Keeping of the roll

Completing the restoration to the roll application
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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

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
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.

Click Select to enter the application.

Start a new application

<table>
<thead>
<tr>
<th>Application</th>
<th>Assessment Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual enquiry to stay on the roll 2014/2015</td>
<td>2014-2015</td>
</tr>
</tbody>
</table>

Continue a saved application

<table>
<thead>
<tr>
<th>Application</th>
<th>Assessment Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restoration to the roll</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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. Suitability Test
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.

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**Introduction**

**Restoration to the roll**

**Introduction**

What is this for?

- Complete this application to restore your name to the Solicitors roll.
- Your application must be submitted at least 10 days before your date of birth.

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 your 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 links.
- 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.

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**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

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

**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, Tuesday, Thursday and Friday 11.00- 17.00 on Wednesdays

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.

Suitability Test

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.
Evidence and rehabilitation

See Sections 7 and 8 of the Suitability Test.

You must provide:
1. A full statement of the events, including any exceptional circumstances;
2. References from at least two independent professional people. It would be best if at least one is an employer or tutor. They should know about and refer to the events being considered. References must not be personal friends or family members;
3. Evidence of rehabilitation;
4. Documentary evidence in support of your case. This should include an independent report which supports your account of the event(s). For example, sentencing remarks;
5. If you were fined, evidence of payment of fines. Reports can be obtained from the Court.

It is your responsibility to provide any evidence you consider necessary and/or appropriate. We will also carry out our own investigations so that we can make a decision based on all the facts.

Information should be provided in digital form (PDF, MS Word, MS Excel) through ‘Manage your uploads’ at the bottom of the page.

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

<table>
<thead>
<tr>
<th>File Name</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence docs</td>
<td>Character and Suitability Evidence</td>
</tr>
</tbody>
</table>

**Upload Documents**

**Document description**

Please close this window to return to the previous screen.
Close the window by clicking X to return to the previous screen.

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.

<table>
<thead>
<tr>
<th>Organisation / Person Name</th>
<th>Product</th>
<th>Regulatory Fee</th>
<th>Admin Fee</th>
<th>VAT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClaimWest</td>
<td>Restoration To The Roll Fee</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Total Payable

Tick the declaration and click Continue.
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.
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.

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.