Solicitors Regulation Authority

mySRA update

Tell us about manager changes and notification deadlines

04 July 2023

Before you renew your practising certificates and pay for your firm fees in October you need to make sure that the information we have about your firm is correct.

You need to let us know about any changes to certain manager roles before the renewal period. You can do this through mySRA.

Here are the deadlines and processing timelines:

Person/position	How tell us of the change	Deadline
Solicitor – deemed manager Registered European lawyer (REL) – deemed manager Registered foreign lawyers (RFL) – deemed manager	A firm's authorised signatory or organisation contact can add an already approved deemed manager in the firm's mySRA [https://www.sra.org.uk/mysra/] . This is done through 'Add a role [https://www.sra.org.uk/mysra/manage-account/organisation-account/#heading_667f] '.	These changes take effect immediately. You should notify us within seven days of any change to your managers.
Solicitor – non deemed manager/owner REL – non deemed manager/owner RFL – non deemed manager/owner Non-solicitor lawyer managers/owners	Please complete the Individual Approval application form [https://www.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/] .	If you want new managers or owners to be seen within mySRA when the renewals window opens you need to apply for approval by 17.00 on 31 August 2023. Please note that complex

Non-lawyer managers/owners		applications may take longer than the usual 30 days – in some cases up to six months.
Compliance officer for legal practice (COLP) / compliance officer for finance and administration (COFA)	Apply for approval of a compliance officer [https://www.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-colp-cofa/]	If you want a new compliance officer to be seen within mySRA when the renewals window opens you need to apply for approval by 17.00 on 31 August 2023. Please note that complex applications may take longer than the usual 30 days – in some cases up to six months.
Solicitor – deemed owner REL – deemed owner RFL – deemed owner Authorised body – deemed manager/owner	Apply to add a manager or owner [https://www.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/]	If you want new managers/owners to be seen within mySRA when the renewals window opens you need to submit a notification by 17.00 on 31 August 2023.
Authorised body – non deemed manager/owner	Apply to add a manager or owner [https://www.sra.org.uk/solicitors/firm-	It can take up to three months for a decision so please apply quickly.

Other legally qualified bodies and non-legally qualified manager/owners	based-authorisation/existing-firms-applications/approval-manager-owner/]	

Notifying us of succession

Please submit your notice of succession notification form [https://www.sra.org.uk/solicitors/firm-based-authorisation/notice-succession] by 17.00 on 31 August 2023. This is so we can process the form before October.

If you submit your form after this date then there may be a delay. The fee that appears on your bulk renewal form will only be updated once your form has been processed.

If you send us your form after your bulk renewal application has been submitted we may ask further questions or require additional fees. It may also delay the issuing of any practising certificates / registrations.

Verifying your mySRA account

To make your mySRA account more secure we have introduced an additional verification step [https://www.sra.org.uk/mysra/updates/verifying-mysra-account/] . Next time you log in to mySRA you will need to register a phone number.

You will need to have this phone with you whenever you log in, so we recommend using a personal number.

We will send you a code by SMS text or call you to verify your identity every time you access mySRA.