

**Completing the application form for initial  
registration as a registered European lawyer  
RF6 2007/2008**

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# Introduction

## About the form

You can use this form to apply for initial registration as a registered European lawyer (REL) under the Establishment of Lawyers Directive 98/5/EC.

## How to use the form

- Please complete all the relevant boxes with the information required.
- If you make an error during completion of the form please put a line through any mistakes. Do not use liquid paper.

## How to contact us

Throughout the guidance 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.

If you need any assistance completing this form please contact Information Services on 0870 606 2555. Our lines are open 09.00 – 17.00, Monday to Friday. If you are calling from overseas please call +44 (0)1527 504450. Please note that calls may be monitored/recorded for training purposes. Alternatively you may contact us via e-mail at [info.services@sra.org.uk](mailto:info.services@sra.org.uk).

If you are not sure if you need to register, or if you need to pay the full fees then you should refer to the frequently asked questions and information sheets that have been prepared specifically to assist you to complete this form. These can be found online at [www.sra.org.uk](http://www.sra.org.uk) "Rules, guidance and regulation". If this does not deal with your enquiry then contact Professional Ethics on 0870 606 2577. Our lines are open 11.00 - 13.00 and 14.00 - 16.00, Monday to Friday. Alternatively you may contact us via e-mail at [professional.ethics@sra.org.uk](mailto:professional.ethics@sra.org.uk). All contact with Professional Ethics is strictly confidential.

## Frequently asked questions

### How long does my registration last?

You must renew registration by 31 October each year.

### Where do I send the form?

Please send your form and the appropriate fee to:

Finance Department  
Solicitors Regulation Authority  
Ipsley Court  
Berrington Close  
Redditch  
B98 0TD                      OR                      DX 19114 Redditch

Alternatively by fax on +44 (0)1527 519150, if payment is made via credit card or bank transfer.

Please note that any payment received without an accompanying application form will be held for a maximum of 30 days before being returned to the sender.

## **How can I pay?**

You can pay the full amount by cheque, postal order, bank transfer or credit card. Please note there will be a handling charge of 1.75% for Mastercard/Visa/Maestro/Delta/Electron payments, please note Diners or American Express are not accepted. Please complete the credit/debit authorisation form if you wish to pay by credit/debit card and return it with your application form. If the credit card authorisation/cheque is not signed or payment is not enclosed, we will return the form to you. You may also pay by cash at your own risk, but this is not recommended and we will not be held responsible for monies not received.

## **Who should I make the cheque payable to?**

Please make your cheque payable to the **Law Society**. All foreign cheques need to be endorsed, i.e. signed and dated on the reverse by the drawer. Please note it may take up to 8 weeks for a foreign cheque to clear our account and your application will not be processed until cleared funds have been received. We will not accept postal orders drawn outside the United Kingdom (UK).

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

We do not issue receipts for application forms or cheques.

## **If I am working as an assistant lawyer do I still have to register as a REL?**

Yes. Regardless of what status you hold.

## **Can my REL registration be backdated to coincide with my commencement in the partnership?**

No. If an application is complete i.e. supporting documentation, fee and correctly completed form, the commencement date of registration will be the date on which we receive the application. You are unable to commence practising as a lawyer until your registration has been granted.

## **What are the implications of not submitting an application?**

In the UK you will commit a criminal offence if you are required to register under the Directive but fail to do so. In addition you will not be able to enforce payment of your fees.

## **How do I apply for admission as a solicitor of England and Wales (E & W) under Article 10 of the Establishment of Lawyers Directive 98/5/EC?**

You are eligible to apply if you have been established in the UK for 3 years as a REL. Normally we will expect a minimum of 2 years practise in UK law. If you require an admission application form (AD15) please contact Information Services.

## **1 Personal details**

Please complete all the boxes in this section.

## **2 Current practising details**

Please complete this section with details of where you currently practise as a lawyer, whether in private practice or as an in-house lawyer.

### **3 Details of home jurisdiction**

Please give details of all jurisdictions in which you are admitted. We will also need from each jurisdiction in an Establishment Directive state, an original Certificate of Attestation which is less than 3 months old. Please provide a certified English translation (if applicable).

Your certificate should confirm the following information:

- date of admission,
- whether or not there is any training period, probationary period or stage required after your admission,
- that your name is held on a register and that you are entitled to practise,
- that there are no disciplinary orders or pending proceedings against you (or details of any such orders or proceedings).

We must be satisfied that you are entitled to practise as a member of the legal profession to which you belong. If you are not, we will need details of the reasons why you cannot practise.

### **4 Work categories**

Our directory holds information on the types of work undertaken by RELs. This information is reflected on our website [www.sra.org.uk](http://www.sra.org.uk). Please indicate the work categories you currently undertake. Work categories are listed in the glossary on page 8. Please note our records hold a maximum of six categories.

### **5 Languages**

Our directory holds information on any languages spoken other than English. This information is reflected on our website [www.sra.org.uk](http://www.sra.org.uk). Please indicate which languages you speak other than English. Languages are listed in the glossary on page 9. Please note our records hold a maximum of six categories.

