

PREVENTING DELAYS WITH YOUR APPLICATION TO THE CONVEYANCING QUALITY SCHEME (CQS)

Missing or incomplete information delays the processing of your CQS application. To prevent delays please read the following to ensure compliance.

PII Claims History

Ensure this is dated and covers the 5 years' of claims up to the date of application. It must come from your insurer (we can not accept self-reporting) and include:

- Insurer's name and logo, PII policy number and the policy year
- Claims shown against the policy year with all residential conveyancing claims clearly marked, the status of the claim e.g. open / closed, any amounts paid out / any reserves

Criminal Records Checks (Basic Disclosure)

Firms must carry out a Basic Disclosure check on all Partners and Qualified Conveyancers in your application.

We DO NOT accept Standard or Enhanced Disclosures. Using our preferred supplier, Atlantic Data Ltd, enables us to see online when individuals' checks have been completed.

Identification

ID MUST be certified correctly with this exact statement: *'I have seen the original document and I certify that this is a complete and accurate copy of the original and I certify that this is a true likeness of Mr, Mrs, Ms Miss or other title and their full name'*

Please include the signature, date and position or capacity of the certifier along with their company stamp including address and telephone number. We will accept documents certified by individuals authorised by the [Home Office Identity and Passport Service](#).

SRO Responsibilities

As SRO you must print out, sign and date the Practice Agreement and send it with your application and complete the "For completion by the SRO" sections at the end of every personnel form.

Personnel Forms

Please ensure you:

- Enter your correct admission date (this must be DD/MM/YYYY). If you do not know, please call the SRA contact centre Tel: 0870 606 2555
- Add the correct SRA number of YOUR main practising address – this is the one you are based at and not necessarily the head office.

Mergers

Please provide

- The full address of merged firm(s), postcode(s), SRA number(s)
- PII claims history to cover the full 5 years for the other firms involved in the merger.

CPD

Please highlight clearly those CPD entries relating specifically to or including elements of residential conveyancing.