

Solicitors
Regulation
Authority

Keeping of the roll
Completing the restoration to the roll application

Contents

<u>1. Getting Started - logging in to mySRA</u>	<u>3</u>
<u>2. Before starting the application</u>	<u>3</u>
<u>3. Accessing and completing the application form</u>	<u>4</u>
<u>5. Making Payment</u>	<u>14</u>
<u>6. How to contact us</u>	<u>17</u>

1. Getting started - logging in to mySRA

Go to the mySRA login page, [here](#) and click the blue **Login** button.

Enter your username and password, click **Login**.

Tips:

Forgotten username:

- Click on **Forgotten username?**
- Enter your email address and press **Submit**
- Your username will be emailed to you

Forgotten password:

- Click on **Forgotten password?**
- Enter your username and press **Submit**
- A link will be sent to your email address
- Click on the link and then confirm your username
- Change your password

If you can't remember the email address held on your record please [Contact us](#)

2. Before starting the application

Applicant Screening

If you have lived in the UK for a period of 12 continuous months, during the last five years, you must complete screening before restored to the roll. This helps us to assess your character and suitability. Screening is carried out by Atlantic Data Ltd and includes the following checks:

- Identity
- financial, covering bankruptcy, insolvency and county court judgments
- standard criminal records check issued by the Disclosure and Barring Service

You will need to allow a minimum of six weeks for this to be completed.

Updating your details

You will need to update your **Personal and Professional Details** within the **My Profile** section of your mySRA account. Guidance can be found in the individual mySRA user [guide](#).

Note: Information within the application is pre-populated with information we hold about you. This is not editable within the application and must be changed within the **My Profile** section of your account.

3. Accessing and completing the application

Note: The screenshots in this guide are used to provide an example of the screens you will see when completing your application.

To access the application form:

- Click **My Services**
- Then **Individual Services**
- Click **Select** next to the Restoration to the Roll title



- » My Services
 - » Individual Services
 - » Organisation Related Services
- » My Profile
- » My Documents
- » Upload Documents
- » Change Password

Start a new application

Application	Assessment Year	
Restoration to the roll	Not Applicable	Select

<< < 01 of 01 page(s) > >>

Continue a saved application

No records found.

Submitted application(s)

No records found.

Tips: You can leave the application and return to it at a later date. Any sections which you have completed will be saved.

To return to the application:

- Click **My Services**
- **Individual Services**
- **Continue a saved application** as shown below.

[Continue a saved application](#)

Application	Assessment Year		
Restoration to the roll	Not Applicable	Select	Cover Sheet

<< < 01 of 01 page(s) > >>

[Submitted application\(s\)](#)

No records found.

The application is made up of 6 sections which are displayed on the left hand menu.

1. Introduction	
2. Personal details	🔒
3. Main practising details	🔒
4. SRA Assessment of Character & Suitability Rules	🔒
5. Summary	🔒
6. Fee/Declaration/Payment	🔒

Completing the application

Read the information in **Introduction** then click on the **Continue** button.

Tips: When navigating through the sections of the application you will have to click on **Continue** or **Save and Continue** to submit information.

Introduction

[Return to My Services](#)

1. Introduction	
2. Personal details	🔒
3. Main practising details	🔒
4. SRA Assessment of Character & Suitability Rules	🔒
5. Summary	🔒
6. Fee/Declaration/Payment	🔒

Restoration to the roll

Introduction

What is this for?

Complete this application to restore your name to the roll of solicitors.

You should do this at least 30 days before you want to be restored.

You should not complete this application if:

- The Solicitors Disciplinary Tribunal (SDT) has made an order prohibiting your restoration to the roll, except by order of the Tribunal;
- You have been struck off the Roll.

You must apply to the SDT for restoration.

Do I need to update mySRA?

Before completing this application you must make sure your personal details are up to date.

This includes:

- Your full name;
- Your preferred contact details;
- Your current employment information (if any).

Our [user guide](#) explains how to do this.

Fees

The fee is £20.00 and must be paid by debit or credit card.

Next Steps

We aim to make a decision on 95% of applications within 30 days.

As soon as you have submitted this application you can apply for a practising certificate.

Our [user guide](#) explains how to do this.

How does the application work?

- Your application is only saved when you click on 'save and continue' at the end of each section.
- You can go back and change your previous answers at any time by clicking any of the green ticks.
- Click on the question mark symbols to get more information about the section you are in.
- We will email you when we have made a decision.
- For more help, [download our user guide](#) or you can [contact us](#).



Personal Details

Check the pre-populated details held on your record.

