

## BAR COUNCIL OF THE STATE OF ANDHRA PRADESH

### Instructions on Online Enrolment Registration

1. Enrolment Registration link is available in the Website of Bar Council under Menu

“**Bar Council => Online Enrolment**” or the same can be accessed through the following link. <https://barcouncilap.org/onlineenrolment/registration>

2. **Registration Page:**

New Applicants can Register by clicking the ‘**Signup button**’ and submitting their basic details. Then, the Activation link will be sent to their Registered email address. After clicking the Activation link, the Account will be Activated.

3. **Login:**

The Registered users can login to Online Enrolment Application Form, by giving their email address and password through the following link.

<https://barcouncilap.org/onlineenrolment>

4. ‘**Online Enrolment Application**’ contains Forms, category wise, to be submitted by the Applicants.

5. The following Forms shall be submitted by the Applicants to process the Application.

- a. Personal Details (Enter Basic Information i.e. Name, Father’s Name, Date of Birth, Gender, Nationality and Place of Practice)
- b. Contact Details (Enter Present and Permanent Address along with Pin Code )
- c. Academic Details(Enter Educational Qualifications i.e. SSC, Intermediate, Graduation, Law Degree and other Degrees)
- d. Employment & Other Details (Enter Employment Details and Other Details)
- e. Upload Documents (Upload Passport size Photograph, Signature in JPG format and all Academic Certificates in Single PDF file.)

6. There will be two buttons in each form. SAVE & SUBMIT

- a. SAVE =>Data entered by the Applicant will be saved in the form and changes can be made.
- b. SUBMIT => Data will be submitted and the Applicant cannot make changes, once submitted.

7. After submitting the Forms, the details will be scrutinized by the office.

- i) If the details and documents submitted by the Applicants are found correct, the **Payment Particulars** Section will be enabled to the Applicants for downloading the Fee Challans and the information will be sent to their Registered email.
- ii) If any compliance is required, the same will also be sent to the Applicant through Notification and to Registered mail.
- iii) Applicant has to submit the required information or document as mentioned in the Notification, sent by the office and submit all forms once again, to process the application.

8. **Payment Particulars:** The Category wise Fee Challans of State Bank of India are generated in PDF Format. The Applicants are informed to download the Challans and can make the payment in any nearest SBI Branch and upload the copy of payment receipts in single pdf file in '**Payment Upload Receipts**' link.

9. Upload required Affidavits in "**Affidavits upload Section**".

1. Every candidate shall upload Self Declaration Form.
2. If any Applicant comes under the following categories, they can upload the respective Affidavit.
  - a) The Applicant having more than 5 years of Educational gap in studies from SSC onwards to till date, shall upload GAP Affidavit.
  - b) Service Candidates shall upload following documents along with Service Affidavit.
    - i) Retirement / Relieving Order / Pension Payment Order.
    - ii) Permission Letter from the Employer
    - iii) Proof of working during study period of LAW / Service Certificate
    - iv) Law T.C. / Study Certificate of Law
  - c) The Applicant involved in Criminal Cases shall furnish the details in Affidavit format.

Note : the formats can be downloaded from the link, available in this Section.

10. After verification of Fee Receipts and Affidavits, the Office will approve the Online Application and the Application will be generated in pdf format and the same can be downloaded by the Applicant from the **View Application** Section. After downloading the Application, follow the below required procedure.

- a. In Page No.9, Certificate of Good Moral Character I & II shall be filled and signed by two Advocates / Gazetted Officers not being your relatives, by mentioning their Enrolment Number or in case of Gazetted Officer, his Designation.
  - b. In Page No.10, duly signed by an Advocates whose Seniority is not less than 5 years and mention the Name, Enrolment Number and Address of the Advocate, who intends to introduce you.
  - c. The Digital photograph at Page No.3, shall be attested by the Advocate / Gazetted Officer.
11. After completing the above process, upload the 10 pages of application in the **Application Upload** Section. Thereafter, the candidate should be present, on the allotted day, informed by the office through mail, along with physical copy of application, original educational certificates with two sets of attested Xerox copies and other required documents.

