

Apply for bulk renewal and pay your periodic fees

September 2022

Who can apply

This application is for law firms and organisations to renew practising certificates and registrations for employees and pay any periodic fees.

Find out what you will be asked in the application form

[<https://www.sra.org.uk/mysra/updates/bulk-renewal/>]

An individual can opt into the application through their mySRA account.

Find out how to opt into an organisation's bulk application

[https://www.sra.org.uk/mysra/manage-account/individual-account/#heading_8f1c] .

Who can complete and submit the application?

It can be completed by an authorised signatory or the organisation contact. But it can only be submitted by an authorised signatory.

If an organisation does not have an organisation contact, an authorised signatory can nominate someone. Find out how to add a role

[https://www.sra.org.uk/mysra/manage-account/organisation-account/#heading_667f] .

How to apply

The application form is called 'Pay your periodic fees and apply for bulk renewal'. You can find it in 'Start a new application' and 'Organisation applications' – it will be at the top of the list during the renewal window.

We recommend that you review the organisation's contact details and employee information before starting the form. You will find this under the 'My organisation' tab.

How to complete the application?

Complete each step by using the save and continue function at the bottom of the page. A progress bar on the right of the screen will show you where you are within the application.

Once a step is completed a green tick will appear on the progress bar. You can also partially complete and save sections.

You will not need to upload any documents as everything we need is within the form. Where you want to add further information, you should use the 'brief description' text boxes where they appear.

For the best experience completing the application form, we recommend using either Google Chrome or Microsoft Edge as your web browser. Please avoid using the back arrow on your browser and instead use the 'back' button at the bottom of the page.

See who is opted into a bulk application?

You can view, search and filter your employee within the application. You can also see this information within the 'My organisation' tab, then employees.

Amending the application?

Amendments can be made to the application before submission. In 'My organisation applications' and you will see all applications that have been started, as well as completed ones and your invoices.

Select the step and make the amendments. Some sections have a pencil indication, please click this to make the amendments. Make sure you click save and continue before leaving.

How to pay

For each solicitor wanting a practising certificate or registered European or foreign lawyer seeking to register, you will need to pay an annual fee

[<https://www.sra.org.uk/mysra/fees/archive-fees/>]

The fee summary page at the end of your application will show you how your total fees are broken down. This includes information about how the practising certificate and registration fees are broken down by administration fee, regulatory fee and Compensation Fund contributions.

In most cases we will approve the practising certificate or registration applications immediately and you will pay all the fees in one go. If we need to further assess an individual application, you will only pay that individual's administration fee for now. If we then approve the application, we will notify you separately that the regulatory fee and Compensation Fund contribution are due.

We accept all major debit and credit cards, or you can pay by BACS transfer.

Calculate periodic fee

Every law firms and authorised body must also pay an annual periodic fee.

Find out how fees are calculated [<https://www.sra.org.uk/mysra/updates/bulk-renewal/>]

How long will the application take to be processed

We aim to process 95% of applications within 30 days.

We will email you when your practising certificates and registrations have been granted and the organisation application has been processed. You will then be able to download your certificates from mySRA. We do not issue hard copy certificates.

Apply for bulk renewal and pay your periodic fees

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

[<https://www.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx>]