

# Freelancer notification



Use this form to notify us that you are practising on your own under regulation 10.2 of the SRA Authorisation of Individuals Regulations.

We use 'freelance solicitor' to describe a self-employed solicitor who is practising on their own, in their own name, does not employ anyone else and is engaged directly by clients with fees payable directly to them.

You can also use this form to notify us if you are practising on your own but not as a freelance solicitor, an authorised body or through an entity. For example, you are providing unreserved legal activities on your own but you use a trading name.

If you are providing unreserved legal activities through an entity, email [notifications@sra.org.uk](mailto:notifications@sra.org.uk) to tell us.

## Section 1 - Your details

1.1 Forename	<input type="text"/>	Surname	<input type="text"/>
1.2 SRA number	<input type="text"/>		

## Section 2 - Practising details

2.1 Start date	<input type="text"/>		
2.2 Will you be carrying on reserved legal activities?		<b>Yes</b>	<b>No</b>
2.3 Will you practise through any trading names?		<b>Yes</b>	<b>No</b>
If <b>Yes</b> , provide details below			
<input type="text"/>			
If you use a trading name you cannot carry on reserved legal activities.			
2.4 Will you employ anyone in connection with the services you provide?		<b>Yes</b>	<b>No</b>
If <b>Yes</b> , provide details below including the responsibilities of the individual(s)			
<input type="text"/>			
"Employ" includes contracting with someone else in connection with the services you provide even if you do not call them an employee. You cannot carry on reserved legal activities if you employ or delegate your service provision to others.			

2.5	Will you practise in your own name, engaged directly by clients with your fees payable directly to you?	<b>Yes</b>	<b>No</b>
2.6		<b>Yes</b>	<b>No</b>
2.7	Have you practised as a solicitor or registered European lawyer for at least three years since you were admitted or registered?	<b>Yes</b>	<b>No</b>

## Section 3 - Money laundering regulations

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (the MLRs) apply to you as a freelance solicitor as they would if you were authorised as a sole practitioner. We will need to approve you if you intend to carry on work which falls within the scope of the MLRs.

3.1	Will you provide services that are subject to the MLRs?	<b>Yes</b>	<b>No</b>
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If **No**, continue to Section 4. If **Yes**, you must complete the rest of this section.

### Independent legal professional firms or sole practitioners

A firm or sole practitioner who provides legal or notarial services to others when participating in any of the financial transactions set out below. A person participates in a transaction by assisting in the planning or execution of the transaction or otherwise acts for or on behalf of a client in the transaction.

3.2 Tick 'Yes' if you will carry out the following:

The buying and selling of real property or business entities	<b>Yes</b>
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The managing of client money, securities or other assets	<b>Yes</b>
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The opening or managing of bank, savings or securities accounts	<b>Yes</b>
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The organisation of contributions necessary for the creation, operation or management of companies	<b>Yes</b>
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The creation, operation or management of trusts, companies, foundations or similar structures	<b>Yes</b>
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### Trust or company service providers

3.3 Forming companies or other legal persons	<b>Yes</b>
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Acting or arranging for another person to act as a director or secretary of a company, a partner in a partnership, or in a similar capacity in relation to other legal persons	<b>Yes</b>
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Providing a registered office, business address, correspondence or administrative address or other related services for a company, partnership or any other legal person or arrangement	<b>Yes</b>
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Acting or arranging for another person to act as;

i) a trustee of an express trust or similar legal arrangement, or	<b>Yes</b>
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ii) a nominee shareholder for a person other than a company whose securities are listed on a regulated market	
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## Other services

Will you offer the following services?

3.4 Auditors, insolvency practitioners, external accountants and or tax advisers? **Yes**

3.5 Estate agents? **Yes**

We cannot supervise auditors, insolvency practitioners, external accountants and tax advisers under the MLRs. To provide these services you will need to seek approval from the relevant supervisor. If you tick **Yes** to 3.4 you will need to be supervised by HMRC or, if applicable, by one of the accountancy supervisors listed at sch 1 of the regulations. If you tick **Yes** to 3.5 you must be supervised by HMRC.

3.6 Will you undertake the roles of money laundering reporting officer and money laundering compliance officer as required in regulation 21 of the MLRs? **Yes** **No**

3.7 Do you have any unspent criminal convictions that are listed in schedule 3 of the MLRs? **Yes** **No**

## DBS check

If you have obtained your check from the Disclosure & Barring Service you must provide the DBS Share Code and last six digits of the certificate number.

If you have obtained your DBS check from an alternative provider you must send a copy of the DBS check outcome with this form.

3.8 DBS Share Code

Certificate no

## Section 4 - Practising address

4.1 What is your main practising address?

Address

Postcode

Email

We will publish this address on our Solicitors Register unless you ask us not to and we consider that it would be in the public interest for us to withhold it.

4.2 Can your main practising address be published and disclosed to members of the public? **Yes** **No**

4.3 If **No**, tell us why.

4.4 If your main practising address cannot be published, provide an alternative address for correspondence that we can publish

Address

Postcode

Email

## Section 5 - Declaration

You confirm that you understand that if you have knowingly or recklessly given us information that is false or misleading (or have failed to tell us about significant information) we could take disciplinary action, or share information with a third party that leads to disciplinary action.

You understand that we might do whatever checks we think are necessary to process this notification and make sure that it complies with the rules.

You confirm that the information provided in this form is correct to the best of your knowledge and belief.

5.1 I confirm that I have read and understood the declarations above

Forename(s)

Surname

Date of birth

Date

## Section 6 - Returning the form

To help us process your application, check that you have completed all relevant sections and that the form declaration has been completed correctly.

## Section 7 - What we will do with your data

Privacy notice