

Qualified Lawyers Transfer Regulations 1990

The Solicitors Regulation Authority (SRA) was established by the Law Society in January 2007 to regulate solicitors admitted in England and Wales (E & W). It is independent and regulates in the public interest. The SRA deals with all regulatory and disciplinary matters. We set, monitor and enforce standards for solicitors admitted in E & W.

If you need assistance completing this form, please telephone the Contact Centre on 0870 606 2555 or e-mail; contactcentre@sra.org.uk. Our lines are open from 09.00 to 17.00, Monday to Friday. If you are calling from overseas, please call +44 (0) 1527 504450. Please note calls may be monitored and recorded for training purposes.

Please read the guidance notes carefully.

Section 1 Please tick your primary jurisdiction.

- | | | |
|--|---|--|
| (i) A member or former member of the English Bar (Reg 6) | <input type="checkbox"/> | |
| (ii) Admitted as a solicitor in Scotland (Reg 7) | <input type="checkbox"/> | |
| (iii) Admitted as an advocate in Scotland (Reg 9) | <input type="checkbox"/> | |
| (iv) Admitted to the Bar of Northern Ireland (Reg 10) | <input type="checkbox"/> | |
| (v) Admitted to the Bar of Republic of Ireland (Reg 13b) | <input type="checkbox"/> | |
| (vi) A person who fulfils the requirements of the European Communities Directive No. 98/5/EC (Reg 12) | <input type="checkbox"/> | |
| (vii) A senior academic lawyer (Reg 15) | <input type="checkbox"/> | |
| (viii) A distinguished specialist practitioner (Reg 14) | <input type="checkbox"/> | |
| (ix) Overseas lawyer who has been admitted to one of the courts of the following jurisdictions: (Reg 11) | | |
| Anguilla <input type="checkbox"/> | Guyana <input type="checkbox"/> | Pakistan <input type="checkbox"/> |
| Antigua & Barbuda <input type="checkbox"/> | Hong Kong (Barrister) <input type="checkbox"/> | Papua New Guinea <input type="checkbox"/> |
| Australia <input type="checkbox"/> | Hong Kong (Solicitor) <input type="checkbox"/> | Singapore <input type="checkbox"/> |
| Bahamas <input type="checkbox"/> | India <input type="checkbox"/> | South Africa <input type="checkbox"/> |
| Bangladesh <input type="checkbox"/> | Isle of Man <input type="checkbox"/> | Sri Lanka <input type="checkbox"/> |
| Barbados <input type="checkbox"/> | Israel <input type="checkbox"/> | St Kitts & Nevis <input type="checkbox"/> |
| Belize <input type="checkbox"/> | Jamaica <input type="checkbox"/> | St Lucia <input type="checkbox"/> |
| Bermuda <input type="checkbox"/> | Kashmir (Indian ADM) <input type="checkbox"/> | St Vincent & the Grenadines <input type="checkbox"/> |
| Botswana <input type="checkbox"/> | Kashmir (Pakistan ADM) <input type="checkbox"/> | Switzerland <input type="checkbox"/> |
| British Virgin Islands <input type="checkbox"/> | Malawi <input type="checkbox"/> | Trinidad & Tobago <input type="checkbox"/> |
| Canada <input type="checkbox"/> | Malaysia <input type="checkbox"/> | Turks & Caicos <input type="checkbox"/> |
| Cayman Islands <input type="checkbox"/> | Montserrat <input type="checkbox"/> | United States of America <input type="checkbox"/> |
| Dominica <input type="checkbox"/> | Namibia <input type="checkbox"/> | Zambia <input type="checkbox"/> |
| Ghana <input type="checkbox"/> | New Zealand <input type="checkbox"/> | Zimbabwe <input type="checkbox"/> |
| Grenada <input type="checkbox"/> | Nigeria <input type="checkbox"/> | |

Section 2 Your details

Surname

SRA no. (if known)

Forename(s)

Title

Date of birth

Nationality

Please complete (where appropriate) all addresses.

Please tick
your preferred
contact address

Home address

Correspondence
address

Work address

Daytime telephone no.

Fax no.

Mobile no.

