



Solicitors
Regulation
Authority

Practising Certificate Renewals 2016
**Completing the organisation renewal of practising
certificate / registration 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</u>	<u>5</u>
<u>1. Getting started</u>	<u>5</u>
<u>2. Client Money</u>	<u>6</u>
<u>3. Indemnity Insurance</u>	<u>8</u>
<u>4. Associations</u>	<u>10</u>
<u>5. Involvement / Influence</u>	<u>13</u>
<u>6. Other Roles</u>	<u>14</u>
<u>7. Fee Earners</u>	<u>14</u>
<u>8. Negligence Claims</u>	<u>15</u>
<u>9. LSB 1st Tier Complaints</u>	<u>15</u>
<u>10. Turnover</u>	<u>17</u>
<u>11. Financial Questions</u>	<u>18</u>
<u>12. Areas of Work</u>	<u>18</u>
<u>13. Persons in Offices</u>	<u>19</u>
<u>14. Summary</u>	<u>23</u>
<u>15. Fee / Declaration / Payment</u>	<u>23</u>
<u>5. How to contact us</u>	<u>31</u>

1. Getting started – logging in to mySRA

Note: To access and complete this application you must have the role of Authorised Signatory or Organisation Contact at your organisation.

Only the Authorised Signatory is able to submit the application. Guidance on adding roles can be found in the individual user [guide](#).

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

If any changes have occurred to your organisation you will need to update your **Organisations Details** within the **My Organisations** section of your mySRA account before starting the application. Guidance can be found in our interactive [guide](#) for Organisations, AUS/ORCs.

Ensure you have access to the following information before starting the application

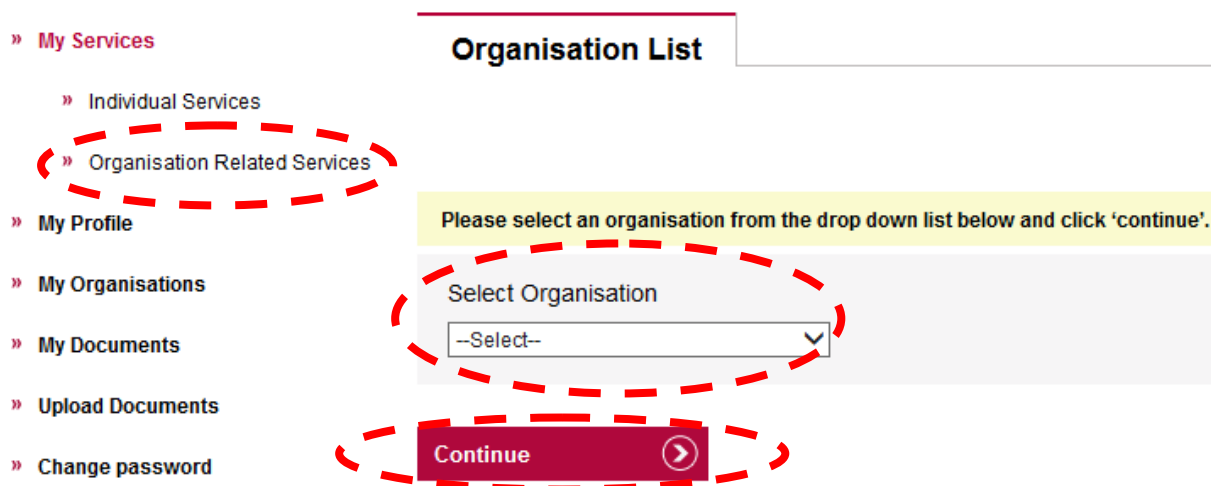
- Your indemnity insurance details for the 2016/2017 indemnity year
- Any arrangements with third parties for introducing clients and arrangements for sharing fees
- The number of claims made or intimated to the firm in the last indemnity period
- A turnover figure for the last complete accounting period (covering 12 months) prior to 1 November 2016. The areas of work undertaken by your firm
- Information about the number and type of complaints your firm receives from your clients (first-tier complaints)
- Information about client account monies held
- CPD training records for those included in this application

3. Accessing and completing the application form

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 on **My Services**
- Then **Organisation Related Services**
- Select your organisation from the drop down menu
- Click **Continue**
- Click **Select** next to Renewal of practising certificates/registrations and payment of periodical fees



Organisation name

[Start a new application](#)

Application	Assessment Year	
Renewal of practising certificates/registrations and payment of periodical fees	2016-2017	Select

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

Completing the application

Section 1 - Getting Started

Tips: When navigating through the sections of the application you will have to click on **Continue** or **Save and Continue** to submit information. You may have to scroll down to locate this button in the bottom left-hand corner of the screen.

