

# FAQs about practising certificates, registration and renewal

Browse FAQs about practising certificates, registration and renewal. To begin, select a topic below.

You can also browse FAQs about using mySRA [\[/mysra/services/faqs-user/\]](#) and FAQs about keeping of the roll [\[/mysra/roll/faqs/\]](#).

## *Individuals*

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### *How can I find out the status of my application?*

You can track the status of your application in the My Applications and Documents section of your mySRA account.

*Log in to mySRA now*

[\[/link/93f017776e78490eac32edeb8f5a63e0.aspx\]](#)

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### *How will I know if my details have been updated by my organisation's authorised signatory or organisation contact?*

You will receive a notification in your mySRA account.

### *What is a position (formerly a post)?*

It is a position that you hold within an organisation such as assistant, associate, partner, member, director, consultant, employee.

### *What is a role?*

It is a responsibility that someone holds within an organisation such as authorised to supervise.

### *What is an authorised signatory (AUS)?*

A person nominated to update their organisation details and sign the declaration in a bulk renewal application.

In a law firm, it must be a solicitor or registered European lawyer (REL) with a current practising certificate/registration and who is a manager (a partner in a partnership; a member in an LLP; a director in a company).

If you work within an in-house team, it can be a solicitor or a REL with a current practising certificate/registration.

The authorised signatory (AUS) can nominate an organisation contact (ORC) to complete the bulk renewal application but only an AUS can sign it.

To find out how to add, change or delete a role, go to [Manage my organisation account \[mysra/manage-account/organisation-account/\]](#).

### *What is an organisation contact?*

They are the person nominated by an authorised signatory (AUS) to update organisational

details and complete the bulk renewal application for an organisation.

ORCs can see and change individuals' personal and professional details if they have opted in. There are no restrictions on who can be an ORC but the AUS should be satisfied they are suitable for this role.

To be nominated as an ORC, you must have a mySRA account.

Find out how to get a mySRA account [\[mysra/get-mysra-account\]](#).

### ***Will authorised signatories and organisation contacts be able to add new managers via mySRA?***

Yes. An authorised signatory (AUS) or organisation contact (ORC) can remove someone who has left their organisation.

Once the AUS or ORC has clicked on Left organisation and entered an end date, the post and roles for that person are ended. This will include manager posts.

Go to Manage my organisation account [\[mysra/manage-account/organisation-account\]](#) to find out how to add, change or delete a post.

## ***Completing renewal applications***

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### ***Who will be able to access the organisation's bulk renewal application?***

The organisation's authorised signatory and organisation contact can view a bulk renewal application.

Please note that partners or equivalent status will not be able to access the application without one of these roles.

### ***Will I be able to track my application online?***

You can track the status of your application in the My Applications and Documents section of your mySRA account.

***Log in to mySRA now***

[\[link/93f017776e78490eac32edeb8f5a63e0.aspx\]](#)

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### ***Can organisations with in-house teams still apply in bulk?***

Yes. To do this the organisation will need an authorised signatory (AUS). This can be a solicitor or a registered European lawyer with a current practising certificate/registration.

The AUS can opt the organisation in to bulk renewal through their mySRA account.

Once this has been done individuals will need to opt themselves in through their own mySRA accounts.

Go to Manage my organisation [\[mysra/manage-account/organisation-account\]](#) account which provides help with becoming an authorised signatory, how to opt in to a bulk application and completing the renewal application.

### ***I am an office manager. Can I complete the organisation's bulk renewal application?***

Yes, but only if you are nominated as the firm's organisation contact.

If you don't have a mySRA account you must create one so that your authorised signatory can nominate you.

Find out how to [Get a mySRA account](#) [/mysra/get-mysra-account/] or go to [Manage my organisation account](#) [/mysra/manage-account/] to find out how to become an organisation contact.

### *Can I still be sent a paper renewal form?*

No, you will not receive a hard copy.

Your certificate can be found in the Applications and Documents section of your mySRA account.

*Log in to mySRA now*

[\[/link/93f017776e78490eac32edeb8f5a63e0.aspx\]](#)

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### *Who can complete the declaration on the bulk renewal form?*

The authorised signatory.

## *Renewals*

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### *Do I need a practising certificate?*

To check whether you need a practising certificate please read our guidance

[\[/solicitors/guidance/practising-certificate/\]](#).

