

AD15



Application for admission under Article 10 of the European Establishment Directive 98/5/EC

The Solicitors Regulation Authority (SRA) deals with all regulatory and disciplinary matters. We set, monitor and enforce standards for solicitors admitted in E&W.

If you need any assistance completing this form please email us at contactcentre@sra.org.uk.

Section 1 - Personal details

Last name	SRA ID
First name	Date of birth
Middle name(s)	
Title (Mr, Mrs etc)	Gender M F
Nationality	

Section 2 - Your eligibility

Which Article of the Establishment Directive are you applying under?		
Article 10.1		
Article 10.3		
Are you currently registered with us as a registered European lawyer (REL)?*	Yes	No
Have you been registered as a REL with us for three years or more?*	Yes	No
Are you entitled to practise in your home jurisdiction?*	Yes	No
Have you completed your pre-admission screening with Atlantic Data Ltd?*	Yes	No
*If you have answered "No" to any of these questions we cannot consider your application for admission.		

Section 3 - Employment address

Firm name			
Address			
Postcode	Tel no.		
Email address			
Post in firm (or organisation)			
Partner	Associate	Consultant	Sole Principal
Assistant	Other (please state)		

Section 4 - Home address

Address	
Postcode	Email
Mobile no.	Tel no.
Have you lived in the UK continuously for 12 months or more during the last five years?	
Yes	No
Have you lived in a country outside of the UK continuously for 12 months or more during the last five years?	
Yes	No
If yes, list the country/countries and the dates you lived there:	

Section 5 - Details of home jurisdiction(s)

Name and address of the Law Society, Bar, Chamber and/or Court within each jurisdiction you are admitted (use a continuation sheet if necessary).

Name	Name	
Address	Address	
Country	Country	
Professional title	Professional title	
Date of admission	Date of admission	
Is the certificate of attestation from your home jurisdiction attached?	Yes	No

Section 6 - Your experience in English and Welsh law

During the relevant three year period approximately:

- what percentage of your time have you practised English and Welsh law? %
- how many hours per week have you practised English and Welsh law?

Please attach as a summary of the areas of law/professional activities you have undertaken in English and Welsh law during the relevant three year period.

I have attached the summary

Section 7 - Evidence of your experience in English and Welsh law

A reference is needed to verify your experience in English and Welsh law. This should confirm:

- your dates of employment
- whether you are full or part-time
- your role and responsibilities
- an approximate percentage of time you have practised English and Welsh law
- an approximation of how many hours per week you have practised English and Welsh law
- details of the professional activities you have undertaken in English and Welsh law during the relevant three year period
- any other information considered relevant to your application.

This reference should be from a solicitor. If this is not possible we will accept this from a REL, registered foreign lawyer or barrister who has supervised your professional activities.

References must cover the whole relevant three year period.

I have attached the reference(s)

Section 8 - Article 10.3 - additional information

If you are applying under Article 10.3 you need to attach a separate sheet which details:

- why you consider your professional activities over the relevant three year period have been regular and effective
- continuous professional development (CPD)/competence courses that you have attended
- any other courses on English and Welsh law that you have attended
- any other information which you feel needs to be taken into account when considering your application.

I have attached a separate sheet detailing the above

Section 9 - The Suitability Rules

You need to read the Suitability Rules (the Rules) before you complete this section and answer the questions clearly, honestly and fully.

If we find out about an issue you did not mention, we will take it into account when assessing your character and suitability.

If you answer "Yes" to a question, please give us all the information we ask for. It's your responsibility to give us any evidence you think is relevant. We will investigate the matter ourselves as well, so we can make an informed decision. If you do not give us enough information, we can refuse your application.

Please tick to confirm you have understood everything explained above

Criminal offences

You must tell us about all "spent convictions or cautions" unless they are protected.

Please tick to confirm that you have read and understand this statement

9.1a Have you ever been convicted by a court of a criminal offence:

1. which meant you were given a custodial or suspended sentence
2. involving dishonesty, fraud, perjury or bribery
3. of a violent or sexual nature
4. associated with obstructing the court of justice
5. that involved signs of discrimination towards others
6. associated with terrorism
7. more than once (including a conviction for multiple offences)?

Yes

No

9.1b Have you ever:

1. accepted a caution from the police for an offence involving dishonesty, violence or discrimination, or a sexual offence
2. been included on the Violent and Sex Offender Register?

Yes

No

These are the most serious, and likely to result in a refusal.

Section 9 - The Rules (continued)

9.2 Have you:

1. ever been convicted by a court or accepted a caution for a criminal offence not falling within questions 9.1a and 9.1b
2. currently been made subject to a conditional discharge or bind over by a court?

Yes

No

These are serious, and may result in a refusal.

If you have answered “Yes” to questions 9.1a, 9.1b or 9.2 you must provide the following:

- A A full statement of the events.
- B References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or family.
- C Evidence that shows you are rehabilitated.
- D Documentary evidence in support of your case. Where possible this should include an independent report that supports your account of the events. You can get a report from the Court.
- E Evidence that you have paid any fines you were given.

9.3 Are you currently facing any criminal charges?

Yes

No

If you have answered “Yes” to question 9.3, we may not make a decision until the outcome of your case is known.

