



Solicitors  
Regulation  
Authority

**Completing the application form to renew your  
registration as a foreign lawyer  
RF4 2008/2009**

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For alternative formats, email [contactcentre@sra.org.uk](mailto:contactcentre@sra.org.uk) or telephone 0870 606 2555.

## About the form

### You can use this form to

- apply for renewal of your registration as a foreign lawyer (RFL), and
- check that the details which we hold about you are correct.

Please note, this form cannot be used if you are

- a European Union national; and
- a member of one of the legal professions listed in the Establishment of Lawyers Directive 98/5/EC (list available from our contact centre); and
- practising as a lawyer “on a permanent basis” in a Member State other than the one in which you qualified.

If this applies, you need a registered European lawyer (REL) application form (RF6). The RF6 form and notes are available from our [contact centre](#) or downloadable at [www.sra.org.uk/rel](http://www.sra.org.uk/rel).

### How to use the form

- Please check that the information pre-printed on the form is correct, including spelling.
- Make any necessary changes and provide dates on which your circumstances changed. For example, if you have changed your name, write the date that your name change became effective. Put a line through any deletions. Do not use liquid paper.
- Add missing or extra information in the appropriate boxes or under “Additional information”.

### How to contact us

Throughout these notes we may refer you to different departments within the Solicitors Regulation Authority (SRA) for assistance. The contact details for these departments are listed below.

#### Contact centre

If you need any assistance completing this form, or if you have a query about continuing professional development (CPD), please contact us on:

- 0870 606 2555,
- +44 (0)1527 504450, if you are calling from overseas, or
- [contactcentre@sra.org.uk](mailto:contactcentre@sra.org.uk)

Our lines are open 09.00 – 17.00, Monday to Friday. Calls may be monitored/recorded for training purposes.

### **Professional Ethics**

If you are not sure if you need to register, or if you need to pay the full fee, visit [www.sra.org.uk/pc](http://www.sra.org.uk/pc). If this does not deal with your enquiry, contact Professional Ethics on

- 0870 606 2577, or
- +44 (0) 1527 504430, if you are calling from overseas,
- [professional.ethics@sra.org.uk](mailto:professional.ethics@sra.org.uk)

Lines are open 09.00 to 17.00 Monday to Friday. Professional Ethics calls are strictly confidential.

## **Frequently asked questions**

### **Where do I send the form?**

Please send your form and appropriate fee to:

Operations Unit  
Solicitors Regulation Authority  
Ipsley Court  
Berrington Close  
Redditch  
B98 0TD

Or DX 19114 Redditch

Or Fax: +44 (0)1527 519150, if paying via credit card or bank transfer.

If you send us payment without an accompanying application form, we will hold it for a maximum of 30 days before being returning it to you.

### **How can I pay?**

You can pay the full amount by

- cheque,
- postal order,
- bank transfer, or
- credit card.

There is a handling charge of 1.75% for Mastercard/Visa/Maestro/Delta/Electron payments. Diners Card and American Express are not accepted. Complete the [credit/debit authorisation form](#) if you wish to pay by credit/debit card and return it with your application form.

If you do not sign your credit card authorisation/cheque or enclose payment, we will return the form to you. You may also pay by cash at your own risk, but we do not recommend this, and we are not responsible for monies not received.

Make your cheque payable to the **Law Society** and write your SRA number on the back of the cheque (see “Personal details” on page 1 of the form for your SRA number).

Foreign cheques must be endorsed, i.e. signed and dated on the reverse by the drawer. It may take up to eight weeks for a foreign cheque to clear our account and we will not process your application until we have received cleared funds. We do not accept postal orders drawn outside the United Kingdom (UK).

### **Will I receive a receipt for the fee and form?**

We do not issue receipts for application forms or fees.

### **What should I do if I have changed my name?**

Write your new name and the date the change became effective under “Additional information”. Also attach a signed copy of proof, for example, a photocopy of your marriage certificate or a certified copy of a deed poll.

### **Do I need Indemnity Insurance?**

The Solicitors’ Indemnity Insurance Rules apply to principals in private practice and to recognised bodies. If you are a principal in private practice you must have indemnity cover.

The term “principal” includes an RFL who is a partner in a multi-national partnership (MNP) or held out as such.

### **If I am a foreign lawyer employee in a firm of solicitors or an MNP, do I need to register as an RFL?**

You do not need to register unless

- you are about to be made a partner in the MNP; or
- you are a director, member or beneficial shareowner in a recognised body.

You must be registered before you become a partner in a firm.

### **If I am an RFL employed by an MNP, how should I be described on its notepaper?**

You must not be

- held out in any way that suggests you are a partner or a solicitor, or
- held out on their notepaper as an RFL.

Only an RFL who is a partner in an MNP or a director of a recognised body which is a limited liability partnership (LLP) is entitled to be held out in that way. You can be described as a lawyer of your own jurisdiction(s).

## **If I am an RFL in an MNP and the solicitor/REL partner has now left, what does this mean to RFLs and solicitors employed in the MNP?**

If there are no solicitors or REL partners then you must not hold yourself out as an RFL.

- The rules state that any solicitor/REL employees are no longer allowed to carry out legal work for the firm's clients.
- The firm can no longer undertake work that is reserved to solicitors.
- If you carry out immigration work you must seek authorisation from the Office of the Immigration Services Commissioner (OISC).

## **1 Personal details**

### **SRA number**

You have a unique SRA number which you must quote whenever you contact us.

## **2 Current practising details**

Details of all your practising addresses are pre-printed here. The one we have on record as your main practising address is printed first.

### **Status**

A person's status in the organisation should be printed here. If it is not pre-printed on the form, you must record your status in the organisation here. Please include any dates when changes to your status took effect.

### **Roles in the organisation**

We use these to identify contact people in firms/organisations. Please tick the appropriate box if you hold any of the listed roles in your firm/organisation.

### **Organisation's designated complaints handling person**

If you work in private practice, you must tell your clients who to contact if they want to complain (see rule 2.05 of the Solicitors' Code of Conduct 2007). If you are the main person chosen to handle complaints for your firm, tick this box.

### **Practice manager**

Occasionally we contact organisations on practice management issues. Tick this box if you are the most appropriate person for us to contact.

### **Money laundering reporting officer**

Please tick this box if you are the person responsible for compliance with the Money Laundering Regulations 2003. The nominated person should be of sufficient seniority and in a position of sufficient responsibility to enable him/her to have access to all of the firm's client files and business information. Firms authorised by the Financial Services Authority (FSA) need to obtain its approval to the appointment of the nominated officer, as this is a controlled function under the FSA's rules.



