E-mail address

Section 3 Previous applications

Yes

No

1. Have you made a previous application to the SRA or the Law Society to transfer under the Qualified Lawyers Transfer Regulation 1990?

2. Have you ever made an application for enrolment as a student member of the SRA or the Law Society?

3. Have you ever applied to the SRA or Law Society for registered foreign lawyer (RFL) or registered European lawyer (REL) status?

If you have answered "Yes" to any of the above questions, please provide the following information:

Date of application

Reference no.

Outcome (i.e. granted/deferred/refused)

Section 4 Qualifications, jurisdictions and entitlement to practise (please refer to notes)

4.1 Professional titles and jurisdictions where you are admitted as a lawyer:

Please put a tick next to your primary jurisdiction

Title <i>e.g. Barrister</i>	Jurisdiction <i>e.g. England & Wales</i>	Professional body <i>e.g. Bar Council</i>	date of admission/call <i>dd/mm/yy</i>		
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

4.2 Professional examinations passed and courses attended:

Institution	Title of Qualification	Course dates			
		Start mm/yy	Finish mm/yy		

4.3 Degrees and diplomas

Institution	Title of Qualification	Course dates			
		Start mm/yy	Finish mm/yy		

Please note we reserve the right to request original or certified copies of certificates.

4.4 Are you currently entitled to practise in your primary (first) jurisdiction? Yes No

If you are not entitled to practise in your primary (first) jurisdiction please provide an explanation in a covering letter explaining;

- (i) the reason why you are not entitled to practise
- (ii) Whether you know of any reason why, if you were to apply to become entitled to practise in your home jurisdiction, such an application would be refused.

Section 5 Professional training, practise and summary of experience

Please refer to the guidance notes for details of the experience requirement you need to satisfy under the QLTR.

5.1 Pre admission / pre call experience - experience completed as part of the regulated qualification scheme in the primary jurisdiction where you qualified to practise(e.g. Articles, Internship, Pupillage or Training Contract).

Please tick one of the following:

- I have no pre admission experience, (Articles, Internship, Pupillage or Training Contract) that I wish to put forward to satisfy the experience requirement under the QLTR
- I have pre admission experience, (Articles, Internship, Pupillage or Training Contract) as outlined below, that I wish to put forward to satisfy the experience requirement under the QLTR

If you wish to put forward experience to satisfy the experience requirements you will need to provide evidence of your experience from each organisation on a QLTR Experience Evidence Form. The QLTR Experience Evidence form must be completed by you and your supervisor at the organisation where you worked.

You should submit one QLTR Experience Evidence Form for each organisation where you obtained your experience.

The information you provide below will support the evidence provided by your supervisor(s) on the QLTR Experience Evidence Form(s)

Please do not provide evidence of pre admission/precall experience which was not completed as part of the regulated qualification scheme in your primary jurisdiction.

Full name and address of employer	Exact dates of employment (dd/mm/yy) Date started Date finished	Full or part time (if part time number of hrs worked per week)	Length of time spent in contentious/ non-contentious work	Area of law covered, summary of experience and nature of duties	Please tick whether a QLTR Experience Evidence form is submitted
					<input type="checkbox"/>
					<input type="checkbox"/>

Please photocopy this sheet where necessary

Section 5 continued

Please refer to the guidance notes for details of the experience requirements you need to satisfy under the QLTR.

5.2 Post admission / post call experience

Please tick one of the following:

I have no post admission experience that I wish to put forward to satisfy the experience requirement under the QLTR

I have post admission experience, as outlined below, that I wish to put forward to satisfy the experience requirement under the QLTR

If you wish to put forward experience to satisfy the experience requirement you will need to provide evidence of your experience from each organisation on a QLTR Experience Evidence Form. The QLTR Experience Evidence form must be completed by you and your supervisor at the organisation where you worked.

You should submit one QLTR Experience Form for each organisation where you obtained your experience.

