



Solicitors
Regulation
Authority

Keeping of the roll
Completing the removal from 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.

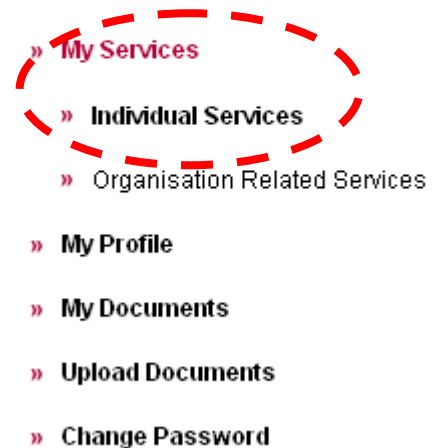
3. Accessing and completing the application

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

Click **My Services**, followed by **Individual Services** where you will be

To access the application form:

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



[Start a new application](#)

Application	Assessment Year	
Removal from 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.

[Start a new application](#)

Application	Assessment Year	
		Select

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

[Continue a saved application](#)

Application	Assessment Year		
Removal from the roll	Not Applicable	Select	Cover Sheet

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

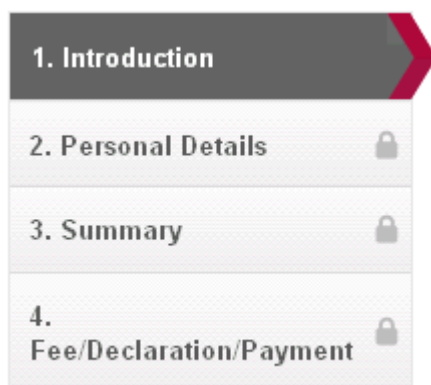
[Submitted application\(s\)](#)

No records found.

Click **Select** to enter the application.

Completing the application

The application is made up of 4 sections which are displayed on the left-hand menu.



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. You may have to scroll down or across the screen to locate this button in the bottom right-hand corner of the screen.

1. Introduction

2. Personal Details

3. Summary

4. Fee/Declaration/Payment

Removal from the roll

Introduction

What is this for?

Complete this application to remove your name from the roll of solicitors.

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

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

There is no fee.

Next Steps

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

We may refuse your application if there is an outstanding complaint or ongoing disciplinary proceedings against you.

We may not remove you from the roll if you are responsible for the delivery of an outstanding ceased to hold accountant's report.

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](#).

Continue



Personal Details

Check the pre-populated details held on your record.

If you need to change any of these details:

Click **Return to My Services**

My Profile

Personal and Professional Details

Confirm that you wish to have your name removed from the roll by selecting **Yes**.

You must provide details about why you wish your name to be removed from the roll. Enter the information in the text box provided.

I want to be removed from the roll.

Yes No

Please answer these questions.

Admission date.
15/11/1995

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

I have ceased to hold or receive **client money** and ceased to operate any client's own account as signatory.

--Select--

We may not remove you from the roll if you are responsible for the delivery of an outstanding ceased to hold report.

I am not aware of any disciplinary proceedings which have been brought or will be brought against me in my capacity as a solicitor. I do not know of any cause for such proceedings to be brought and I am not in breach of any of the SRA's regulatory arrangements.

Agree Disagree

We may refuse your application if there is an outstanding complaint or ongoing disciplinary proceedings against you.



Confirm whether you have ceased to hold and receive client money and ceased to operate any client's own account as signatory. If you have not held client money select **No**.

If you select **Yes**, you must enter the date in the format DD/MM/YYYY or use the calendar.

I have ceased to hold or receive **client money** and ceased to operate any client's own account as signatory.

Yes

We may not remove you from the roll if you are responsible for the delivery of an outstanding ceased to hold report.

Date stopped holding **client money**:

dd/mm/yyyy

Answer the question about disciplinary proceedings as **Agree** or **Disagree**.

Click **Save and Continue**.

I am not aware of any disciplinary proceedings which have been brought or will be brought against me in my capacity as a solicitor. I do not know of any cause for such proceedings to be brought and I am not in breach of any of the SRA's regulatory arrangements.

Agree Disagree

Save and Continue 

Summary

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

[Return to My Services](#)

1. Introduction ✓

2. Personal Details ✓

3. Summary

4. Fee/Declaration/Payment

Removal from the roll

Summary

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

Save and Continue 

[Manage your uploads](#)

Upload a document or view your uploads.

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

Fee/Declaration/Payment

Click **Continue**. There is no fee for this application.

[Return to My Services](#)

1. Introduction ✓

2. Personal Details ✓

3. Summary ✓


4. Fee/Declaration/Payment

Removal from the roll

Fee/Declaration/Payment

Product Type - Removal from the Roll

Organisation (PersonName)	Product	Regulatory Fee	Admin Fee	VAT	Total
	Removal from the Roll	0.00	0.00	0.00	0.00
	Total Payable				0.00

Continue 

Read the declaration and click the option **I confirm the information I have given on this application is correct to the best of my understanding**.

Click **Continue**.

[Return to My Services](#)

- 1. Introduction ✓
- 2. Personal Details ✓
- 3. Summary ✓
- 4. Fee/Declaration/Payment

Removal from the roll

Fee/Declaration/Payment

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 must tell you immediately of any changes to the information I have given on this application.

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

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



Note: Your application has now been successfully submitted.

We aim to process 95% of applications within 30 days. Once your application has been processed, we will confirmation to the email address you have in **My Profile**.

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 - 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.