Tips: If you need to change any of these details:

Click **Return to My Services**
My Profile
Personal and Professional Details

Confirm you want to have your name restored to the roll by selecting **Yes**.

A text box and two further questions will appear.

I want to be restored to the roll.

Yes No

I want to be restored because: (Max. 500 characters)

Do you want to apply for a practising certificate?

Yes No

Are you currently practising English and Welsh law?

Yes No

Save and Continue 

If you want to apply for a practising certificate upon submitting this application select **Yes**.

You will be asked if you need your practising certificate to start from the same date as your restoration. If you select **Yes** you will need to tell us which date this should start from.

Click **Save and Continue**.

Do you want to apply for a practising certificate?

Yes No

When your application has been submitted, you can apply for a practising certificate in the 'Individual Services' section of your mySRA account.

Do you need your practising certificate to start from the same date as your restoration?

Yes No

On what date?



Save and Continue 

Note: By selecting **Yes** you will be able to access the application for a practising certificate once you have submitted your restoration to the roll application.

You must confirm if you are currently practising English and Welsh law.

If you select **Yes**, you will be asked if you are exempt from holding a practising certificate under section 88 of the Solicitors Act.

Tick the appropriate box and click **Save and Continue**.

Tips:

- If you answer **Yes** you will move onto the **Main Practising Details** section.
- If you answer **No** you will move onto the **Suitability Test**.

Note: For guidance on whether you are exempt from the requirement to hold a practising certificate under Section 88, please contact our Professional Ethics Department.

Telephone: 0370 606 2577

Lines are open from 0900 - 1700 Monday to Friday. Lines are closed Wednesday 09.00 – 11.00

Email: professional.ethics@sra.org.uk.

Main practising details

This information will be pre-populated with information we hold about you.

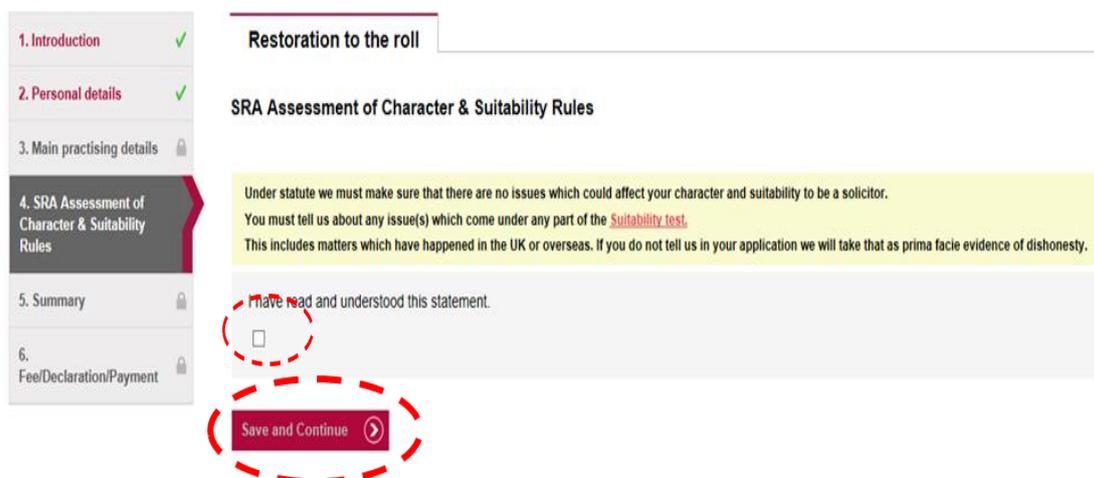
To make changes:

- Click **Return to My Services**
- **My Profile**
- **Personal and Professional details**

After reviewing your details click **Continue**.

SRA Assessment of Character & Suitability Rules

Tick the declaration and click **Save and Continue**.

