

## **mySRA updates**

# **Bulk renewing your practising certificates (2024/25)**

11 September 2024

Practising certificate and registration renewals will take place from 1 to 31 October 2024 (inclusive).

v



## About the application process

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

### [Application name and location](#)

The bulk renewal application can be found in mySRA under 'Start a new application' and in 'Organisation applications'. It will appear at the top of the list and is called 'Pay your periodic fees and apply for bulk renewal'.

Once started, you will find your draft application in 'Applications and documents' within 'My organisation'.

### [Accessing your application form](#)

You can access the application form at any time from 1 October up until you submit it. This means you can look at the questions and decide what



information you will need before starting it. You can also partially complete and save sections.

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

### **Employees opting into your bulk renewal application**

Your solicitors and registered foreign lawyers can opt into your bulk renewal at any time before you submit. [Find out how they opt in and watch our helpful video \[https://qltt.sra.org.uk/mysra/manage-account/individual-account/#heading\\_8f1c\]](https://qltt.sra.org.uk/mysra/manage-account/individual-account/#heading_8f1c).

During October, if an employee starts their own individual application before choosing to opt into your bulk renewal instead, they will need to withdraw that application before they opt in. [Find out how to do this \[https://qltt.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/#renewing\]](https://qltt.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/#renewing).

### **Recommended browsers**

For the best experience completing the application form we recommend you use either Google Chrome or Microsoft Edge as your web browser.

Please avoid using the back arrow on your browser and instead use the navigation bar on the righthand side. We also suggest you save your application regularly.

### **Before starting the application**

- Please review your employees list in 'My Organisation' and to see who is included in your renewal application. Once the section is marked as completed (green tick) it cannot be edited.
- Check your head office address is correct in 'My Organisation' as this will appear on your invoice as the billing address.
- Please note if you need to access your previous practising certificates, these can be found in 'My Organisation' and under 'Applications and documents'. For some firms, these will be in sub folders called 'PFBR store'.
- In the areas of work section, you will need to give us a breakdown of your firm's turnover as a percentage. You must enter a number with no decimal places and the total should add up to 100%.

### **Completing the application**

- Complete the renewal application in order where possible, finishing each section in turn before moving on to the next.
- Save the application regularly in case you lose data and each page before moving on to the next.
- Save the application and log out of mySRA when you are not actively completing it.
- If you have more than one bulk renewal application to complete, we recommend you complete one at a time. You will need to submit each



application before starting the next one.

## **Making a payment**

- You can pay for your application using one of the following:
  - a credit or debit card (We don't accept payment via American Express)
  - bank transfer
  - the Law Society's endorsed spread payment facility.
- Once you have chosen a payment method you cannot go back and change this.
- Your invoice should appear in your 'Organisation Applications and Documents' within 24 hours.
- If you are paying online with a credit or debit card, you will need to pay immediately after submitting your application.
- If you have requested an invoice to pay by bank transfer or spread payment, this will be available within 24 hours of submitting your application. You will find this in the 'My organisation' and under 'Applications and documents'. Please search 'INV' to filter the list.
- When making a bank transfer or spread payment, you must quote your invoice number.

## **Questions in the application form**

To help you get ready, here are the questions you will be asked.

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

## **Getting started**

This section tells you what your application is for and the information you will need:

- your organisation's indemnity insurance policy
- your organisation's financial arrangements
- any claims made against your organisation in the last indemnity period
- your organisation's turnover for the last complete accounting period prior to the renewal date
- the number of complaints received from clients in the last 12 months
- client account money held by your organisation
- continuing competence records for individuals included in this application
- to check if your firm provides services covered by the Money Laundering Regulations
- to check your head office address is correct in 'My Organisation' as this will appear on your invoice as the billing address.

## **Client money**

In this section, we are seeking information about the amount of client money your firm has received and held. This will be used, in combination with other information, to assess the potential impact your firm may have on us meeting the regulatory objectives within the Legal Services Act 2007 (LSA).

Did the organisation, or individuals within the organisation, hold or receive client money or operate a client's own account as a signatory in the 12 months to 31 October 2024?

If you answer 'yes', you will then be asked the following:

- If the organisation first held or received client money in the 12 months to 31 October 2024, tell us when.
- What was the highest statement or passbook balance recorded in your monthly reconciliations in the 12 months to 31 August 2024?
- What was the lowest statement or passbook balance recorded in your monthly reconciliations in the 12 months to 31 August 2024?
- What was the average statement or passbook balance of your monthly reconciliations in the 12 months to 31 August 2024?
- If you answer 'no', please confirm the date the organisation ceased to hold or receive client money.

### **More about Client Money**

Client money is defined in section 2.1 of the [SRA Accounts Rules](https://qлтt.sra.org.uk/solicitors/standards-regulations/accounts-rules/) [https://qлтt.sra.org.uk/solicitors/standards-regulations/accounts-rules/].