### *Will I be sent a hard copy of my certificate?*

No, you will not receive a hard copy.

Your certificate can be found in the **My Documents** section of your mySRA account.

### *Will organisation contacts and authorised signatories be able to view and print individuals' certificates?*

Yes. Organisation contacts (ORC) and authorised signatories (AUS) can view and print individual practising certificates.

They can access them through their mySRA account under **My documents – Organisation**.

*Log in to mySRA now*

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### *Does my firm still need to renew its recognition annually?*

No. Recognised bodies do not renew recognition annually.

They pay a periodical fee each year as part of their bulk practising certificate renewal.

## *Renewal fees and payment*

Open all [#]

### *How can I pay for my practising certificate and/or firm fee?*

You can pay by debit card or credit card if you are applying for:

- renewal of your practising certificate
- renewal of registered foreign lawyer registration
- renewal of registered European lawyer registration.

For your firm fee, you can pay by:

- debit card or credit card
- BACs
- CHAPs
- telegraphic transfer
- credit provider.

We do not accept payment by cheque.

*We are submitting a bulk renewal application and have selected the "Bill me" option. When do we need to submit payment?*

You need to make payment immediately.

We will not process your application until we have received payment.

## *Turnover*

Open all [#]

### *What is the definition of firm turnover?*

Turnover means a firm's total gross fees gained from work undertaken from offices in England and Wales.

Gross fees includes:

- all professional fees of the firm including remuneration
- retained commission
- income of any sort of the firm (including notarial fees).

Work in Progress (WIP) should be included.

Gross fees does not include:

- interest
- reimbursement of disbursements
- VAT
- remuneration from a non-private practice source
- dividends
- rents
- investment profit.

Full definition of turnover [\[mysra/fees/\]](#).

### *How do I correct my firm's turnover figure that you have used to calculate our 2019 firm fee?*

Email the correct figure to the renewals team [\[home/contact-us/\]](#).

### *On which accounting period should I base my turnover figure?*

The turnover figure should be for the last complete 12-month accounting period prior to 1 November 2019. The latest acceptable annual accounting period end date is 31 October 2019.

The turnover figure that you give us will be used to calculate your firm fee in the 2020 renewals exercise.

The firm fee payable in this renewal exercise is calculated based on the firm's turnover figure that you put in your 2018 renewal application.

If you were a new firm, you should have given an estimate for your first 12 months of practice.

### *We are a brand new firm and do not have 12 months' worth of turnover data. How can we provide the SRA with a turnover figure in section 10 of the renewal application?*

You must give us an estimate of turnover for the first 12 months of practice. This applies even if you complete your first 12 months of practice after 31 October 2019.

VAT Returns Box 6 could potentially be used as a reasonable proxy for estimation purposes and pro-rated (scaled up to a 12-month period).

Read more about turnover [\[mysra/fees/\]](#).

### *Can I appeal against the turnover-based fee the SRA sets for my firm?*

No. If you believe the turnover figure we hold for you is incorrect please email our renewals team. [\[home/contact-us/\]](#)

### *Can I enter a zero turnover figure for my organisation?*

Yes. The turnover field cannot be left blank but a zero figure can be added.

## *Opt-in/Opt-out*

Open all [#]

### *What does opt in mean?*

There are two separate options available depending on your organisation.

### *Practising certificate and registration renewal*

You can opt to be included If your organisation completes a bulk renewal application for practising certificates and registrations.

### *Personal information management*

You can opt in so that your authorised signatory and organisation contact can view and

change your personal information.

See [Managing my account](#) for more information [mysra/manage-account] .

### *What does opt out mean?*

There are two separate options.

#### *Practising certificate and registration renewal*

It means you will not be included in your organisation's bulk practising certificate and registration renewal application.

#### *Personal information management*

Your authorised signatory and organisation contact will be unable to view and change your personal information.

See [Managing my account](#) for more information [mysra/manage-account] .

### *How do I opt in?*

Go to the My Profile section of your mySRA account. Edit the work details and tick the relevant option.

See [Managing my account](#) [mysra/manage-account] for more information.

### *Who can opt me out?*

You can. Go to the My Profile section of your mySRA account. Edit the work details and make sure the relevant option is not ticked.

See [Managing my account](#) [mysra/manage-account] for more information.

### *I do not want my organisation's authorised signatory or organisation contact to view and update my personal information. What do I need to do?*

You need to opt out of Personal Information Management.

