

Elect to become a Licensed Body (LDPs only)

Updated 22 March 2022

- Get ready [#3036]
- How to apply [#8022]
- How to pay [#5765]
- What happens next [#5264]

Eligibility

Existing SRA-authorised recognised bodies which meet all of the following criteria are eligible:

- currently holds Legal Disciplinary Practice (LDP) status
- has no more than 25 per cent non-lawyer management
- has no more than 25 per cent non-lawyer ownership
- is not increasing its non-lawyer management or non-lawyer ownership above 25 per cent
- is not changing legal entity.

If you do not qualify for the LDP election process, you need to apply to be a licensed body [<https://www.sra.org.uk/solicitors/firm-based-authorisation/authorisation-recognition/>].

Help with your application

If you are not sure whether you are eligible to elect to become a Licensed Body, contact us [<https://www.sra.org.uk/contactus>] before you submit your application.

How to apply

Existing managers, owners and compliance officers approved in their roles in the LDP will not require re-approval as part of the election process.

You may change your compliance officers and add new non-lawyer owners and/or managers to the entity (up to the 25 per cent limit).

If there are any new non-deemed individuals who have not previously been approved in their roles, you need to apply for approval of those role holders.

If you carry out work subject to the money laundering regulations and have any new individuals that are considered a manager, beneficial owner or officer of the firm (BOOM), you need to apply for approval to us under regulation 26 by submitting form FA10b.

You will need to email your LDP firm application form (form FA1c), along with any additional forms relating to role holder or money laundering approval to authorisation@sra.org.uk [<mailto:authorisation@sra.org.uk>] .

Legal disciplinary practice (LDP) firm application form (FA1C)
(PDF, 9 pages, 1.27MB)

[<https://www.sra.org.uk/globalassets/documents/solicitors/firm-based-authorisation/ldp-form.pdf?version=4945d3>]

Individual approval application (FA2) (PDF, 16 pages, 631KB)

[<https://www.sra.org.uk/globalassets/documents/solicitors/firm-based-authorisation/individual-form.pdf?version=4af161>]

Entity manager owner application (FA3) (PDF, 9 pages, 499KB)

[<https://www.sra.org.uk/globalassets/documents/solicitors/firm-based-authorisation/corporate-form.pdf?version=4af122>]

Make changes to your anti-money laundering authorisation (FA10b) (PDF, 9 pages, 469KB)

[<https://www.sra.org.uk/globalassets/documents/solicitors/firm-based-authorisation/fa10b.pdf?version=4af15c>]

There is no fee for this application.

We will let you know if your application is incomplete or ineligible.

We aim to decide on your application within 30 days.

You can withdraw your application at any time before we make a decision.