



**EF7A**

## **Application for Registration with the Law Society of Northern Ireland [Transferring Barrister]**

### **Who should use this form?**

This form is for a Barrister who wishes to register with the Law Society of Northern Ireland as a student, with a view to applying for admission to the Roll of Solicitors at a later date.

All Barristers wishing to join the Roll of Solicitors must register with the Society in the first instance.

### **How do I complete this form?**

Please complete this form digitally. Once completed, this form and all supplementary evidence should be sent to [admissions@lawsoc-ni.org](mailto:admissions@lawsoc-ni.org).

Please refer to the Evidence Checklist (Section 8) on page 10 of this form. Any additional information should be noted on a separate sheet with reference to the relevant section number.

### **What happens next?**

Applicants should allow a minimum of **three months** from the receipt of a fully completed application, and supporting documents, for the application to be processed.

If the application to register as a student is approved, transferring Barrister applicants are asked to complete:

(a) The following courses at the Institute of Professional Legal Studies in Belfast:

- Administration of Estates
- Property Law and Practice: Part 1 & 2

(b) If the applicant has less than three years experience of active practice at the Bar, they may be asked to complete a period of pre-admission employment in a solicitor's office of one year, after completing the courses of study (as above).

On successful completion of these requirements, the applicant may apply to be admitted to the Roll of Solicitors in Northern Ireland. Evidence will be required at this stage, including a Certificate of Disbarment

If you are requesting an exemption to any element of the above requirements, you must submit a covering letter (and any supplementary evidence) along with your application, clearly explaining your request(s) and rationale. Further, if you are requesting to complete the courses and in-office period concurrently then this must be outlined on a covering letter.

The Education Committee will consider each application and any exemption request on an individual basis.

**SECTION  
1**

## Registration History

1.1

Please use the table below to outline your registration history:

<i>Profession</i>	<i>Country / Jurisdiction</i>	<i>Year of Admission</i>	<i>Currently Practicing</i>

**SECTION  
2**

## Personal Information

2.1

**Title**

2.2

**Gender**

2.3

**First Name(s)**

2.4

**Middle Name(s)**

2.5

**Surname(s)**

2.6

**Date of Birth**

**SECTION  
3**

## Contact Details

This section is for the collection of your **personal** contact information only. We will use these details to request any further information and update you on the progress of your application.

Please do not include your work email address if you do not wish to be contacted via this method. Your full employer information will be collected in Section 4.

3.1	<b>Street Address</b>	
3.2	<b>Town / City</b>	
3.3	<b>Postal Code</b>	
3.4	<b>Country</b>	
3.5	<b>Email Address</b>	
3.6	<b>Contact Tel. Number</b>	

**SECTION  
4**

**Current Employment Details**

4.1	<b>Employer Name</b>	
4.2	<b>Job Title</b>	
4.3	<b>Employer Address</b>	
4.4	<b>Town / City</b>	
4.5	<b>Postal Code</b>	
4.6	<b>Country</b>	
4.7	<b>Work Email Address</b>	
4.8	<b>Please indicate your intentions as to practise or employment following any subsequent admission to the Roll of Solicitors in Northern Ireland.</b>	

**SECTION  
5**

**Referee Details**

	<b>Referee 1</b>	<b>Referee 2</b>	<b>Referee 3</b>
5.1			
<b>Full Name</b>			
<b>Name of Employer</b>			
<b>Job Title</b>			
<b>Practicing Jurisdiction</b>			

**SECTION  
6**

**Education and Experience Details**

- 6.1
- 6.2
- 6.3
- 6.4
- 6.5
- 6.6

<b>Degree Level Studies</b>	
<b>Degree / Diploma Title</b>	
<b>Institution Name</b>	
<b>Country of Study</b>	
<b>Start Date of Studies</b>	
<b>Award Date</b>	
<b>Subjects Studied</b>	
<b>Year 1</b>	
<b>Year 2</b>	
<b>Year 3</b>	
<b>Year 4</b>	



6.13

**Please provide details of your practice and experience since qualification**

6.14

**Please provide any further information with regards to character, qualification or experience, which you think should be taken into account.**

<b>SECTION 7</b>	<b>Declaration</b>
----------------------	--------------------

7.1	I have never been convicted of any criminal offence in any Court of the UK, Republic of Ireland or elsewhere other than a motoring offence not resulting in disqualification, nor do I have any charges pending.
-----	--

