

# Annual renewal as a registered Swiss lawyer

## Purpose

To apply for your annual renewal as a registered Swiss lawyer.

## Before you start

Make sure your mySRA account is up to date.

## Section 1 - Personal details

Please enter your personal details. These should match what is in your mySRA account.

SRA number

Name

Date of birth

Telephone number

Email address

Address

## Section 2 - Current practising details

Please provide the following details regarding your employment.

Organisation SRA Number  
(Head office)

Organisation name

Organisation address

Your role in the organisation

Start date of employment

## Section 3 - Qualification details

Please provide details of your qualifications that entitle you to apply to be a registered Swiss lawyer. If there is more than one, please use a continuation sheet.

Name of your law society or bar

Your professional title

Registration number

Date of admission as a lawyer of Switzerland

## Section 4 - Adaptation period details

Please provide the following details regarding your adaptation period. If this has been completed at more than one organisation, please provide the details of your current supervising organisation.

Organisation SRA number  
(Head office)

Organisation name

Organisation address

Your role in the organisation

Start date of adaptation period

End date of adaptation period

Adaptation period supervisor name

Adaptation period supervisor SRA number

## Section 5 - Registered Swiss lawyer continuing eligibility

1. Have you made a previous application which has been refused or have you been struck off the register?

Yes

No

2. Have you ever appeared before or been the subject of a hearing at the Solicitors Disciplinary Tribunal?

Yes

No

3. Do you hold the professional title of avocat, advokat, rechtsanwalt, anwalt, fursprecher, fursprech or avvocato?

Yes

No

4. Do you intend to practise on a permanent basis in the UK?

Yes

No

5. Do the regulations in Switzerland allow you to practice in the UK and are you legally entitled to do so?

Yes

No

6. Do you have an up to date understanding of the legal, ethical and regulatory obligations relevant to your role? Have you reflected and addressed any learning and development needs and are competent to perform your role?

Yes

No

If you answered no, please tell us why.

# Section 6 - Declaration

I declare that:

- I am the individual named on this application.
- I understand that I must make sure all the information I have given you is correct and complete.
- I understand that you will make whatever checks are necessary to process this application and that it complies with the SRA Standards and Regulations.
- I understand that there could be serious consequences 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.
- I understand that I have an ongoing obligation to notify you if any further issues arise under our Character and Suitability Rules.
- I understand that I need to tell you immediately if there are any changes to the information I have given on this application.

**What are the consequences of giving inaccurate information?**

- We could reject your application.
- We could take disciplinary action against you or share information with a third party that leads to disciplinary action against you.

I declare that the information I have given in this application is correct to the best of my understanding.

If completed digitally, tick to confirm

Full name

SRA number

Signature

Date

## Section 7 - Payment

The fee for your registration for 2025/26 is £397, This includes a £90 individual contribution to the compensation fund.

For registrations granted part way through the year, the fee will be pro-rated:

January 2025 to March 2025 - £332

April 2025 to June 2025 - £268

July 2025 to October 2025 - £202

When returning your application, you only need to pay the £48 administration fee. Once your application has been processed, you will then pay the balance. Once this is received, we will issue your registration certificate.

We appreciate that this process may not be ideal for you, therefore, if it is easier to pay the entire fee in one go, please feel free to do so.

Payment must be made to avoid the application being returned to you. You can pay by bank transfer or cheque.

Our preferred method of payment is by bank transfer as cheques take longer to clear and can delay your application.

Our bank details:

- Bank Barclays Bank PLC
- Account Number: 43577902
- Sort Code: 20-32-29
- Account Name: SRA
- IBAN: GB53 BARC 2032 2943 577902 (overseas)
- SWIFT: BARCGB22 (overseas)

If you have paid by bank transfer, please provide the following payment information so we can match this with your application:

Date of payment:

Account name:

Sort code:

Account number:

Payment reference:

Please note, when making your transfer, please include the letters 'RSL' followed by your SRA number as the payment reference.

If you choose to pay by cheque, please make cheques payable to the 'Solicitors Regulation Authority'. Please note there could be a delay in processing your application until the cheque clears. Please write the letters 'RSL', followed by your SRA number on the back of the cheque so we can match payment.

# Section 7 - Payment (continued)

## Reduced Fees

You may be eligible for a reduced registration certificate fee if either of the following applies:

- Category A: you are currently on statutory maternity or equivalent.
- Category B: you started a period of statutory maternity or equivalent between 1 November 2023 and 31 October 2024.

Statutory maternity is 52 weeks, made up of:

- Ordinary maternity leave – first 26 weeks
- Additional maternity leave – last 26 weeks

Equivalent to maternity leave includes:

- Shared parental leave
- Adoption leave.

## Category of reduced fee

If category A or B applies, please include dates.

If you are currently on statutory maternity leave or equivalent, and an end date is not known at this point, please provide an estimated or anticipated end date.

Leave start date

Leave end date

## Sending your completed application

Please send the completed application form by email to [renewals@sra.org.uk](mailto:renewals@sra.org.uk) or by post to:

Authorisation  
Solicitors Regulation Authority  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

## Privacy notice

The Solicitors Regulation Authority Limited (SRA) is the ‘data controller’ of the personal information we hold for the purposes of the UK General Data Protection Regulation (the UK GDPR) and the Data Protection Act 2018 (the Data Protection Act).

Find out more on our website: [sra.org.uk/privacy](https://sra.org.uk/privacy)