



## The Law Society

### QUALIFIED LAWYERS TRANSFER REGULATIONS

This form is for use by the following qualified lawyers who wish to obtain a certificate of eligibility to take the *Qualified Lawyers Transfer Test*.

Applications must be made using the *original* form; photocopies and faxes will not be accepted.

**WARNING: Please read this form carefully. Failure to follow the instructions precisely will delay consideration of your application.**

- (i) A member or former member of the English Bar.
- (ii) A person who has been admitted as a Solicitor in Scotland.
- (iii) A person who has been admitted as an Advocate in Scotland.
- (iv) A person who has been admitted to the Bar of Northern Ireland.
- (v) A person who has been admitted to the Bar of the Republic of Ireland.
- (vi) A person who fulfils the requirements of the European Communities Directive No. 89/48/EEC.
- (vii) A Senior Academic Lawyer.
- (viii) A Distinguished Specialist Practitioner.
- (ix) Overseas lawyers who have been admitted to one of the courts of the following jurisdictions:

Anguilla	Ghana	Pakistan
Antigua & Barbuda	Grenada	Papua New Guinea
Australia	Guyana	St Kitts & Nevis
Bahamas	Hong Kong (Barrister)	St Lucia
Bangladesh	India	St Vincent & the Grenadines
Barbados	Israel	Sri Lanka
Belize	Jamaica	South Africa
Bermuda	Malawi	Switzerland
Botswana	Malaysia	Trinidad & Tobago
British Virgin Islands	Montserrat	Turks & Caicos
Canada	Namibia	United States of America
Cayman Islands	New Zealand	Zambia
Dominica	Nigeria	Zimbabwe

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When completed this form should be returned to:  
The Law Society, Finance Department, 114 Chancery Lane, London WC2A 1PL

**Any enquiries please telephone Information Services on  
+44 (0) 1527 504450**

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**Have you included the following:-**

- A A certified copy of your original certificate(s) showing the higher education academic qualifications that you have been awarded (e.g. degree certificate/post graduate diplomas/legal education certificates)
- B A certified copy of your original certificate evidencing your professional qualification(s) (e.g. Bar exams etc.)
- C A certified copy of your original certificate of admission/call.
- D An **original** certificate or certificates from your professional body or home court 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.
  - Whether or not you are currently entitled to practise in your home jurisdiction, and if not, the reason for this.

**PLEASE NOTE THE ABOVE DOCUMENT MUST BE AN ORIGINAL, TO BE RECEIVED BY THE SOCIETY WITHIN 3 MONTHS OF THE DATE OF ISSUE**

- E Official translations to be attached to **ALL** documents submitted which are not in English.
- F A certified copy of your marriage certificate, or statutory declaration if your name is now different from that shown on supporting documents.
- G The transfer fee of £400.00 (if not in pounds sterling please allow an additional £17.00 to cover bank charges). The fee is not refundable and you should ensure that you are prima facie eligible for transfer before you submit the application. Cheques should be made payable to '**The Law Society**'.

**CERTIFIED COPIES**

In the case of qualification and admission certificates, applicants may supply certified copies. Copies may be certified by:

- (a) a practising lawyer in your original jurisdiction; or
- (b) a practising lawyer admitted in England and Wales; or
- (c) a practising lawyer in the jurisdictions in which you are working; or
- (d) a duly authorised member of the staff of the academic institution concerned provided that the certified copy is also stamped by that institution.

**The certificate must state that the copy is a true copy of the original.** The Society reserves the right to call for an original certificate where it deems this to be necessary.

If you are unable to supply documents A, B and C please confirm the reason for this in writing.

## H EXPERIENCE

Original letters should be provided by all applicants under **Regulations 6, 10, 11 and 15** evidencing at least 2 years legal experience within the last 5 years.

The letters should be submitted from an employer, partner, head of chambers, pupil master or certificate or completion of pupillage and confirm:

- Exact dates of employment
- Full details of nature of responsibilities and duties undertaken
- Areas of law in which experience gained
- Whether undertaken on a full or part time basis (if part time total hours per week)

### PRE-ADMISSION / CALL

The experience may be waived/reduced where it is normal practice for a trainee to complete a period of 'articles' as part of the training scheme in an overseas jurisdiction, which is common law based.

**Evidence of this experience will be required in order for it to be considered, see notes above.**

### POST ADMISSION/CALL

The following may be counted:-

- Up to 12 months' pupillage certified as satisfactory by the pupil master or Bar Council
- Any period spent in practice at the Bar, i.e. tenancy or sqatting
- Any period spent in legal employment with:
  - Crown Prosecution Service or Magistrates' Court Service
  - The Civil Service, Local Government, a Public Authority, Commerce or Industry (provided in legal department headed by a Solicitor or Barrister qualified in England and Wales of at least 5 years' standing)
- Experience gained overseas may count if this has been gained in a common law jurisdiction.

**Consideration of experience not falling into any of the above categories will need to be referred to an Adjudicator.**

### What happens next?

You will be sent an acknowledgement letter giving you a reference which should be quoted at all times when you contact us.

Should we require any further details, we will write again to request these.

Once we have all the documents we require, we will send you your Certificate of Eligibility.

This process can take approximately 8 weeks in total.

Although we do have a deadline for receipt of applications for certificates of eligibility to be issued for the test, we do process applications all year round.