You do not have to complete the entire application at once. Any sections you complete will be saved for you to come back to later.

Your application can be found under **Continue a saved application**

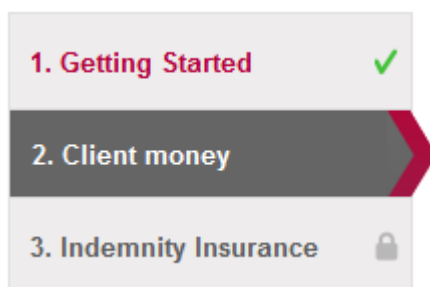
[Continue a saved application](#)

Application	Assessment Year		
Renewal of practising certificates/registrations and payment of periodical fees	2016-2017	Select	Cover Sheet

Read the information in **Getting started** then click on the **Continue** button.

You will now be in the application form. Down the left hand side are the 15 sections you must complete to submit your application. You can complete these in any order you want. Click on the section you want to complete or move through the application in order.

When you have completed a section the padlock icon will turn into a green tick.



Section 2 - Client money

Select **Yes**, **No** or **Never Held Client Money** from the drop down list.

Organisations

Client money held in an unincorporated practice is held by the principals in that organisation.

Client money held in an incorporated practice is held by either the company or the LLP.

In addition, individuals in the organisation may also hold client money.

Individuals

An assistant solicitor, consultant or other employee may hold client money in their own right. They will not hold client money purely by being a signatory on the organisation's general client account.

Did the organisation, or individuals within the organisation, hold or receive client money or operate a client's own account as a signatory in the 12 months to 31 October 2016? 

--Select--

Save and Continue 


Tips:

- If you answer **Yes** or **No** you will be asked to provide further information
- If you answer **Never Held Client Money**, click **Save and Continue** and you will continue to **Section 3 Indemnity Insurance**.


If you answered **Yes**, and your organisation started to hold or receive client money in the last 12 months then enter the date in the format **DD/MM/YYYY** or click the calendar symbol.


Enter your monthly reconciliations. Guidance can be found by clicking the '?' symbol next to each question.

Click **Save and Continue**.


Did the organisation, or individuals within the organisation, hold or receive client money or operate a client's own account as a signatory in the 12 months to 31 October 2016? 


Yes 


If the organisation started to hold or receive client money in these 12 months please provide the date. (Optional) 


dd/mm/yyyy 

Please provide the following information.


What was the largest statement or passbook balance obtained when undertaking monthly reconciliations in the 12 months to 31 August 2016? 

What was the smallest statement or passbook balance obtained when undertaking monthly reconciliations in the 12 months to 31 August 2016? 


What was the average statement/ passbook balance balance obtained when undertaking monthly reconciliations in the 12 months to 31 August 2016? 


Save and Continue 


If you answered **No**, enter the date that your organisation ceased to hold or receive client money in the format **DD/MM/YYYY** or click the calendar symbol.

Did the organisation, or individuals within the organisation, hold or receive client money or operate a client's own account as a signatory in the 12 months to 31 October 2016? 

No 

Please confirm the date the organisation ceased to hold or receive client money. 

dd/mm/yyyy 

Save and Continue 

Click **Save and Continue**.

Section 3 - Indemnity Insurance

Select **Exempt/Partially Exempt** or **Not exempt** from the drop down list.

Indemnity Insurance

Is the firm exempt or partially exempt under Appendix 3.1 or 3.2 respectively of the [SRA Indemnity Insurance Rules?](#)

--Select--

Save and Continue

If you select **Exempt/Partially Exempt**, enter the date the exemption was granted in the format **DD/MM/YYYY** or click the calendar symbol.

Click **Save and Continue**.

Is the firm exempt or partially exempt under Appendix 3.1 or 3.2 respectively of the [SRA Indemnity Insurance Rules?](#)

Exempt/Partially Exempt

Date exemption granted

dd/mm/yyyy

Save and Continue

If you select **Not Exempt** you must provide your insurers details. Click **Add Insurer Details**.

