



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. PLEASE PRINT CLEARLY.

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 – **please circle:**

Anguilla
 Antigua & Barbuda
 Australia
 Bahamas
 Bangladesh
 Barbados
 Belize
 Bermuda
 Botswana
 British Virgin Islands
 Canada
 Cayman Islands
 Dominica
 Ghana

Grenada
 Guyana
 Hong Kong (Barrister)
 India
 Israel
 Jamaica
 Kashmir (Indian ADM)
 Kashmir (Pakistan ADM)
 Malawi
 Malaysia
 Montserrat
 Namibia
 New Zealand
 Nigeria

Pakistan
 Papua New Guinea
 St Kitts & Nevis
 St Lucia
 St Vincent & the Grenadines
 South Africa
 Sri Lanka
 Switzerland
 Trinidad & Tobago
 Turks & Caicos
 United States of America
 Zambia
 Zimbabwe

When completed this form should be returned to:
 The Law Society, Finance Department, Ipsley Court, Berrington Close, Redditch. B98 0TD
 or DX 19114 Redditch

Any enquiries please telephone Information Services on +44 (0) 1527 504433. Lines are open from 08.30 to 17.00, Monday to Friday. Please note calls may be monitored/recorded. Alternatively, you may contact us via e-mail on info.services@lawsociety.org.uk.

Checklist of documents required

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 that the above document must be an original, to be received by the Society within three 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 £20.00 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.

Experience

There is a two-year experience requirement imposed on all applications under Regulations 6,10,11 and 15 of the Qualified Lawyers Transfer Regulations 1990. This requirement may be reduced/waived where the applicant has gained up to two years legal experience within the last five years covering at least three areas of law with a mix of both contentious and non-contentious areas of practice. The experience relied upon must have been gained after you sat and passed the relevant professional qualifying examinations in your home jurisdiction.

In order for us to consider your experience and reduce or waive the above requirement, we require evidence of your experience. Evidence should be in the form of original letter(s) from your supervisor, employer, partner, head of chambers, or pupil master or certificate of completion of pupillage and confirm;

- exact dates of employment,
- full details of the nature of your responsibilities and duties undertaken,
- areas of law covered,
- whether undertaken on a full or part-time basis (if part time, total hours per week),
- the status of your supervisor (i.e. their date of admission/call),
- if gained overseas – confirmation of the extent to which this experience has been gained in English/Common Law matters.

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 squatting,
- 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 five 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. If we require any further details, we will write again to request these.

Once we have all the documents we require, we will issue your Certificate of Eligibility. Our aim is to process 95 per cent of applications within 30 days of receipt.

In certain cases, it is necessary to refer the application to an adjudicator before a certificate of eligibility can be issued. If an application has to be referred to an adjudicator, or if it is incomplete then this will delay the issue of a certificate of eligibility. **This process can take approximately eight weeks in total.**

Applicant's details (please print clearly)

1. Title (e.g. Mr, Ms, Mrs, Miss)

2. Forename(s)

3. Surname

.....
.....

4. Date of birth

DAY	MONTH	YEAR

5. Permanent address

.....
.....
.....

6. Address to which
correspondence should be
sent (if different from
permanent address)

.....
.....
.....

7. Daytime telephone no

Facsimile no

Mobile number

E-mail address

(Please tick preferred method of contact.)

8. Nationality

9. Titles of all **professional** qualifications held and jurisdictions in which they were gained. You should provide details of all professional qualifications held and of all the qualifying bodies and all courts to which you have been admitted. However, your application should be based on your **primary** (first) qualification.

Title	Jurisdiction	Professional Body/Home Court	Date of admission/call		
			e.g. called to the Bar 1.1.97		
e.g. Barrister	e.g. England and Wales	e.g. Bar Council	DD	MM	YY

10. Professional examinations passed and courses attended (i.e. solicitors qualifying examinations, Bar Exams):

Institution	Title of qualification	Course dates (DD/MM/YY)						Date of award	Subjects studied
		Start			Finish				

11. Degrees and Diplomas

Institution	Title of qualification	Course dates (DD/MM/YY)						Date of award	Subjects studied
		Start			Finish				

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, submit together with the original relevant documentation, 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, together with the original relevant documentation.

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. Please submit a copy of the original certificate of conviction.

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, together with the full original documentation.

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, together with the full original documentation.

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 and your reference number (i.e. student enrolment number, if known).

Professional training, practise and summary of experience (please print clearly)

21. Please provide details of your professional training, practise and experience to date. If you have been out of legal practise for any period since your qualification then details should also be provided. The details of your experience should be given with reference to the criteria on page 3. If the relationship between your experience and the criteria is not clear, your application may be returned to you for further details. Any experience you wish to have considered must be evidenced by an employer's letter (i.e. the original or certified copy). If self-employed, please provide independent verification.

Full name and address of supervisor/ training master/ employer/ place of practice	Exact dates of employment (DD/MM/YY)			Percentage of work which is contentious/ non- contentious	Summary of experience, nature of duties and areas of law covered
	Date started	Date finished	Full or part time		

Please continue on a separate sheet if necessary.

Referees (please print clearly)

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.

Please note that we will contact your referees, if necessary.

1. Title (Mr, Mrs, Ms, Miss, Other)

Forename(s)

Surname

Address

.....

.....

Occupation

2. Title (Mr, Mrs, Ms, Miss, Other)

Forename(s)

Surname

Address

.....

.....

Occupation

3. Title (Mr, Mrs, Ms, Miss, Other)

Forename(s)

Surname

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
(PRINT NAME IN FULL)

this day of 20

Signature of applicant

Before me
(PRINT NAME IN FULL)

Signature

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).**

this day of 20.....

Please note: If any of the documents listed on page 2 of the checklist are missing from your application, or the above declaration is incomplete, this will delay the processing of your application.

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 do not 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

Ethnic origins – this form will be separated from your application form

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).

A. White	<input type="checkbox"/>	British
	<input type="checkbox"/>	Irish
	<input type="checkbox"/>	Any other White background, please write in below
	<input type="checkbox"/>	
B. Mixed	<input type="checkbox"/>	White and Black Caribbean
	<input type="checkbox"/>	White and Black African
	<input type="checkbox"/>	White and Asian
	<input type="checkbox"/>	Any other Mixed background, please write in below
<input type="checkbox"/>		
C. Asian or Asian British	<input type="checkbox"/>	Indian
	<input type="checkbox"/>	Pakistani
	<input type="checkbox"/>	Bangladeshi
	<input type="checkbox"/>	Any other Asian background, please write in below
<input type="checkbox"/>		
D. Black or Black British	<input type="checkbox"/>	Caribbean
	<input type="checkbox"/>	African
	<input type="checkbox"/>	Any other Black background, please write in below
<input type="checkbox"/>		
E. White	<input type="checkbox"/>	Chinese
	<input type="checkbox"/>	Any other, please write in below
<input type="checkbox"/>		