### **6 Solicitors' Indemnity Insurance Rules**

The Directive requires us to determine whether your own rules require you to take out indemnity insurance which would cover your practice in the UK. If you have such indemnity insurance, please include details on a separate sheet.

If you are a principal in private practice you must have indemnity cover.

A principal includes:

- a REL who is a partner or sole principal (or is held out as such),
- a REL who is a Director or beneficially owns all or a part of the shares in a recognised body which is a company,
- a REL who is a member of a recognised body which is a limited liability partnership (LLP).

The Solicitors' Indemnity Insurance Rules do not apply to:

- RELs who are not principals in private practice (and who are not being held out as such) for example, consultants, locums or assistants,
- RELs who work for employers who are not solicitors, for example in local government, commerce or industry.

It is not necessary to send in proof of indemnity insurance with your registration application unless

you are specifically requested to do so by ourselves. You are required to submit details of your qualifying insurers name, the policy number and the date of commencement of the policy. We will not issue a REL registration if you are not complying with the Solicitors' Indemnity Insurance Rules. The list of the qualifying insurers can be found on the website [www.indemnity.sra.org.uk](http://www.indemnity.sra.org.uk) once this has been finalised for the new indemnity year.

Please ensure the details provided are not those of an insurance broker.

As from 1 October 2005 the minimum level of cover which firms (other than most firms practising as body corporate) are required to obtain under the Rules is £2,000,000 for each and every claim.

For most firms practising as body corporate, such as a LLP, the minimum level of cover they are required to obtain under the Rules is £3,000,000 for each and every claim. The full £3,000,000 of cover is required to be in accordance with the minimum terms and conditions.

## **Obtaining full or partial exemption from the Solicitors' Indemnity Insurance Rules (SIIR)**

If you are eligible for either a full or partial exemption from these rules please answer the flow chart questions, which are attached to the application form. This will help you determine what route you can follow.

### **Assigned Risks Pool (ARP)**

If you have not been able to obtain indemnity insurance with a qualifying insurer you will be required to insure through the ARP.

If you are insured through the ARP you must show "ARP" as your insurer. You should also show the ARP policy number and the date of commencement of the policy. You do not need to send in proof of indemnity unless we request it. We will not grant your registration if you do not comply with the SIIR.

## **7 Former registration with the Bar Council or membership of another "authorised body" under section 27 of the Court and Legal Services Act 1990**

Under the Courts and Legal Services Act 1990 members of certain "authorised bodies" have rights of audience in the higher courts. If you have ever had any of these rights, you will keep them when you register with ourselves.

You need to complete question 1 and question 2.

Question 1 asks whether you have ever been registered with the Bar Council of E&W under the Establishment Directive. If not, answer "No" at 1(a) and go to Question 2.

Question 2 asks whether you have ever been a barrister of E&W, or whether you have ever belonged to an "authorised body" whose members have rights of audience in the higher courts in E&W. If not, answer "No" at 2(a) and move to section 8.

## **8 Material events**

Please answer all of the questions in this section.

You must give full details here if, for example:

- you have ever been found guilty of professional misconduct by a court or a disciplinary tribunal,
- proceedings alleging professional misconduct by you have been started before a court or disciplinary tribunal although there has been no decision yet,

- you have suffered from any other disciplinary sanctions,
- there are any other factors or matters relating to your fitness to practise, for example bankruptcy,
- you stop being entitled to practise as a member of a foreign legal profession,
- your own regulatory body introduces a rule preventing your profession taking part in the kind of multi-national practice (MNP) in which you are engaged,
- you have ever been convicted of a crime in any court,
- you have ever been committed to prison in civil or criminal proceedings,
- you have ever been struck off or suspended from practise.

## 9 Membership

Membership is free of charge. Please tick the box if you do NOT wish to become a member. Your membership entitles you to:

- use the facilities at The Law Society, Chancery Lane, London for example, dining rooms and library,
- participate in the election of Council members and office holders,
- attend the Annual General Meeting,
- receive weekly free of charge the Gazette in addition to the monthly Guardian Gazette.

## 10 Previous application

You should answer the questions in this section if you have previously made an application under the Establishment Directive for registration in the UK or any other EU member state. This applies to all applications whether accepted or refused.

## 11 Data Protection Act 1998

All the information you provide in the application is used by us for the purpose of your REL registration. Sometimes we may pass your name and practising address details to third parties for marketing purposes or for mailing information about goods and services we believe may be of interest to you. Please complete the questions in section 11 as appropriate.

## 12 Reduced registration fee

Please tick the box if you are eligible for a reduced fee. Please note, if at any time during the 12 month period you were practising both as a solicitor and as a lawyer of another jurisdiction, all your fees or income received as a lawyer must be taken into account. If the total of the gross fees or gross income exceeds £20,000 you do not qualify for a reduced REL registration fee.

Please refer to page 7 for the reduced fee calculations.

## 13 Application checklist

To help us process your application quickly, please check the following:

- the form has been completed correctly,
- the form is signed and dated,

- any additional sheets are clearly labelled and attached securely to the form,
- the cheque is signed, dated and attached securely to the form; and
- any relevant documentation is enclosed including an original certificate of attestation from your home Bar(s) or Law Society.