Please click on add insurer details to add details of insurer

Is the firm exempt or partially exempt under Appendix 3.1 or 3.2 respectively of the [SRA Indemnity Insurance Rules?](#)

Not exempt

Save and Continue

Add Insurer Details

Select your insurer from the drop down list. Enter your policy number. Enter the start and end date of the period of cover in the format **DD/MM/YYYY** or click the calendar symbol.

Name of insurer ?
-Select- ▼

Insurer not listed

Policy number ?

Start date of cover

End date of cover

If you have not provided complete indemnity details please provide an explanation. (Maximum length 500 characters)

Save and Continue

If your insurer is not listed then tick the box and enter the name of your insurer.

Insurer not listed

Please provide name of the qualifying insurer

Note: If any of the information on this screen is not entered, then a text box will appear. You should provide an explanation of why this information has not been provided.

Click **Save and Continue**.

The details will now be saved in a table. If you need to edit the details click **Edit**.

Is the firm exempt or partially exempt under Appendix 3.1 or 3.2 respectively of the [SRA Indemnity Insurance Rules](#)?

Not exempt ▾

Name of Insurer	Policy Number	Start date	End date	Further details	
Example	123456789	23/09/15	27/09/17		Edit



To add another insurer follow the steps again after clicking **Add Insurer Details**.

Once all of the insurer details have been entered, click **Save and Continue**.

Section 4 - Associations

Select **Yes** or **No** to confirm any arrangements with third parties for the introduction of work to your organisation.

Please provide details of any introduction and referral arrangements in place with third parties and details of any arrangements the organisation has to share fees.

Did the firm have any arrangements with third parties (an [introducer](#)), including other lawyers, for the introduction of work to the firm in the last complete [accounting period](#) ? ?

- Yes
 No

Save and Continue

Tips:

- If you answer **Yes**, you must provide further information. Click **Add More**.
- If you answer **No**, click **Save and Continue**. You will be asked additional questions regarding sharing fees.

Did the firm have any arrangements with third parties (an introducer), including other lawyers, for the introduction of work to the firm in the last complete accounting period ?

- Yes
 No

Save and Continue

Add more

Enter the name of any third party that has introduced or referred work to you.

Note:

If they have an **SRA ID number** please enter it and click **Search**. If they do not have one then enter the name of the individual or organisation in the text boxes provided as shown below.

ID

Search

Organisation name (Optional)

Enter the date the arrangement began in the format **DD/MM/YYYY** or click the calendar symbol. Then select the main type of work the third party introduces or refers to you from the drop down list.

Start date of the arrangement

Main type of work

Enter the percentage of your organisations turnover that comes from this arrangement. **Do not** use the '%' symbol.

Enter the total sum paid and the value of any other considerations paid. **Do not** use the '£' symbol, commas or full stops.

Percentage of the firm's turnover arising from this arrangement.

Total sum, including other considerations, paid to the introducer or fee sharer during the firm's last complete accounting period.

Save and Continue >

Click **Save and Continue**.

The details will now be saved in a table. To edit the details provided click **Edit**.

To add another association click **Add More** and follow the steps above.

Once all association details have been entered, click **Save and Continue**

Did the firm have any arrangements with third parties (an introducer), including other lawyers, for the introduction of work to the firm in the last complete accounting period ?

Yes
 No

Organisation Name	Start date of the arrangement	First name	Last name	
Example	13/07/2016			Edit

Save and Continue > Add more >

Select **Yes** or **No** to confirm if your organisation shares professional fees with another individual or business.

If you select **Yes**, click **Add More** and follow the steps above.

Click **Save and Continue**.

Does the firm have arrangements to (directly or indirectly) receive a share of the fees or profits of another individual or business?

Yes
 No

Save and Continue

Section 5 - Involvement and Influence

Select **Yes** or **No** to confirm whether your organisation has any arrangements with third parties that may allow any influence over the running of your organisation.

Are there any arrangements, relationships or connections with third parties that may allow another party to have any influence over the running of the firm?

Yes
 No

Please provide further information. (Maximum length 500 characters)

Save and Continue

Tips:

- If you answer **Yes** enter further information in the text box provided. Click **Save and Continue**.
- If you answer **No**, click **Save and Continue**.

Section 6 - Other Roles

Select **Yes** or **No** to confirm if any managers are engaged in other activities outside your organisation.

If you select **Yes** to any question you will have to give a summary in the text box that appears.

Click **Save and Continue**.