**If the applicant cannot make this declaration particulars of any conviction should be furnished on a separate sheet. It should be noted that the provisions of the Rehabilitation of Offenders (NI) Order do not extend to applications for admission as a solicitor.**

7.2	I have not been the subject of bankruptcy.
7.3	I have never entered into an arrangement with my creditors.
7.4	I am not the subject of any outstanding judgment or debt.
7.5	I have never been the proprietor or partner of a business, or the director of a company, which ceased trading leaving creditors unpaid.
7.6	I have never been the director of any company which has gone into receivership or compulsory or voluntary liquidation (other than a liquidation where payment was made in full to the creditors within a Year) or which has been the subject of any investigation under the Companies Orders or any equivalent legislation.
7.7	I have never been disqualified from being a company director, or an authorised person under the Financial Services Act.

**If the applicant cannot make the above declarations then full details should be furnished on a separate sheet.**

7.8	I have not at any time been found guilty of professional misconduct by a disciplinary tribunal nor are there any proceedings involving me still pending before a disciplinary tribunal.
7.9	I have not at any time been suspended from professional practice by my professional body.
7.10	I have not been the subject of an adverse finding by a professional body or regulator

**If the applicant cannot make the above declarations then full details should be furnished on a separate sheet.**

7.11	<p>If you are not entitled to practice in your home jurisdiction (e.g., because you do not hold a current practising certificate) please provide an explanation giving full details on a separate sheet stating:</p> <ul style="list-style-type: none"> <li>• the reason why you are not entitled to practice in your home jurisdiction:</li> <li>• whether you know of any reason, why, if you were to apply to become entitled to practice in your home jurisdiction, such an application would be refused?</li> </ul>
7.12	I hereby declare that the facts set out by me in support of this application are true and I understand that fees may be payable to the Institute of Professional Legal Studies.
7.13	I understand that the Law Society of Northern Ireland must be advised if, either prior to my admission to the Roll of Solicitors in Northern Ireland or subsequently I am convicted of an offence in any court (other than a motoring offence not resulting in disqualification).



7.14	I therefore undertake to notify the Society of any such convictions after the time of this application.
7.15	I also undertake to notify the Society if I become bankrupt or if I am found guilty of professional misconduct or if any proceedings are taken against me.
7.16	I understand that after admission I will be treated as a newly admitted solicitor subject to the restrictions which apply to other newly admitted solicitors under and by virtue of Regulations made by the Society.
7.17	I sincerely declare that the facts set out by me in support of the above application are true. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835

7.18	<b>APPLICANT SIGNATURE</b>	7.19	<b>DATE OF SIGNATURE</b>

**DIGITAL SIGNATURES ARE ACCEPTED**

Once complete please complete the following steps to create a read-only version of your form:

Step 1: Select File > Print...

Step 2: Under Printer select 'Microsoft Print to PDF'

Step 3: Save your file appropriately e.g. SMITH, John - TransferringBarrister Application

## **Evidence Checklist**

### **Call to the Bar / Admission Certificate**

A certified copy of your Call to the Bar and Admission Certificate(s) for each jurisdiction in which you have been admitted as a barrister and/or solicitor.

### **Certificate(s) of Good Standing**

A Certificate of Good Standing from each jurisdiction in which you have been admitted as a barrister and/or solicitor which confirms:

- That you are of good character and repute.
- That you have not been declared bankrupt.
- That there are no proceedings pending against you for professional or other misconduct.
- That you are still entitled to practice in your home jurisdiction and that your name has not been removed from the list of those so entitled.

### **Qualification Certificate(s)**

A certified copy of your original certificate(s) evidencing all higher education professional qualifications.

### **CV**

A detailed and up-to-date CV outlining your experience in chronological order.

### **References**

Three references, two of whom should be members of your professional body. If you are presently in employment one of the referees must be from your current firm/organisation. References should be signed and on official letterhead paper. Email references should be from an official email account.

### **Payment**

The fee of £150 should be made by BACS. Please note this is to cover your registration and tuition fees with the Society and fees may be payable to the Institute of Professional Legal Studies for courses undertaken there.

Please enter your payment reference using the following format:ADMISSIONS\_YOURNAME  
Our BACS payment details are as follow:

Bank: Danske Bank

Sort Code: 950121

Account no: 00388025