Client money (overseas) is defined in the [SRA Glossary](https://qлтt.sra.org.uk/solicitors/standards-regulations/glossary/#client-money-overseas) [https://qлтt.sra.org.uk/solicitors/standards-regulations/glossary/#client-money-overseas].

### **Organisations**

Client money received and held in an unincorporated practice is held by the principals in that organisation.  
Client money received and held in an incorporated practice is held by either the company or the LLP.

### **Individuals**

Individual solicitors are not permitted to personally hold client money save as permitted under regulation 10.2(b)(vii) of the [Authorisation of Individuals Regulations](https://qлтt.sra.org.uk/solicitors/standards-regulations/authorisation-individuals-regulations/) [https://qлтt.sra.org.uk/solicitors/standards-regulations/authorisation-individuals-regulations/].

### **General information for this section**

In this section, we are seeking information about the amount of client money your firm has received and held.

This information will be used, in combination with other information, to assess the potential impact your firm may have on us meeting the regulatory objectives within the Legal Services Act 2007 (LSA).

Under the SRA Accounts Rules, the questions in this section relate to client money or client money (overseas) in respect of the practising year 1 November 2022 to 31 October 2023.

We may require you to obtain or deliver an accountant's report if you cease to operate as an authorised body and to hold or operate a client account, or when we consider that it is otherwise in the public interest to do so.

### **Operation of a client's own account as signatory**

Under the current SRA Accounts Rules if you (a solicitor or authorised firm) operate a client's own account as signatory, it is not necessary for you to include any such accounts in your calculation of the statements or passbook balances in the questions. However, you must comply with [rule 10.1 of the Accounts Rules](https://q|tt.sra.org.uk/solicitors/standards-regulations/accounts-rules/#rule-10) [<https://q|tt.sra.org.uk/solicitors/standards-regulations/accounts-rules/#rule-10>].

### **Statement or passbook balance**

A statement or passbook balance is the total balance, obtained at least once every five weeks, from a bank or building society. This applies to all general client accounts and separate designated client accounts, and accounts that are not client accounts but are holding client money, when carrying out reconciliations in accordance with rule 8.3 of the SRA Accounts Rules.

If you hold client money because you or your firm operates a client's own account as signatory, it is not necessary for you to include any such accounts in your calculation of the statements or passbook balances in the questions. However, you do need to comply with rule 10.1 of the SRA Accounts Rules.

Client accounts in foreign currencies: please convert any statement or passbook balances into sterling. If the exchange rate at the time the balance was obtained is unknown, please use your bank or building society's exchange rate at the date you undertake the conversion.

### **Indemnity insurance**

Is the organisation exempt, or partially exempt, under [Annex 2 of the SRA Indemnity Insurance Rules](https://q|tt.sra.org.uk/solicitors/standards-regulations/indemnity-insurance-rules/) [<https://q|tt.sra.org.uk/solicitors/standards-regulations/indemnity-insurance-rules/>].?

To answer, you can choose from:

- Exempt
- Partially exempt
- Not exempt (this includes a waiver) – if you choose this answer, you will then be asked to choose one of these options:
  - **We have qualifying professional indemnity insurance** – if you choose this answer, we will need the details of your insurer, policy number and start/end dates. You only need to add the names of insurers that provide minimum cover.
  - **We have a professional indemnity insurance waiver** – if you choose this answer, you will need to add a brief summary of the waiver, the date it was granted and your current insurer.
  - **We are not required to have professional indemnity insurance** – if you choose this answer, you will be asked if you are

not, and have never, provided legal services in England and/or Wales.

### **More about Indemnity Insurance**

If the firm's indemnity insurance cover is provided by more than one qualifying insurer, please provide details for each additional policy. You only need to add details of the insurers that provide minimum cover. If the policy is underwritten by more than one insurer, please provide details of the designated lead insurer. This information will be on your Certificate of Insurance.

If an exemption or partial exemption under Annex 2 of the SRA Indemnity Insurance Rules has been granted by us on the basis of insurance cover under a registered European lawyer's home professional rules, please select exempt or partially exempt and provide details of the date the exemption was granted. If the exemption is partial, you will also need to provide details of your difference in conditions policy or insurance.

If you have not been able to secure professional indemnity insurance you must notify us if you have entered the extended policy period.

### **Anti-money laundering**

Does your firm provide services in scope of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (as amended)?

You can find out what services are included in our [money laundering guidance for law firms](https://qltt.sra.org.uk/solicitors/resources/money-laundering/aml-regulations-apply/) [<https://qltt.sra.org.uk/solicitors/resources/money-laundering/aml-regulations-apply/>].

### **Introductions and referrals**

Did the organisation have any arrangements with third parties, including other lawyers, for the introduction of work to your organisation in your last complete accounting period?