A separate business that engages in non-reserved legal activities relating to the law of England and Wales.

Yes No

A separate business to which clients of the authorised body or aspects of their case are referred, signposted or transferred.

Yes No

A separate business which is jointly advertised or promoted with the authorised body (including sharing a website, offering joint services or bidding for work together).

Yes No

Please give a summary of the nature of the separate business or businesses and of their links to the authorised body, PC holder or manager.

Save and Continue



Section 7 - Fee Earners


Enter the **number of legally qualified fee earners (full time equivalent)** currently based in your offices in England and Wales.

Enter the **number of non-legally qualified fee earners (full time equivalent)** currently based in your offices in England and Wales.

Click **Save and Continue**.

How many **legally qualified** fee earners (full time equivalent) are currently based in the firm's offices in England and Wales?

How many **non-legally qualified** fee earners (full time equivalent) are currently based in the firm's offices in England and Wales?

Save and Continue 

Section 8 - Negligence Claims


Enter the **number of claims made against your organisation in the last complete indemnity period.**

Enter the **number of claims paid, either by your insurers or your organisation, in the last complete indemnity period.**

Click **Save and Continue.**

How many **claims** were made against the firm in the last complete indemnity period?

How many **claims** were paid, whether by the insurer or the firm in the last complete indemnity period?

Save and Continue 

Section 9 - LSB 1st Tier Complaints

Select **Yes** or **No** to confirm whether your organisation has received any complaints in the last 12 months to 31 August 2016.


If you have received any complaints in the 12 month period to 31 August 2016, you should complete the table by providing the number of complaints:

- > received from clients
- > resolved
- > referred to the Legal Ombudsman (LeO)

If one complaint covers two different categories, choose the most appropriate category to record the data.

Has your firm received any **complaints** in the 12 months to 31 August 2016?

Yes
 No

Save and Continue 

Tips:

- If you answer **Yes** you will be asked to provide further information.
- If you answer **No**, click **Save and Continue** to move onto **Section 10 Turnover**.

Provide the number of **complaints received**, **complaints resolved** and **complaints referred to LeO** in the table.

Click **Calculate**.

Click **Save and Continue**.


Complaints Category [?]	Complaints Received	Complaints Resolved [?]	Referred to LeO [?]
Conduct	0	0	0
Costs information deficient	0	0	0
Costs excessive	0	0	0
Criminal activity	0	0	0
Data protection	0	0	0
Delay	2	2	0
Discrimination	0	0	0
Failure to advise	0	0	0
Failure to comply with agreed remedy	0	0	0
Failure to follow instructions	1	0	1
Failure to investigate complaint internally	0	0	0
Failure to keep informed	0	0	0
Failure to keep papers safe	0	0	0
Failure to progress	0	0	0
Other	0	0	0


Total complaints received: 3

Total complaints resolved: 2

Total complaints referred to legal ombudsman: 1

Please calculate the number of complaints prior to selecting 'Save and Continue'.

Save and Continue 

Calculate 

Section 10 - Turnover

Enter your organisation's total turnover.

Tips:

Numbers can be entered on their own (500000) or with £, comma or full stop (£500,000.00).

Enter the start date and end date of the accounting period that relates to your turnover in the format **DD/MM/YYYY** or click the calendar symbol.


Select what the turnover figure is based on by from the drop down list.

Select **Yes** or **No** to confirm if your accountant has provided written confirmation.


Click **Save and Continue**.

What was the firm's total **turnover** in the last complete **accounting period**, arising from work undertaken from offices in England and Wales? The latest acceptable end date for closed or unaudited accounts is 31 October 2016. ?

Start date of the accounting period



End date of the accounting period




What is the **turnover** figure based on?

Has the firm's accountant provided written confirmation of the above figure? ?

Yes

No

Save and Continue 

Note:

If your turnover figure is significantly different to the previous year's turnover figure then you be asked to confirm that the figure is correct (example below).

Select **Yes** to confirm and move to **Section 11 Financial questions**, or select **No** to return to the previous screen to re-enter the figure.

Your turnover figure is significantly different to the previous turnover figure you provided. Are you sure this is correct?

Yes No

Section 11 - Financial Questions

Select **Yes** or **No** to confirm if any single clients, groups of clients or referral sources account for more than 20% of your turnover.

Click Save and Continue.

Does any single client, group of clients or referral source account for more than 20% of the firm's turnover for the last complete accounting period?