Go to the My Profile section of your mySRA account. Edit the work details and make sure the option to allow a representative of the organisation to manage your personal information is not ticked.

See [Managing my account](#) [mysra/manage-account] for more information.

### *How do I opt in for bulk renewal?*

Go to the My Profile section of your mySRA account. Edit the work details and tick 'I want to opt into the organisations bulk renewal.'

See [Managing my account](#) [mysra/manage-account] for more information.

### *If I am opted in, what information will the authorised signatory and organisation contact be able to view and change?*

Your personal and professional details in the My Profile section of your mySRA account. They will not see equality data.

See [Managing my account](#) [mysra/manage-account] for more information.

## *How do I opt in so that my organisation can manage my personal details?*

Go to the My Profile section of your mySRA account. Edit the work details and tick 'I would like a representative of this organisation to manage my personal information'.

*Log in to mySRA now*

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## *My firm has started its bulk renewal application. Can I still opt in?*

Yes. Go to the My Profile section of your mySRA account [\[mysra\]](#). Edit the work details and tick 'I want to opt into the organisations bulk renewal'.

You can only be opted in to one organisation at a time.

See [Managing my account \[http://#\]](#) for more information.

## *Will I be notified if my details have been updated by the authorised signatory/organisation contact?*

Yes. If you are opted in you will receive a notification email if changes are made to your mySRA account [\[http://#\]](#).

## *Revocation*

Open all [\[#\]](#)

### *What is revocation?*

It is where we revoke the authorisation of a firm or the practising certificate of an individual. This happens if we have not received a completed renewal application or the fees have not been paid.

It would also apply to the registration of a European or foreign lawyer.

In practical terms this means that a firm would need to close and an individual would be unable to practise.

Providing legal services when not authorised to do so could be a criminal offence. It may result in a law firm being intervened into or an individual being investigated.

### *Will regulated individuals receive formal notice before revocation takes place?*

Yes, we attempt to contact all affected individuals before revocation.

It is important that contact details are kept up to date.

To find out how to change personal and professional details, go to [Managing my individual account \[mysra/manage-account/individual-account\]](#).

### *What happens if I need a practising certificate or registration?*

You should submit an application immediately.

If you do not your practising certificate or registration may be revoked.

*If I submit an application and make full payment within the timescales set out in your recent communication, will you still commence the revocation process?*

No not if you submit the renewal application and make full payment within the relevant timescales.

*All our regulated individuals have applied for their practising certificates/registration. Why have you contacted me about revocation?*

We have not received your bulk renewal application.

You are required to pay your firm fee even if you are not applying for individual practising certificates.

*I do not want to renew my practising certificate but wish to remain on the roll. What should I do?*

Complete a Notification of non-renewal (NNR) form.

Read how to submit a notification of non renewal [\[mysra/manage-account/individual-account/step-by-step-guides/notification-non-renewal-practising-certificate-registration/\]](#)

Your name will automatically remain on the roll until the next keeping of the roll exercise. This will not happen annually.

Please keep your personal and professional details up to date in your mySRA account so that we can contact you.

*Our firm does not generate turnover. Are we still required to submit an application?*

Yes. You must submit an application and pay the firm fee.

The fee is based on the firm's turnover. If the turnover is £0, the fee is £100.

*I do not want to renew my practising certificate or remain on the roll of solicitors of England and Wales. What should I do ?*

*Log in to mySRA and update your profile. More*

Our user guide [\[mysra/manage-account/individual-account/step-by-step-guides/removal-roll/\]](#) will help you to complete the removal from the roll application.

*How can I make payment for my practising certificate and/or firm fee?*

By debit card or credit card if you are applying for:

- renewal of practising certificate
- renewal of registered foreign lawyer registration
- renewal of registered European lawyer registration.

For your firm fee you can pay by:

- debit card or credit card



- BACs
- CHAPs
- telegraphic transfer
- credit provider.

We do not accept payment by cheque.

Find out how to apply for an initial practising certificate [[mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/](#)].

*Our firm ceased to provide legal services in November and we have now closed. Do we still need to submit an application?*

Yes. If your firm provided legal services from 1 November 2019 you must submit an application and pay the firm fee.

If you are unsure whether your firm has been practising, please contact our Professional Ethics Advice Service [[contactus](#)].