

Typed on the Official Letterhead of the Organization

City, Country
Month, Day, Year

To / Effective Knowledge Against Corruption LLP
Email: mike@effkac.com, Cc: Exam@THEAACI.com

We, XYZ Co, agree that those who are charged with governance (as defined in the International Standard on Auditing “ISA” 260), senior executive management, and department heads at our organization to sit for the Corruption Prevention Management Test (CPMT) online test. We understand that the Exam Unit of The American Anti-Corruption Institute (AACI), Tempe, Arizona, **delivers and reports** on the results of the Certified Anti-Corruption Entity (CACE) certification program.

We understand that the objectives of the CACE certification program are the following:

1. Evaluate and measure relevant corruption prevention knowledge competencies of the board members, senior management, and employees.
2. Identify the strengths and weaknesses of the entity's corruption prevention knowledge necessary to prevent fraud and corruption.
3. Select appropriate responses to address identified corruption prevention knowledge weaknesses.

Whenever we communicate our test results or CACE certificate with any party, we will always accompany The Exam Unit's CACE report to it.

We understand that the date of the CACE certificate is the date of the last day of the CPMT window testing provided to our organization. We also understand that the validity, and thereof the reliability, of the CACE certificate, is one fiscal year or whenever there is a significant change to the board members and/or senior executive management, whichever is shorter.

We understand that senior executive management is an employee who reports to the CEO and/or a board committee. Further, a department head is an employee who reports to one or more senior executive management. The Exam Unit of The AACI has the ultimate authority to decide on this classification for CACE certification program purposes.

The following lists¹ state all the board members, senior executive management, and department heads that will sit for the CPMT during the period from.....
to.....

Board Members		
	Name	Committees' membership
1-		
2-		
3-		
4-		
5-		
6-		
7-		
8-		
9-		

Senior and Executive Management		
	Name	Designation and Reporting to
1-		
2-		
3-		
4-		
5-		
6-		
7-		
8-		
9-		
10-		
11-		
12-		
13-		
14-		
15-		
16-		
17-		
18		

Department Heads		
	Name	Designation and Reporting to
1-		
2-		
3-		
4-		

5-		
6-		
7-		
8-		
9-		
10-		
11-		
12-		
13-		
14-		
15-		
16-		
17-		
18		

Chairman of the Board

Chief Executive Officer (CEO)

Name:

Name:

Signature:

Signature:

Date:

ORGNAIZATION STAMP

Date:

¹ You may use Excel sheets to list all the CACE (CPMT) sitters classified as shown in these tables. Such Excel sheets should be signed by the CEO and the Chairman of the Board. Further, you should state at **each** of these Excel sheets that “These Excel sheets are an integral part of our representation letter issued to The Exam Unit of The AACI on (DD/MM/YYYY) relevant to the CACE.”