Section 9 - The Rules (continued)

Assessment offences

9.4 Have you ever committed (or been adjudged by an education establishment to have committed) a deliberate assessment offence that amounts to plagiarism or cheating to gain advantage for yourself or others?

Yes

No

If you answered “Yes” to question 9.4 you must give us the following:

- A A full statement of the events including:
- your understanding of the rules for referencing material, using group work or using collaborative material
 - if you could reasonably have been expected to realise what you were doing was wrong.
- B At least one independent report on the events from the university or course provider (minutes from meetings or hearings for example).
- C References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- D Evidence that you are rehabilitated.

Financial behaviour

9.5 Have you been:

1. found to have deliberately sought to avoid responsibility for your debts
2. found to have been dishonest in relation to the management of your finances
3. declared bankrupt or entered into any individual voluntary arrangements
4. subject to a County Court Judgement that is current
5. been made subject to a Debt Relief Order
6. behind with six or more consecutive payments and/or registered with a credit reference agency
7. subject to possession proceedings
8. subject to a Liability Order
9. a manager or owner of a company, LLP or partnership that has been
 - subject to a winding up order
 - an administrative order
 - administrative receivership
 - otherwise wound up or put into administration in circumstances of insolvency?

Yes

No

If you have answered “Yes” to question 9.5 you must provide the following:

- A A full statement of the events.
- B Independent evidence, including paperwork from your court hearing with dates, court reference numbers and the outcome. You also need to include things you have done to clear any debts, satisfy any judgments, and manage your finances.
- C References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.
- D A credit report from Experian or Equifax no more than one month old.

Section 9 - The Rules (continued)

Regulatory or disciplinary findings

9.6 Have you:

1. been made the subject of a serious disciplinary or regulatory finding, sanction or action by a regulatory body and/or any court or other body hearing appeals in relation to disciplinary or regulatory findings
2. failed to disclose information to a regulatory body (including us) when required to do so or have provided false or misleading information
3. significantly breached the requirements of a regulatory body
4. failed to comply with the reasonable requests of a regulatory body resulting in a finding against you
5. been rebuked, reprimanded, or received a warning about your conduct by a regulatory body
6. been disqualified from being a charity trustee or a trustee for a charity under section 178(1) of the Charities Act 2011
7. been removed and/or disqualified as a company director
8. committed an offence under the Companies Acts?

Yes

No

If you have answered "Yes" to question 9.6 you must provide the following:

- A A full statement of the events.
- B Independent evidence on the events, including documents from the regulatory body, minutes from hearings or meetings, confirmation of the outcomes and details of any appeals or sanctions.
- C References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.

9.7 Are you currently facing any disciplinary proceedings or investigations?

Yes

No

If you have answered "Yes" to question 9.7, we may not make a decision until the outcome of your case is known.

Section 9 - The Rules (continued)

Integrity and Independence

9.8 Have you ever:

1. been responsible for behavior that was dishonest, violent, threatening or harassing, or discriminatory
2. misused your position to obtain a pecuniary advantage
3. misused your position of trust in relation to vulnerable people?

Yes

No

If you have answered "Yes" to question 9.8 you must give us the following:

- A A full statement of the events.
- B Independent evidence of the issue.
- C References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.

Section 10 - Welsh language admission certificate and practising certificate (PC)

Tick this box if you want your admission certificate and PC in Welsh.

Section 11 - Fee

Application fee

Section 12 - Declaration

You must complete this section.

If you knowingly or recklessly tell us anything which is false or misleading, or you fail to tell us of significant information it may lead to disciplinary action.

I confirm that:

- I am the individual named on this application.
- I have read the AD15 notes and the Rules.
- The information given in this application is correct to the best of my understanding.
- I will tell you straight away if anything changes between now and my admission.
- I understand that I have an ongoing obligation to tell you of any further issues which fall under the Rules.
- I understand that you will take steps to remove my name from the roll if my admission was granted as result of error or fraud.
- I understand that you will make whatever checks are necessary to verify the information I have given.

I agree to abide by your rules of professional conduct during the period of my registration and following my admission. I also understand that you and my home Bar(s)/Law Societies will exchange relevant information about my professional activities.

SRA ID Number

Full name (block capitals)

Signature

Date

If the form is not signed and the fee is not received your application will not be processed.

Section 13 - What we will do with your data

Privacy Notice

The Law Society is the data controller of the personal information we collect. We are the independent, regulatory arm of the Law Society, and operate separately from it.

The SRA has a responsibility under the Solicitors Act 1974 to ensure that there are no issues which could call into question your character and suitability as a solicitor

For the purpose of conducting the required checks, your information may be shared with Credit Reference Agencies.

Further details regarding your rights under data protection legislation and how your information is used can be found here: www.sra.org.uk/dpa/

Guidance Note

Returning the form

Please send the fully completed application form and appropriate fee to sraadmissions@sra.org.uk.

You can contact us by email at contactcentre@sra.org.uk if you need any further assistance.

Bank Transfer payments

You must pay directly from your bank account.

Please ensure you complete the relevant section of the Methods of Payment form.

You must ensure you instruct your bank to pay us, as we are unable to request the payment for you.

Methods of Payment form

To obtain a copy of our Method of Payment form please visit our website at www.sra.org.uk/payment/.

Please note we do not accept payment via credit or debit cards.

Please note that we will hold any payment we receive without an accompanying application form for up to 30 days before returning it to the sender.