Yes
 No

Save and Continue

Section 12 - Areas of Work

Enter a breakdown of the areas of work undertaken by your organisation by percentage of turnover. Do not use the '%' symbol.

Social welfare	50
Wills, trusts and tax planning	50

What percentage of the work undertaken by your firm is funded by legal aid? (Optional)

0

Save and Continue

Tips:

- The total percentage must total at least 90.

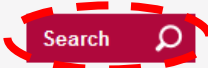
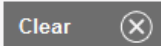
Click **Save and Continue**.

Section 13 - Person in Offices

In **Section 13 Person in Offices** you must enter information relating to **Regulation 3, CPD/Continuing Competence** and any **Reduced fee** for each person opted in your organisation.

You can search and filter your results by selecting certain options from the relevant drop down list and clicking **Search**.

To view all individuals associated with the firm leave each drop down list as --- All --- and click **Search**.








Name	<input type="text"/>	Subject to Regulation 3	--- All ---
Office name	--- All ---		
City/Town & Country	--- All ---		
Person Type	--- All ---		
Post	--- All ---		
Record complete	--- All ---		
17 Results found	Results found 25	Sort by	Name (Ascending)

Note:

If an individual is subject to **Regulation 3** they will need to apply separately for renewal of their practising certificate/registration.

Guidance on completing this application can be found in the individual PC application [guide](#).

In the table, click on each button in turn to provide the information needed.

Name	SRA number	Person Type	Post	Subject to REG3 	CPD/Continuing Competence 	Reduced fee 	Record complete 
		Admitted Solicitor in E&W	Member	<u>No</u> 	<u>Yes</u> 	<u>No</u> 	<input type="checkbox"/>
		Admitted Solicitor in E&W	Assistant	<u>No</u>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>
		Admitted Solicitor in E&W	Assistant	<u>No</u>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>
		Admitted Solicitor in E&W	Assistant	<u>No</u>	<u>Yes</u>	<u>No</u>	<input type="checkbox"/>

Click on the button under **Subject to REG3** and a pop up box will appear.



Select **Yes** or **No** and then click **Save**.

Is the individual subject to Regulation 3 of the SRA Practising Regulations 2011?

Subject to REG3

Yes

No


Save  **Cancel** 



Click on the button under **CPD/Continuing Competence** and a pop up box will appear.

Select **Yes**, **No** or **N/A** and click **Save**.

Has the individual reflected on their practice and addressed any identified learning and development needs or completed 16 hours of CPD training in the year to 31 October 2015?

CPD/Continuing Competence

Yes 

Save  **Cancel** 

Individuals at your organisation will be on **one** of the two schemes covered in the declaration.

Further information on our new approach to continuing competence can be found [here](#).

Notes:

If an individual was entitled to suspend their CPD requirements for 2014/15 please select **N/A**. Guidance on suspension of CPD can be found [here](#).

Click on the button underneath **Reduced fee** and a pop up box will appear.

Select **Yes** or **No**.



An individual will be eligible for a reduced fee if they:

- > **Maternity Category A:** are currently on statutory maternity leave or a period of leave equivalent to statutory maternity leave.
- > **Maternity Category B:** were on such leave which started between 1 November 2015 and 31 October 2016.
- > **RFL based outside England and Wales:** are an RFL and will be based predominantly outside England and Wales.

Reduced fee

Yes

No

Save  **Cancel** 

If you select **Yes** you will need to provide further information.

Select **Category A** or **Category B** and enter the relevant dates in the format **DD/MM/YYYY** or click the calendar button.

Click **Save**.

Category of reduced fee
 --Select--

Maternity leave start date
 dd/mm/yyyy

Maternity leave end date (Optional)
 dd/mm/yyyy

Save Cancel

When the information is correct for each individual tick **Record complete** to save the information. You can un-tick this box if you need to edit any information.

Person Type	Post	Subject to REG3	CPD/Continuing Competence	Reduced fee	Record complete
Admitted Solicitor in E&W	Member	No	Yes	No	<input checked="" type="checkbox"/>

Tip:
 You can select all individuals by ticking the box at the top of the screen as shown

Person Type	Post	Subject to REG3	CPD/Continuing Competence	Reduced fee	Record complete
Admitted Solicitor in E&W	Member	No	Yes	No	<input checked="" type="checkbox"/>
Admitted Solicitor in E&W	Assistant	No	Yes	No	<input checked="" type="checkbox"/>

When the information for all individuals is correct and you have ticked **Record complete** for everyone, click **Save and Continue**.

