

mySRA update

Tell us about manager changes and notification deadlines

10 July 2020

Before you renew your practising certificates / registrations between 1-31 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 within your firm before the renewal period. You can do this through mySRA.

Please find below the deadlines and processing timelines.

Person/position	How tell us of the change	Deadline
Solicitor – deemed manager	A firm’s authorised signatory or organisation contact can add deemed approved manager posts for a firm via mySRA [/mysra/mysra]	These changes take effect immediately.
Registered European lawyer (REL) – deemed manager		You should notify us within seven days of any change to your managers.
Registered foreign lawyers (RFL) – deemed manager		
Solicitor – non deemed manager/owner	Please complete the Individual Approval application form [solicitors/firm-based- authorisation/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 2020.
REL – non deemed manager/owner		
RFL – non deemed manager/owner		Please note that complex applications may take longer than the usual 30 days – in some cases up to six months.
Non-solicitor lawyer managers/owners		
Non-lawyer managers/owners		
Compliance officer for legal practice (COLP) / Compliance officer for Finance and Administration (COFA)	Apply for approval of a role holder [solicitors/firm-based- authorisation/approval-manager-owner/]	If you want new managers/owners to be seen within mySRA when the renewals window opens, you need to apply for approval by 17.00 on 31 August 2020.
		Please note that complex applications may take longer than the usual 30 days – in some cases up to six months.

Solicitor – deemed owner Person/position	Apply to add a manager or owner [solicitors/firm-based- How tell us of the change	If you want new managers/owners to be seen within mySRA when the Deadline
Solicitor – deemed owner REL – deemed owner manager RFL – deemed owner Registered European lawyer (REL) – deemed deemed manager/owner	Apply to add a manager or owner [solicitors/firm-based- A firm's authorised signatory owner/] or organisation contact can add deemed approved manager posts for a firm via mySRA [mysra/mysra]	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 16 September 2020. These changes take effect immediately. You should notify us within seven days of any change to your managers.
Registered foreign Authorised body – non lawyers (RFL) – deemed manager/owner deemed manager	Apply to add a manager or owner [solicitors/firm-based- authorisation/approval-manager- owner/]	It can take up to three months for a decision, so please apply quickly.
Other legally qualified Solicitor and non-legally qualified manager/owners REL – non deemed manager/owner	Please complete the Individual Approval application form [solicitors/firm-based- authorisation/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 2020.
Notifying us of succession		
RFL – non deemed Please submit your notice of succession notification form so we can process the form before October. Non-solicitor lawyer manager/owners 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. Non-lawyer manager/owners 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.		Please note that complex applications by 17.00 on 31 August 2020. This is may take longer than the usual 30 days – in some cases up to six months. months.
Compliance officer for legal practice (COLP) / Compliance officer for Finance and Administration (COFA)	Apply for approval of a role holder [solicitors/firm-based- authorisation/approval-manager- owner/]	If you want new managers/owners to be seen within mySRA when the renewals window opens, you need to apply for approval by 17.00 on 31 August 2020. 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 [solicitors/firm-based- authorisation/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 16 September 2020.
Authorised body – non deemed manager/owner Other legally qualified bodies and non-legally qualified manager/owners	Apply to add a manager or owner [solicitors/firm-based- authorisation/approval-manager- owner/]	It can take up to three months for a decision, so please apply quickly.