

Freelancers

25 November 2019

Notify us that you are practising on your own

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What is this notification for?

You need to tell us if you are practising on your own under rule 10 of the SRA Authorisation of Individuals Regulations and your practice does not need to be authorised.

Read our guidance on [Preparing to become a sole practitioner or an SRA-regulated freelance solicitor](#) first and check whether you are eligible to operate as a freelancer.

Information you need

You will need to tell us whether you intend to deliver reserved legal services and answer questions so that we can check whether you meet the conditions set out in the regulations.

If you are already practising as a freelance solicitor, and have previously notified us, you need to tell us if the services you are delivering change, such as if you are no longer providing reserved legal services. This information is included on our public register.

You will also need to tell us where you will be practising from and whether or not you want this address to be included on our public register. If not, you will need to provide an alternative address.

If your practice will constitute an 'independent legal professional' (ILP) as defined by the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (MLR 2017), you will need to tell us about the type of work you do and we will need to approve you as a beneficial owner, manager or officer of your practice. If you are not sure if you are subject to the MLR 2017, or what additional requirements apply to your practice, please read our guidance [the-money-laundering-terrorist-financing-and-transfer-of-funds-information-on-the-payer-regulations-2017](#).

Help with your notification

Contact us [if you have any queries before you submit your notification](#).

How to tell us

Download the Freelancer form.

Form

The form is an editable PDF and must be completed electronically. You must save a copy of the form to your computer before you start to fill it in. These forms are not compatible with Mac computers.

Freelancer notification form (Editable PDF 4 pages, 364KB)
[globalassets/documents/solicitors/firm-based-authorisation/freelancer-form.pdf?version=49879b]

When to tell us

You should tell us before you start to practise on your own.

If you are already practising as a freelance solicitor, and have previously notified us, use the 'Freelancer update form' to tell us if the services you are delivering are changing.

Freelancer update form (Editable PDF 2 pages, 1.3MB)
[globalassets/documents/solicitors/firm-based-authorisation/freelancer-update.pdf?version=4983b6]

Send your completed notification to the email address on the form.

Fee

There is no fee for this notification.

We will contact you within seven days to acknowledge your notification.