Note:

You will be unable to proceed with the application until **Record Complete** is ticked for each individual.

Section 14 - Summary

You have now completed all of the questions within the application and can view a summary of your answers by clicking on [Click here to view summary sheet](#).

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

You have completed all the questions for this application. You can view a summary of your answers in the summary link below.

The summary sheet will be saved in the My Documents area within mySRA.

You will now be asked to submit payment and complete a declaration.

Please note if you are submitting this application for a large number of applicants it can take some time to calculate and display your application fee.

[Click here to view your summary sheet](#)

Continue

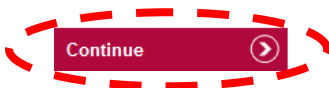
Section 15 - Fee/Declaration/Payment

You will now see a breakdown of renewal fees for each individual person opted in to your organisation. You will also see a fee for the organisations renewal. The total will be displayed at the bottom. Click **Continue**.

Note:

Only the **Authorised Signatory** can tick the declaration. If the Organisation Contact completed the application then the **Authorised Signatory** must log in to their own account and access the application. Click **My Services**, then **Organisation Related Services**. Once you have selected your organisation from the drop down list select the application from **Complete a saved application**.

	PC Fees - 2016/2017	242.00	48.00	0.00	290.00
	PC Compensation Fund 2016/2017	32.00	0.00	0.00	32.00
	PC Fees - 2016/2017	242.00	48.00	0.00	290.00
	PC Compensation Fund 2016/2017	32.00	0.00	0.00	32.00
	Periodical Fee 2016/2017	0.00	100.00	0.00	100.00
	Authorised Body - Compensation Fund - Not Holding Client Money 2016/2017	0.00	0.00	0.00	0.00
	Total Payable				5252.00



I am the authorised signatory of the firm named on this application.

I understand that it's my responsibility to make sure all the information I have given you is correct and complete.

I understand that I must also tell you straightaway about any changes to the information I have given on this application – regardless of whether the information is in the public domain or if I have already reported it to another regulatory body. If I am in any doubt about whether certain information is relevant, I will include it.

I understand that 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 the application**
- > **revoke authorisation, practising certificates or registrations**
- > **take disciplinary action, or share information with a third party that leads to disciplinary action.**

I understand that you may attach conditions to practising certificates and registrations.

I understand that you may (under the Data Protection Act 1998) use any personal information from this application to perform your duties under any relevant legislation.

I understand that you might do whatever checks you think are necessary to process this application and make sure it complies with the Handbook.

I understand that personal information I have given on this application could be given to (and kept by) registered Credit Reference Agencies.

I confirm that all solicitors, RELs and RFLs whose details are included in this application and are resident or working in the UK will hold the appropriate and valid documentation necessary in order to comply with Immigration Regulations and Statute.

I understand that the firm and its managers are obliged to report to you any indicators of serious financial difficulties relating to the authorised body.

I understand that I will have to pay any fees immediately.

I understand that you have calculated the fee based on the information I have given in this application.

I understand that I have to pay any charges in full before getting any refunds owed.

I understand that this application could change based on your assessment. If the details I have given in this application are incorrect, I may need to submit other applications and pay the fees for them.

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



You must now enter your billing address information. This is mandatory.

Please enter your billing address details below. The company/individual name given will appear on the invoice.

Company/Individual name

! Complete mandatory question: Company/individual name

Country

Postcode

! Complete mandatory question: Postcode

Enter the address details and click **Save and Continue**.

Contact Number

Fax number (Optional)


Email address

Website (Optional)

VAT registration number

Charity number (Optional) ?

Company Registration Number (Optional) ?

Save and Continue 

Select **Credit or Debit Card** or **Bill me** and click **Continue**.

If you select credit or debit card please have your card details ready as this will be the next screen you see. We do not take offline payments, this will be your only opportunity to use this method.

If you are eligible to select Bill me* you will be provided with an invoice, you will need to make payment by bank transfer (BACS/CHAPS/ telegraphic transfer are all acceptable methods) we will not accept cheque, nor will you be able to pay by card offline. If you would like to pay by card please select credit or debit card now.

You will need to ensure you quote the invoice number as your reference, if we are unable to identify your payment it will be returned to you.

