

## Notification of a manager change

This form is to inform the SRA of any new managers joining a recognised body or any existing managers leaving a recognised body. If you are notifying us of a new manager, please go straight to **section 1**. If you are notifying us of an existing manager that is leaving your firm, please go straight to **section 3**.

**Please note the firms requirement to provide information and documentation to the SRA in compliance with Rule 18.2(c) of the SRA Practice Framework Rules 2011.**

### Section 1 - Notification of a new manager Manager details

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 <b>section 4</b> .			
If you have answered 'No', please go to <b>section 2</b> .			

## 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

**This section is only for use by firms that were existing recognised bodies which had non-lawyer manager(s) on the date of commencement of the SRA Practice Framework Rules 2011.**

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 or Regulation 5 of the SRA Recognised Bodies Regulations 2011? <input type="text"/>	<input type="text"/>
Does the firm comply with Regulation 4.1(c) of the SRA Recognised Bodies Regulations 2011? (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, Scotland or Northern Ireland, 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 - Managers leaving Manager details

Surname	<input type="text"/>	Forename	<input type="text"/>
Title e.g. Mr, Mrs, Dr etc.	<input type="text"/>	Date of Birth	<input type="text"/>
		SRA number	<input type="text"/>
Date ceased to be a manager	<input type="text"/>		
Name of firm	<input type="text"/>	Firm SRA number	<input type="text"/>

## Section 4 - Firm's declaration

- I am a solicitor or REL;
- I am an existing manager of the firm named in either section 1 or section 3;
- 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"/>