes_____ No_____ If yes, please explain on separate attached page.

CERTIFICATION

I hereby certify that the foregoing statements are, to the best of my knowledge, true and correct.

Print Name _____

Original Signature _____

Position/Title _____

Firm _____

Telephone _____

Facsimile _____

E-mail address _____

Date _____

Are you a CIC charter holder? Yes_____ No_____

Please sign and seal this letter of reference and return to the candidate.