The information you provide below will support the evidence provided by your supervisor(s) on the QLTR Experience Evidence Form(s)

Full name and address of employer	Exact dates of employment (dd/mm/yy) Date started Date finished	Full or part time (if part time number of hrs worked per week)	Length of time spent in contentious/ non-contentious work	Area of law covered, summary of experience and nature of duties	Please tick whether a QLTR Experience Evidence form is submitted
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Section 5 continued

					<input type="checkbox"/>
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Should you require please photocopy this sheet

Section 6 Character and suitability (refer to guidance notes)

This section must be completed **in full** if you wish to make an application under the QLTR.

The SRA has a responsibility under the Solicitors Act 1974 to ensure that there are no issues, which call into question your character or suitability as a solicitor.

Before being admitted to the roll of solicitors, you will be asked to confirm that you have disclosed any issues that relate to your character and suitability.

**APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS. (Please tick where appropriate.)
Please note that convictions which are “spent” under the Rehabilitation of Offenders Act 1974 must be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.**

1. Have you been convicted of an offence in any court or received a caution, reprimand or warning in the in the UK or elsewhere
(If “Yes”, see notes on page 7) Yes No
2. Have you ever committed an act of plagiarism or cheating in any form of assessment?
(If “Yes”, see notes on page 7) Yes No
3. Have you ever had a County Court Judgment placed against you?
(If “Yes:”, see notes on page 7) Yes No
4. Have you ever been made bankrupt?
(If “Yes”, see notes on page 7) Yes No
5. Are you a member of a professional/regulatory body other than the SRA in the UK or in any other country? Yes No

Please give details in the space provided below:

Section 6 Continued

6. Have you ever been under investigation for any matters or criticised, censured, suspended or the subject of any other disciplinary activity by a professional/regulatory body? , Yes No N/A
(If "Yes", see notes below)

7. Are there any other factors which may call into question your character and suitability to become a solicitor? Yes No
(If "Yes", see notes below)

Further to completing this section, please sign and date here:

Signature of applicant

Date

Notes : If you have answered "Yes" to any of the questions 1 to 4 or 6 to 7 above, you must provide:

For Q1 A recent original Police National Computer (PNC) check (no older than 21 days) and your FULL STATEMENT OF EVENTS and if you were fined, evidence of payment of fine(s)

For Q2 A letter from the institution that dealt with the incident and your FULL STATEMENT OF EVENTS

For Q3 & Q4 A certificate from court/documentation, including evidence of payment of judgment/discharge of bankruptcy/ completion of IVA and your FULL STATEMENT OF EVENTS AND EVIDENCE THAT ALL FINES HAVE BEEN PAID IN FULL

For Q6 & Q7 Documentation relating to the matter and your FULL STATEMENT OF EVENTS

And

Supply details of 2 further referees in section 7 who have knowledge of the above and have given their consent to be contacted on your behalf. Applicants are requested to advise their additional referees to attach a written statement referring to the above issues to the questionnaire that will be sent by the SRA

Section 7 Referees - first referee to be completed by all applicants.

The Qualified Lawyers Transfer Regulations 1990 place an obligation on the SRA to ensure that an individual is of the character and suitability to become a solicitor.

We require an independent referee to confirm that you are of the character and suitability to become a solicitor of England and Wales.

A referee should be somebody who holds a position of responsibility and is accustomed to providing references.

Please note the referee given must have agreed to act as a referee on your behalf. References from relatives or employees of the applicant will not be permitted.

A referee should be someone who:

- Holds or has held a position of responsibility or is accustomed to providing references
- Has agreed to act as a referee on your behalf

Surname	<input type="text"/>	Title	<input type="text"/>
Initials	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Daytime Telephone no.	<input type="text"/>		
In what capacity do you know the applicant?	<input type="text"/>		
	<input type="text"/>		

Declaration of referee - to be completed by the referee.

From my personal knowledge I consider the applicant a suitable individual to be admitted as a Solicitor in England and Wales. I understand that the SRA may contact me in connection with this application for a Certificate of Eligibility under the Qualified Lawyers Transfer Regulations 1990.

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Are you aware of any occasion where the applicant has been convicted by a Court of any offence or received a caution, reprimand or warning? NB: Convictions which are "spent" under the Rehabilitation of Offenders Act 1974 must be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you any reason to believe that the applicant has at any time been judged bankrupt, has a County Court Judgement against them, or has any other debt related issue? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you any reason to believe or knowledge of the applicant ever to have committed an act of plagiarism or cheating in any form of assessment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you know of any other issue that may call into question this applicant's character and suitability to become a solicitor? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answer "Yes" to any of the above questions, the SRA will contact you for further details.