**APPLICANT'S DETAILS:**

1. **TITLE (e.g. Mr, Ms, Mrs, Miss)** .....

2. **SURNAME:** .....

3. **FORENAMES:** .....

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4. **DATE OF BIRTH:**

DAY	MONTH	YEAR

5. **PERMANENT ADDRESS:** .....

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6. **ADDRESS TO WHICH  
CORRESPONDENCE SHOULD BE  
SENT (IF DIFFERENT FROM  
PERMANENT ADDRESS)** .....

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7. **DAYTIME TELEPHONE NO:** .....

**FACSIMILE NO:** .....

8. **NATIONALITY:** .....

9. Please provide titles and details of all professional qualifications held of all the qualifying bodies and all courts to which you have been admitted. Your application should be based on your **primary** (first) qualification.

TITLE	JURISDICTION	PROFESSIONAL BODY/HOME COURT	DATE OF ADMISSION/CALL
e.g. Barrister	e.g. England & Wales	e.g. Bar Council	e.g. called to the Bar 1.1.97

10. Professional Examinations passed and courses attended (i.e. Solicitors Qualifying Examinations):

INSTITUTION	TITLE OF QUALIFICATION	DATE OF AWARD	SUBJECTS STUDIED

11. Degrees, Diplomas:-

INSTITUTION	SUBJECT	DATE COURSE COMMENCED	DATE CERTIFICATE AWARDED

**CERTIFIED COPIES OF ALL ABOVE ORIGINAL CERTIFICATES SHOULD BE SUBMITTED.**

**Please delete as appropriate**

12. Have you ever been made bankrupt or insolvent or are any such proceedings pending against you? YES/NO

**If YES please supply details on a separate sheet and state whether you have been discharged and, if so, when.**

13. Have you ever entered into an arrangement or composition with creditors? YES/NO

**If YES please supply details on a separate sheet.**

14. Have you been convicted of any offence in any Court of the UK or elsewhere (other than a motoring offence not resulting in disqualification) or are any such proceedings pending against you? YES/NO

**If YES you should provide details on a separate sheet and you should ensure that at least one of your referees is a person who has full knowledge of the conviction(s) and that this is indicated on their reference.**

**NOTE: Convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 should be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.**

15. Have you at any time been found guilty of professional misconduct by a disciplinary tribunal or are any proceedings before a disciplinary tribunal still pending? YES/NO

**If YES you should provide full particulars on a separate sheet.**

16. Have you at any time been suspended from professional practice by your professional body or are any such proceedings pending against you? YES/NO

**If YES you should provide full particulars on a separate sheet.**

17. Have you made a previous application to the Law Society for transfer? YES/NO

**If YES please provide details on a separate sheet.**

18. Have you ever obtained a Certificate of Enrolment from The Law Society? YES/NO

**If YES please state when you enrolled.**







24. Please provide the names and addresses of three people who are not close relatives. Two of the referees must be solicitors or members of your professional body of at least five years standing in either England or Wales or the jurisdiction where you are already qualified.

All three referees should know you well and have known you for at least two years. If you are currently in employment one of the referees must be from your current firm even if you have been with the firm for less than two years. **All referees should be able to comment on your practical experience and expertise.**

1.	Name	
	Address	
	Occupation	

2.	Name	
	Address	
	Occupation	

3.	Name	
	Address	
	Occupation	

I understand that the Society must be advised if prior to my admission to the Roll of Solicitors in 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 Society of any such conviction after the time of this application.

I also undertake to advise the Society 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 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 Declaration Act 1835.

Declared by the said .....

at ..... this ..... day

of ..... 20 .....

Signature of applicant .....

Before me .....

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)

**PLEASE NOTE: IF ANY OF THE DOCUMENTS LISTED ON PAGES 2 AND 3 OF THE CHECKLIST ARE MISSING FROM YOUR APPLICATION, OR THE ABOVE DECLARATION IS INCOMPLETE, THIS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

## ETHNIC ORIGINS

The Council of the Law Society has decided to seek information about the ethnic origins of solicitors and entrants to the profession. The purpose is to identify any disadvantage in entry or other stages of professional development amongst those from ethnic minority backgrounds. The information supplied will be kept in strict confidence, will be used for statistical purposes only, and is subject to the provisions of the Data Protection Act 1998.

You are not required to complete this section but are encouraged to do so to ensure that the survey is as accurate as possible.

I would describe my ethnic origin as (please tick appropriate box):

White/European (including UK) origin	<input type="checkbox"/>	Afro-Caribbean origin	<input type="checkbox"/>
Asian/Bangladeshi origin	<input type="checkbox"/>	Black/African origin	<input type="checkbox"/>
Asian/Indian origin	<input type="checkbox"/>	Black/Other origin	<input type="checkbox"/>
Asian/Pakistani origin	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Asian/Chinese origin	<input type="checkbox"/>	Other	<input type="checkbox"/>

## DATA PROTECTION ACT 1998

1. The Law Society has a member of its Council who has specific responsibility for ethnic minority issues. On occasions the Society may wish to send you targeted mailings on the basis of ethnic origin.

If you wish to receive such mailings please put a tick inside this box.

2. All information you provide will be held on a database. Sometimes we may use your name and address or provide these details to other organisations for mailing information about goods and services that we believe may be of interest to you.

If you do not wish to receive such mailings please put a tick inside this box.

(Signed) ..... (Dated) .....