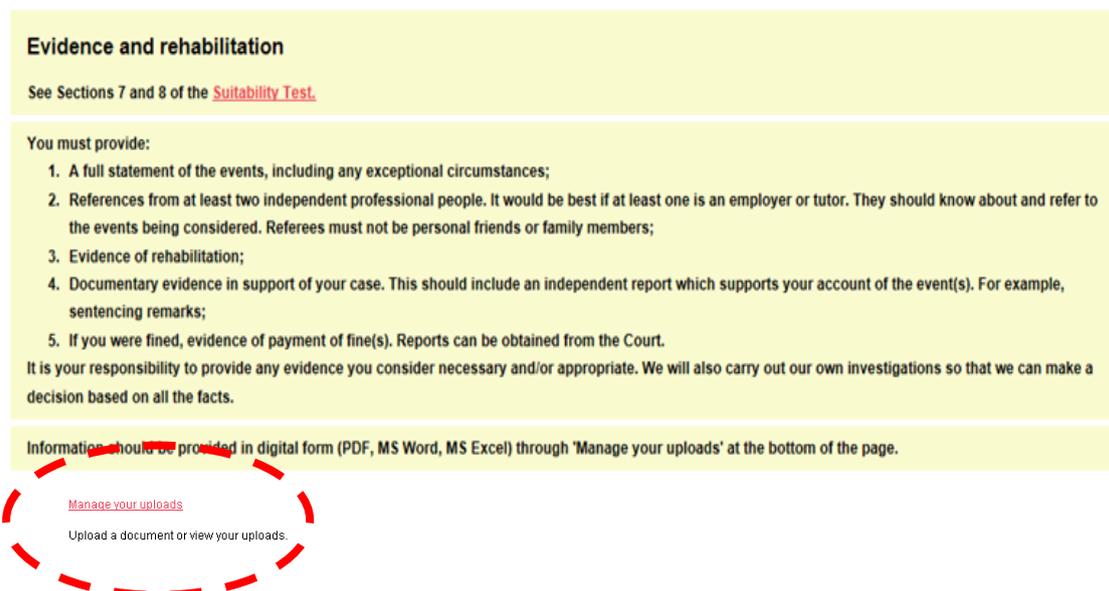


You will be asked a series of questions relating to your character and suitability.

Select the appropriate answer to each question.

If you select **Yes** to any of these questions you will be asked to submit documentation.

You can upload this by clicking **Manage your uploads**.



A separate window will open to allow you to upload your documentation.

Type a brief description of what your document is.

Click **Browse** and select the document(s) from your saved files.

Click **Open** then **Upload**.

Application Documents

Please choose a preferred document description before clicking 'browse' to select a saved document to upload. The description specified can be edited at a later stage.

Upload Documents

Document description

Character and Suitability evidence

Select document to upload

Browse...

Upload

Please close this window to return to the previous screen

Choose File to Upload

Look in: My Documents

120DayTimeReport.pdf
 Accountants Report Document.p
 Commissioning Document (AUT
 Document for uploading.docx
 Document for uploading.pdf
 Elizabeth L.xlsx
 FCIB Commissioning Document.
 FI Commissioning Document.do
 Final Report.pdf
 MP TRAINING - Shortcut
 Profile.docx

Open

Browse...

Upload

You are logged in as Vincent Gaches | [Log out](#)

Please close this window to return to the previous screen

SRA home [Help and support](#) [Legal and privacy](#) [Contact us](#)

The filename and description of any documents uploaded will display in a table format.

Application Documents

Please choose a preferred document description before clicking 'browse' to select a saved document to upload. The description specified can be edited at a later stage.

File Name	Document Description	Edit	View
Evidence.docx	Character and Suitability Evidence		

Upload Documents

Document description

Select document to upload

Please close this window to return to the previous screen

Close the window by clicking X to return to the previous screen.

mySRA - Personal And Professional Details - Windows Internet Explorer provided by The Law Society

mySRA - Service Documents - Windows Internet Explorer provided by The Law Society

http://myprep.sra.org.uk/Website/Pages/ServiceDocuments.aspx?App=1&ApplicationID=3365753

File Edit View Favorites Tools Help

mySRA - Service Documents

Application Documents

Please choose a preferred document description before clicking 'browse' to select a saved document to upload. The description specified can be edited at a later stage.

File Name	Document Description	Edit	View
Document for uploading.pdf	Name change		

Upload Documents

Document description

Select document to upload

Please close this window to return to the previous screen

http://myprep.sra.org.uk/Website/Pages/ServiceDocuments.aspx?App=1&ApplicationID=33657538-d34b

If you have a second (Dual) nationality, which country are you a national of? (Optional)

--Select--

When all questions have been answered click **Save and Continue**.

Summary

You can view a summary of your application before you submit it.

Tip: The summary sheet will open automatically in a new window. If you are happy that all details are correct, close the summary and click **Save and Continue**.

Fee/Declaration/Payment

A table will display the fee you are required to pay, click **Continue**.

Restoration to the roll

Fee/Declaration/Payment

Product Type - Restoration to the roll (KR4)

Organisation /PersonName	Product	Regulatory Fee	Admin Fee	VAT	Total
Claire West	Restoration To The Roll Fee	20.00	0.00	0.00	20.00
	Total Payable				20.00

Continue 

Tick the declaration and click **Continue**.

[Return to My Services](#)

1. Introduction	✓
2. Personal details	✓
3. Main practising details	🔒
4. SRA Assessment of Character & Suitability Rules	✓
5. Summary	✓
6. Fee/Declaration/Payment	

Restoration to the roll

Declaration

I am the individual named on this application.