Signature of referee Date

Please note the declaration must be completed before the application form is returned to the SRA.

Second referee - to be completed if you answered "Yes" to questions 1-4 or 6-7 in Section 6

Surname Title
Initials Occupation
Address
Town
County Postcode
Country
Daytime Telephone no.
In what capacity does the referee know you?

Third referee - to be completed if you answered "Yes" to questions 1-4 or 6-7 in Section 6

Surname Title

Initials Occupation

Address

Town

County Postcode

Country

Daytime Telephone no.

In what capacity does the referee know you?

Section 8 Declaration

I understand that the SRA must be advised if prior to my admission to the roll of solicitors of England and Wales I am convicted of an offence in any Court of the UK or elsewhere (other than a motoring offence not resulting in disqualification). I therefore undertake that I will notify the SRA of any such conviction after the time of this application.

I also undertake to advise the SRA if I become bankrupt or if I am found guilty of professional misconduct or if any proceedings are taken against me.

I hereby apply for a certificate of eligibility under the Qualified Lawyers Transfer Regulations 1990 and I solemnly and sincerely declare that the facts set out by me in support of the above application are true. I make this solemn declaration believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

If granted, I hereby apply to be admitted as a solicitor of the Supreme Court of England and Wales.

Declared by Print name in full
 Signature of applicant
 Date

Before me Print name in full
 Signature
 Date

Signature of solicitor entitled to Administer Oaths/Justice of the Peace/Notary Public (in the jurisdiction in which you are currently working or residing). Please delete whichever is inapplicable.

Section 9 Data Protection Act 1998

Do you wish to receive occasional targeted mailings on the basis of ethnic origin?

Do you wish to receive occasional targeted mailings on the basis of disability?

If you have a disability and you **DO** wish to receive such mailings, please confirm how you would categorise your disability:

Physical Sensory Mental health Learning

Other, please specify.

Section 10 Checklist of documents required

Please ensure you have included the following (please tick):

- a) An original certificate or certificates from your professional body or home court in all jurisdictions where you have been admitted confirming;
- Your date of admission to the professional body and/or home court.
 - That you are of good character and repute.
 - That neither has there been nor are there any proceedings pending against you for professional or other misconduct, and
 - Whether or not you are currently entitled to practise, and if not, the reason for this.

Please note, that the above document(s) must be the original and must be received within 3 months of the date of issue.

- b) Official translations to be attached to ALL documents submitted which are not in English.
- c) A certified copy of your marriage certificate, or statutory declaration if your name is now different from that shown on your Certificate of Good Standing.
- d) All lawyers should submit a transfer fee of £400. If the amount paid is not in pounds sterling please allow £20 to cover bank charges. The fee is non refundable and you should ensure that you are eligible to transfer before submitting your application. Cheques should be made payable to the **Law Society**.
- e) Original QLTR Experience Evidence form(s) from each organisation where you have obtained experience. Each QLTR Experience Evidence Form must have attached a letter from the Supervisor on the organisation's letterheaded paper..

Please note, if any of the required documents listed in the checklist on pages 10 - 11 of the guidance notes are missing from your application, or the declaration is incomplete, this will delay the processing of your application and may result in your application being returned.

The completed form and fee should be returned to;

The Finance Department
The Solicitors Regulation Authority
Ipsley Court
Berrington Close
Redditch
B98 0TD or DX19114 Redditch

Section 11 Ethnic origin

This form will be separated from your application form.

The SRA is seeking information about the ethnic origin of solicitors for the purpose of monitoring across the profession and its compliance with the Race Relations Act.

The information will be kept in strict confidence and will be used for statistical purposes only. The information is subject to the provisions of the Data Protection Act 1988.

A White

British

Irish

Any other White background, please write in below.

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in below.

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in below.

D Black or Black British

Caribbean

African

Any other Black background, please write in below.

E Chinese and other ethnic group

Chinese

Any other, please write in below.