

Notification of a new manager

This form is used to notify the SRA of a manager **joining** your firm. Please complete one form per new manager and refer to the notes which can be found at www.sra.org/NM1.

Please note the firms requirement to provide information and documentation to the SRA in compliance with rule 14.07(2)(c) of the Solicitors' Code of Conduct 2007.

Section 1 - Manager's details - This section must be completed in all cases

Surname		Forename	
<input type="text"/>		<input type="text"/>	
Title e.g. Mr, Mrs, Dr etc.	Date of Birth	SRA number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date became manager of firm			
<input type="text"/>			
Name of firm		Firm SRA number	
<input type="text"/>		<input type="text"/>	
Main practising address (where the manager will be based)			
<input type="text"/>			
<input type="text"/>			
Name of previous SRA regulated firm (if applicable)		Date left previous SRA regulated firm (if applicable)	
<input type="text"/>		<input type="text"/>	
Is the above named manager a solicitor, registered European lawyer (REL), or registered foreign lawyer (RFL)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered ' Yes ', please go straight to section 3 .			
If you have answered ' No ', please go to section 2 .			

Section 2 - Manager details - continued

Please complete **only one** of the following sections if the manager named in section 1 is either an exempt European lawyer (EEL), 'other' lawyer, or an approved non-lawyer manager, or a legally qualified body manager. **The definitions of manager types can be found in the notes.**

Section 2 a) - Exempt European lawyer

Please complete this section if the new manager named in section 1 is an EEL.

Professional title <input type="text"/>	Jurisdiction of qualification <input type="text"/>
Will the individual be based entirely at an office or offices outside England and Wales?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the individual registered as a European lawyer with the Bar Standards Board?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the individual a lawyer of England and Wales (whether or not entitled to practise)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2 b) - 'Other' lawyer

Please complete this section if the new manager named in section 1 is an 'other' lawyer.

Type of lawyer e.g. Barrister, Legal Executive etc. <input type="text"/>	Date qualified <input type="text"/>
Has the firm obtained written confirmation from the approved regulator that the individual is authorised by that regulator, entitled to practise and not subject to a condition or other restriction which would preclude the individual from becoming a manager?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2 c) - Approved non-lawyer manager

Please complete this section if the new manager named in section 1 is an approved non-lawyer manager.

Date individual became approved under Regulation 3 of the SRA Recognised Bodies Regulations 2009?	<input type="text"/>
Does the firm comply with rule 14.02(1)(c)(iii) of the Solicitors' Code of Conduct 2007? (See notes).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2 d) - Legally qualified body manager

Please complete this section if the new manager named in section 1 is a legally qualified body manager.

Type of body (i.e. company, LLP incorporated in England and Wales or Scotland, or partnership with legal personality)	
<input type="text"/>	
Please tick one of the following. Is the body a:	
Recognised body	<input type="checkbox"/>
Authorised non-SRA firm	<input type="checkbox"/>
European corporate practice	<input type="checkbox"/>
Website	
<input type="text"/>	

Section 3 - Firm's declaration

<ul style="list-style-type: none">• I am a solicitor or REL;• I am an existing manager of the firm named in section 1;• I have read the notes;• I am authorised by all managers in the firm to sign this form; and• The information in this form is accurate and complete to the best of the knowledge and belief of the managers in the firm.			
Full Name	<input type="text"/>	SRA number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>