If I have knowingly or recklessly given you information that is false or misleading (or if I have failed to tell you about any significant information) you could:

- > Reject my application;
- > Take disciplinary action against me, or share information with a third party that leads to disciplinary action against me.

I understand that:

- > The SRA will do whatever checks are necessary to process this application and make sure it complies with the Handbook;
- > Personal information I have given on this application could be given to (and kept by) registered Credit Reference Agencies;
- > While I am resident or working in the UK I must hold all the appropriate and valid documentation I need to comply with immigration regulations and statute;
- > I have an on-going obligation to notify the SRA if any further issues arise that fall under the Suitability Test;
- > I must tell you immediately of any changes to the information I have given on this application.

I confirm the information I have given on this application is correct to the best of my understanding.



5. Making Payment

You will need to enter your billing address details. You can change any of the details in this section

If you are making payment by Debit or Credit card, the billing address should be the registered address for the Credit or Debit Card used to make payment.

After entering your details click **Save and Continue**.

You will be directed to the **WorldPay Secure Payment Page** where you can enter your credit or debit card details.

Select your payment method by clicking on one of the displayed card logos.

Tip: We use **WorldPay** to process your payments in a secure environment. We only accept Mastercard, Maestro and Visa so you must select one of these logos. You will not be able to select any of the other card logos.

In the **Card Details** section enter your credit or debit card details exactly as they appear on your card.

WorldPay

[Help](#) [FAQs](#) [Security](#)

Secure Payment Page

TEST MODE - This is not a live transaction.

Please review your purchase details, then select a payment method to continue.

Select language 

Choose currency 

The Law Society
Description **Restoration to the roll**
Amount **£20.00**

Select your payment method 

     
Diners MasterCard Visa Amex Maestro JCB

Cancel 

payments powered by **WorldPay** For help with your payment visit the: [WorldPay Help](#).

WorldPay (UK) Limited © 2012

Select language

The Law Society

Payment method **Visa**

Description

Amount

Card details

* Indicates a required field

* Card number

* Security Code

* Expiry date

* Cardholder's name

Cardholder details

* Indicates a required field

* Billing address

Postcode/ZIP code

* Country

Telephone

Fax

* Email address

Start again

Cancel

Make payment

WorldPay (UK) Limited © 2012

The **Cardholder details** section should pre-populate the billing address you supplied on your application form. The billing address must be the same address as that registered for the credit or debit card you are paying with.

- Enter your email address. Confirmation of your payment will be sent to

Tip: Depending on your credit or debit card provider, a cardholder authentication page may appear that requests further details.

If you experience difficulties completing the cardholder authentication page then you will need to contact your card provider.

Once your payment has gone through, you will receive a confirmation email from **WorldPay**. You are also returned to the mySRA website. Once your payment is successful, a message will be displayed, as shown below.



You are logged in as Hugh Nichols | [Log out](#)

Merchant Reference Number	3049006114
Transaction Status	Successful
Invoice Number	██████████
Amount	20.00

Thank you for your application. We aim to make a decision on 95% of applications within 30 days. We will email you when we have made a decision.

[Back To Services](#)

[SRA home](#) [Help and support](#) [Legal and privacy](#) [Contact us](#)

Note: You will need to address any queries you have about the WorldPay payment pages directly to WorldPay. Visit www.worldpay.com/shopper

There may be a rare occasion where the re-direct back to mySRA is interrupted and you don't get a message confirming submission of your application. Instead you may be presented with a blank screen, or a generic error message. Your application may remain in a draft status in mySRA.

Please **do not** try to access your draft application or make payment again. If you have received an email from WorldPay confirming payment you do not need to do anything further. We will process your application and if necessary, we will contact you to request further information.

If you have not received an email confirmation from WorldPay about your payment, please [Contact us](#).

6. How to contact us

Telephone

You can call our Contact Centre on 0370 606 2555 (inside the UK)
International callers +44 (0)121 329 6800

Opening hours

08.00 - 18.00; Monday, Wednesday, Thursday, Friday
09.30 - 18:00; Tuesday

Email

You can contact us by email at contactcentre@sra.org.uk

Post

Contact Centre
Solicitors Regulation Authority
The Cube
199 Wharfside Street
Birmingham, B1 1RN

DX 720293
BIRMINGHAM 47

Reasonable adjustments

Our reasonable adjustments policy is published on our website. If you have a disability under the Equality Act (2010) you can make a request for a reasonable adjustment. You can download a request form at [Contact us](#) and return it to us using our postal address or you can contact us by phone.