If you would like to use Wesleyan's Spread Payment Facility, endorsed by the Law Society, to spread the cost of your fees over a 10 month period, select the Bill Me option and follow the hyperlink provided on the next screen. Make a note of your invoice number and the amount of fees due as your application for spread payments can not be processed without it.

*Bill me is only an option for firm based applications.

Select	Payment Method
<input checked="" type="radio"/>	Credit or Debit Card
<input type="radio"/>	Bill Me



Credit or Debit Card

Click **Yes** to the following question.

Message

"Are you sure you want to submit your application and pay by Credit/Debit card? You will not be able to change any answers after you submit."

Yes **No**

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.

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

Secure Payment Page

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

Select language

English ▼ ⓘ

Choose currency

£5,252.00 (Pounds Sterling) ▼ ⓘ

The Law Society

Description

**Renewal of practising
certificates/registrations and payment
of periodical fees**

Amount

£5,252.00

Select your payment method ⓘ



Cancel ⓘ

payments powered by
WorldPay

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

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 here.
- Click **Make Payment**

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.

Secure Payment Page

Select language

English  

The Law Society

Payment method

Description

Visa

Renewal of practising
certificates/registrations
and payment of
periodical fees



Amount

£5,252.00

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 

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.

Transaction number:
Transaction amount: 5252.00
Transaction status: Successful
Invoice number:

Thank you for submitting your application. [You can view your payment summary here.](#)

A copy of your invoice will be saved in the My Documents section of your account shortly.

We aim to process 95 percent of applications within 30 days. Once we have considered your application, we will notify you of our decision.

You can track the progress of this application in the My Services section of your account.

[Back To Services](#)

Your application has now been submitted. We aim to process 95% of applications within 30 days and will send you an email confirmation once your application has been processed.

Note: You will need to address any questions 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 your application has been submitted. 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. 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](#).

Bill Me

Selecting Bill me will submit your application and open a page with Law Society payment details. An invoice will be available to download from your mySRA account within 72 hours and is payable immediately.

If you want to pay by Wesleyans spread payment facility then you can click the Spread Payment Facility link or find it [here](#).

Thank you for submitting your application. [You can view your payment summary here.](#)

A copy of your invoice will be saved in the My Documents section of your account shortly.

We aim to process 95 percent of applications within 30 days. Once we have considered your application, we will notify you of our decision.

You can track the progress of this application in the My Services section of your account.

An application will only have been made once the SRA has received all of the documentation, information and payments comprising that application.

A VAT invoice will be available to download from the My Documents section of your mySRA account within 72 hours and is payable immediately.

Payment should be made via your bank to the details below and the remittance advice sent to; Finance, The Law Society, The Cube, 199 Wharfside Street, Birmingham, B1 1RN.

We will not accept cheques as a method of payment, any cheques received will be returned.

The Law Society will not accept any payments being delivered personally.

If you wish to settle your fees using Wesleyan's Spread Payment Facility, endorsed by the Law Society, you can obtain a quotation and apply by clicking the following hyperlink [Spread Payment Facility.](#)

Please ensure you make a note of the invoice number and the amount as you will need both in order to make your application.

Account name	LAW SOCIETY RECEIPTS
Bank name	BARCLAYS BANK PLC, LEVEL 27, 1 CHURCHILL PLACE, LONDON, E14 5HP
Account number	43577902
Sort code	20-32-29
Iban number	GB79 BARC 2032 2943 5779 02
*Swift code	BARCGB22
*Overseas payments only	
Please ensure the below reference is quoted when making your payment. Failure to do so may result in payments being returned unidentified; no application will be processed without full payment.	
Invoice number	CRM01035278

[Back To Services](#)

Tip:

You must contact Wesleyan directly yourself to set the spread payment up.

You will need to address any queries you have about the Wesleyan payment facility directly with Wesleyan.


To exit the application click **Back to Services.**

Note. You should allow up to 72 hours from your application being submitted before trying to view your invoice.

To view your invoice, whether you have paid via Credit or Debit Card or Bill Me, click **My Documents** then **Organisation.**

Select your organisation from the drop down list and click **Continue.** Next to **Document Type** select **Invoices.** Your invoice can now be selected by clicking **View** next to it.

Post	--All--
Document Type	Invoices
Practising Year	--All--
Document Name	

[Search](#) 

5. 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 to 18.00; Monday, Wednesday, Thursday, Friday
09.30 to 18:00; Tuesday

Email

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.