We hope these guidance notes will assist you to complete the form. If you need any further help please contact Information Services.

## 14 Declaration

Please consider the following when completing this section:

- You must complete, sign and date this section. Failure to do so will prevent your registration from being recorded and your form will be returned to you.
- The declaration relates to the whole form.

## 15 Fee calculation

The fee for initial registration as a European lawyer is:-

Date of Application	Registration Fee	Compensation Fund contribution
01/11/07 to 31/12/07	£715	£50
01/11/08 to 31/03/08	£715	£50
01/04/08 to 30/06/08	£475	£50
01/07/08 to 31/10/08	£240	£50

Each REL is required to pay a Compensation Fund contribution.

RELs are exempt from the Compensation Fund if:

- you are a Crown Prosecutor or
- you can satisfy the Authority that you have equivalent cover under your home rules. If you wish to make a claim under this provision please supply details of this cover.

If you believe you are eligible for a reduced registration the fees are:

Date of Application	Registration Fee	Compensation Fund contribution
01/11/07 to 31/10/08	£475	£50

## Work categories

You may select up to six categories each, in order of importance, from the following list:

A	Business Affair	AA	Financial & Investment Services
AB	Advocacy	AC	Children Law
AD	Military Law	AE	Pension Law
B	Charity Law	BB	Administrative & Public Law
C	Consumer Problems	CC	Agricultural Law
D	Conveyancing - Residential	DD	Aviation Law
E	Commercial Property	EE	Banking Law
F	Crime - General, Motoring, Juvenile	FF	Chancery
G	Debt & Money Advice	GG	Civil Liberties/Human Rights
H	Environmental Law	HH	Common Law
I	Employment	II	Mediation - Family
J	Family	JJ	Computer & IT Law
K	Landlord & Tenant - Residential	KK	Construction/Civil Engineering
L	Immigration Law	LL	Corporate Finance
M	Litigation - General	MM	Education Law
N	Litigation - Commercial	NN	Energy & Natural Resources
O	Medical Negligence	OO	Mediation - Civil/Commercial
P	Mental Health	PP	Fraud
Q	Neighbour Disputes	QQ	Insolvency & Bankruptcy
R	Personal Injury	RR	International Law (Non - EC)
S	Welfare Benefits	SS	Libel & Defamation
T	Wills & Probate	TT	Maritime/Shipping/Admiralty
U	Taxation	UU	Media/Entertainment Law
V	Trusts	VV	Mergers & Acquisitions
W	Liquor Licensing/Gaming	WW	Planning Law
X	Intellectual Property	XX	Professional Negligence
Y	Insurance	YY	Transport - Road & Rail
Z	European Community Law	ZZ	Travel & Tourism

# Languages

You may select up to six languages each, in order of importance, from the following list:

AFR	Afrikaans	LAT	Latin
ALB	Albanian	LIT	Lithuanian
AMH	Amharic	LTV	Latvian
ARA	Arabic	LUG	Luganda
ARM	Armenian	MAL	Malay
BAH	Bahasa	MAN	Mandarin
BEN	Bengali	MAR	Marathi
BOS	Bosnian	MIR	Mirpuri
BSL	British Sign Language	MLM	Malayalam
CAN	Cantonese	MSE	Maltese
CHA	Chichewa	NEP	Nepali
CHI	Chinese	NGE	Nigerian
CRE	Creole	NOR	Norwegian
CZE	Czech	PER	Persian (Same as Farsi)
DAN	Danish	POL	Polish
DUT	Dutch	POR	Portuguese
EDO	Edo	PUN	Punjabi
ENG	English	PUR	Purewal
ESP	Esperanto	PUS	Pushtu
FAN	Fanti	ROM	Romanian
FAR	Farsi (Persian)	RUS	Russian
FIN	Finnish	SCG	Gaelic (Scottish)
FLE	Flemish	SER	Serbo Croat
FRE	French	SIH	Sindhi
GA	Ga	SIN	Sinhalese
GER	German	SLO	Slovenian
GHA	Ghanian	SOM	Somali
GRE	Greek	SPA	Spanish
GUJ	Gujarati	SRB	Serbian
HAK	Hakka	SWA	Swahili
HEB	Hebrew	SWE	Swedish
HIN	Hindi	SWG	Swiss-German
HOK	Hokkien	SYC	Sycheti
HUN	Hungarian	TAG	Tagalog
IBO	Ibo	TAM	Tamil
ICE	Icelandic	TEL	Telegu
IND	Indonesian	TEO	Teochew
IRA	Iranian	THA	Thai
IRG	Gaelic (Irish)	TUR	Turkish
ITA	Italian	TWI	Twi
JAP	Japanese	UKA	Ukrainian
KAL	Kalabari	URD	Urdu
KEK	Kekchi	URH	Urhobo
KOR	Korean	VNM	Vietnamese
KSW	Kiswahili	WEL	Welsh
KUR	Kurdish	YID	Yiddish