

# Apply for authorisation of a new firm

Updated January 2021

## *Who we authorise*

We authorise the following types of entities:

- recognised bodies
- recognised sole practices
- licensed bodies (including multi-disciplinary practices).

First, check whether your firm or proposed entity is eligible for authorisation by looking at the SRA Authorisation of Firms Rules [[solicitors/standards-regulations/authorisation-firms-rules/](#)].

If you are a solicitor or an REL working in a new non-regulated entity, please follow our step by step guide [[mysra/manage-account/organisation-account/step-by-step-guide/apply-become-new-non-regulated-entity/](#)].

## *Get ready to apply*

Read the financial services and anti-money laundering authorisation sections below to see if they apply to your firm, then complete the application.

- Firm authorisation [#2685]
- For role holders [#9427]
- For entity manager/owners [#7170]
- How to pay [#4912]

## *How to apply for firm authorisation*

*Apply for authorisation of a new firm*  
[<https://my.sra.org.uk>]

Log in to mySRA to apply, go to start a new application

[<https://my.sra.org.uk>]

## *Apply for authorisation of a new firm*

We will acknowledge your application within one working day and also if it is incomplete or ineligible. We aim to decide about your application within 90 days.

If there are outstanding queries and you don't respond within the requested time frame we may treat your application as withdrawn. The application fee may not be refundable.

Think about getting professional advice early if the nature of the business or application is not straightforward.

## *What information you will need*

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## *Help with your application*

You will need to know the following:

### *About the firm*

- Professional indemnity insurance - quote or certificate
- Firm structure details
- For incorporated bodies, the incorporation details.

### *About individuals*

- Personal details, work history, professional regulation and suitability to fulfil role
- Certificates of Good Standing if regulated by another regulator
- Individuals who are not SRA-authorized need to register on mySRA [[/mysra/what-is-mysra/getting-started/](#)] before you send in your application.

### *Do you undertake financial services*

If you undertake financial services, you need to notify us about the services you deliver. Please complete this application.

*Notify us of Financial Services Activities*  
[<https://my.sra.org.uk>]

Log in to mySRA to notify us. Go to new applications.

[<https://my.sra.org.uk>]

### *Will you be carrying out services in your role that are subject to money laundering regulations?*

If so, you will need to apply for anti-money laundering authorisation.

New legislation on anti-money laundering came in on 10 January 2020 that affects new beneficial owners, officers and managers (BOOMs) and those that switch firms.

When a BOOM applies to us for approval, we will need:

- proof that they do not have any criminal convictions that would prevent them from becoming a BOOM
- this proof to be in the form of a basic disclosure and barring service (DBS) check
- the basic DBS check to be no older than three months on the date of application.

Read more information on how to source these checks [[/solicitors/firm-based-authorisation/disclosure-barring-service-checks/](#)].

*Apply for anti-money laundering authorisation*  
[<https://my.sra.org.uk>]

Log in to mySRA to apply, go to start a new application

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### *Will your firm be a successor practice*

Is your firm a recognised body/sole practice or a licensed body?

#### *Recognised bodies*

The fee is £200. This only applies if the predecessor firm has paid a firm fee for the current practising year.

#### *Licensed bodies*

The fee is £2,000. If a licensed body has succeeded to the whole of the practice of an authorised body, we calculate the periodical fee accordingly. Please see our fees policy [\[mysra/fees/\]](#) for more details.

*Submit a notice of succession*  
[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

Log in to mySRA to complete the notification. Go to new applications

[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

## *How to apply*

How to apply (for individual managers, owners and compliance officers):

- Step 1: Get ready by checking the Firm Authorisation page to find out what you need.
- Step 2: You need to submit separate applications below for each individual.

All individuals who are not SRA-authorised will need to create a mySRA account [\[mysra\]](#) before they apply.

*Apply for approval of a person as an authorised role holder*  
[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

Log in to mySRA to apply, go to start a new application

[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

## *How to apply*

If another organisation will be a manager or owner, you need to apply for entity approval.

Get ready by checking the Firm Authorisation page apply to change the legal entity of your firm page to find out what you need. [\[solicitors/firm-based-authorisation/de/\]](#)

## *Complete the application.*

Individuals who are not SRA-authorised will need to create a mySRA account [\[mysra\]](#) before applying.

*Apply for approval of an organisation as an authorised role holder*  
[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

Log in to mySRA to apply, go to start a new application

[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

You will need to pay an initial payment of £200 when you submit your application. This payment is for us to consider your application.

You will then need to pay a final payment, the regulatory fee, prior to authorisation. We will send you an invoice for this amount.

Open all [#]

## *For new recognised body and recognise sole practice applications*

### *Calculating your regulatory fee*

The regulatory fee is pro rata depending when you apply within the practising year. If authorisation is granted after the pro rata period, an additional fee or refund may be applicable.

Applies to all new RBs and RSPs where there is no existing / predecessor firm

Please note the fees in the table below do not include the £200 application fee.

1 July - 31 October 2020	1 November - 31 December 2020	1 January - 31 March 2021	1 April - 30 June 2021	1 July - 31 October 2021
£200	£800	£600	£400	£200

### *Do you intend to hold/receive client money*

You must make a contribution to the Compensation Fund as follows:

1 July - 31 October 2020	1 November - 31 December 2020	1 January - 31 March 2021	1 April - 30 June 2021	1 July - 31 October 2021
£288	£950	£712	£475	£237

### *Overseas office fee*

Applies to all RBs and RSPs who have overseas offices where those have not already been paid for by the existing / predecessor firm for the current practising year.

1 November 2020 to 31 October 2021
£200 per office.

### *A note on the regulatory fees for an existing or successor practice*

Where regulatory fees for the current practising year have been paid, we only charge a £200 application fee.

Where regulatory fees have not been paid for the current practising year by the existing firm (for example, the new body is being authorised from the beginning of the new practising year), then the regulatory fee charged will be calculated as it is for each firm annually using the successor turnover figure.

There is a whole practising year fee calculator for 2020/2021 on our website here [[mysra/fees/fee-calculator-2020-2021/](#)]. Enter only the turnover figure and it will tell you the sum due.

For example, a firm with a successor turnover of £100,000, where the predecessor firm has not renewed and therefore not paid its fees for the upcoming year, will be expected to pay £567 in regulatory fees from 1 November 2020. If the firm also has overseas offices and/or holds client money, there will also be the applicable fees for those due as detailed above.

### *Are you a recognised body or sole practice?*

The fee is £200.

This fee applies only if the predecessor firm has paid a firm fee for the current practising year.

### *For a new licensed body*

The application fee is made up of:

- An initial payment of £2,000, and
- £150 for each person who needs SRA approval under rule 13.1 of the SRA Authorisation of Firms Rules [[solicitors/standards-regulations/authorisation-firms-rules/](#)].

We will send an invoice to the applicant contact and payment is due on receipt.

We will send you another invoice if your application incurs additional fees during the process.

Licensed Bodies must also pay an initial periodical fee on authorisation. This is calculated in reference to the firm's estimated turnover, paying one twelfth of that amount for each month (or part of a month) between the date of authorisation and the end of the current practicing year. For more information, see our fees policy [fees Policy](#).

### *Do you have any offices outside England and Wales?*

There is a £200 fee per office.

### *Licensed bodies*

The fee is £2,000.

If a licensed body has succeeded to the whole of the practice of an authorised body, we calculate the periodical fee accordingly. Please see our fees policy [\[mysra/fees/\]](#) for more details.

### *Submit a notice of succession*

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