If you answer 'Yes, you will need to tell us of any arrangements with third parties (introducers) and where the organisation has to share fees. You will be asked for this information:

- organisation or individual's name
- date the arrangement began
- main type of work
- percentage of the organisation's turnover arising from this arrangement
- fee paid by the organisation for this arrangement
- arrangement description.

### **More about Introductions and referrals**

You only need to tell us about any arrangements that are at least 1% of the organisation's turnover.

If the fee paid for the arrangement is zero, enter 0.1 and explain in the description box that the correct figure is zero.

If the fee paid is in a currency other than pound sterling, convert the fee and enter the closest estimate.

An introducer means any person, business or organisation who introduces or refers clients to your business. This includes anyone who recommends your business to clients or otherwise puts you and clients in touch with each other.

The latest acceptable complete accounting period end date is 31 October 2024.

## **Sharing fees**

Does the organisation have arrangements to share its professional fees with another individual or business, directly or indirectly?

Does the organisation have arrangements to receive a share of the fees or profits of another individual or business, directly or indirectly?

If you answer 'Yes to either of these, you will need to tell us of any arrangements:

- organisation or individual's name
- date the arrangement began
- main type of work
- percentage of the organisation's turnover arising from this arrangement
- fee paid by the organisation for this arrangement
- arrangement description.

## **More about Sharing fees**

### **Sharing of professional fees**

This could include, for example, a referral fee calculated as a percentage of fees or an arrangement where fees are shared in exchange for the provision of services.

### **Receiving a share of fees**

This could include, for example, commissions, discounts or rebates received from another individual or business.

You only need to tell us about any arrangements that are at least 1% of the organisation's turnover.

If the fee paid for the arrangement is zero, enter 0.1 and explain in the description box that the correct figure is zero.



If the fee paid is in a currency other than pound sterling, convert the fee and enter the closest estimate.

## **Involvement and influence**

Are there any arrangements, relationships or connections with third parties that may allow them to influence the running of the organisation?

If you answer 'Yes, you will need to tell us about anyone who has any role or can exert any influence in the organisation (when this is not evident from the details of ownership).

### **More about Involvement and influence**

Please provide details of any contractual or other type of relationship that the organisation or any of the managers or owners has that might affect, or might be perceived to affect, the integrity or independence of the organisation.

This type of situation is likely to be unusual but might arise, for example, where:

- an individual's role in the organisation could include being a representative in any way of a non-lawyer body which he or she is involved in
- the role or involvement of an employee in the running of the organisation includes some element of control over it
- finance agreements or loans to your organisation have particular strings attached
- certain contractual conditions in agreements with referrers of business or funders effectively pass control of your organisation to an outside body
- granting an option to purchase your interest in your organisation is for nominal value
- you form a relationship or enter arrangements that put any outsider in de facto control of your organisation.

This information will enable us to assess who controls the organisation and make sure that the organisation, and its managers and owners, retain their independence.

## **Fee earners**

How many qualified lawyer fee earners (full-time equivalent) are based in the organisation's offices in England and Wales?

How many fee earners (full-time equivalent) who don't have legal qualifications are based in the organisation's offices in England and Wales?

### **More about fee earners**

The number of fee earners you have means the total number of full time equivalent (FTE) individuals generating fee income for the organisation.

Some examples of roles (both qualified lawyer and non-legally qualified) that may generate fee income for your organisation are:

- solicitor or other lawyer (eg barrister, legal executive, etc.)
- trainee solicitor
- paralegal, research assistant
- specialist support staff
- professional support lawyers
- support/administrative staff doing fee earning work.

This would exclude support/administrative staff whose work might result in incidental expenses/disbursements such as charges to a client for photocopying. You should include, for example, a member of staff photocopying a bundle of documents for court if they had reviewed the file and decided the contents of the bundle themselves.

### **Full time equivalent**

This is not intended to be a highly technical calculation. For example, a solicitor whose role is dedicated to client matters and who works three days per week should represent 0.6 FTE.

If the individual spends a variable amount of time on activities that generate fee income you should calculate an average.

Once you have completed these calculations for your organisation you should round the figures up to the nearest whole number for both questions.

Please note we are unable to offer specific advice on whether a person within your firm is a fee earner.

Qualified lawyers in this context means a member of one of the following professions, entitled to practise as such:

- solicitor
- other UK lawyers such as barristers, licensed conveyancers
- Scottish solicitors
- European lawyers
- registered European lawyers
- other overseas lawyers including registered foreign lawyers.

## **[Negligence claims](#)**

### **Negligence claims**

How many claims were made against the organisation in the last complete indemnity period?

How many claims were paid by the insurer or the organisation in the last complete indemnity period?

### **More about Negligence claims**



## **Claim**

This is a demand for, or an assertion of a right to, civil compensation or civil damages or an intimation of an intention to seek such compensation or damages.

For these purposes, an obligation on an insured firm and/or any insured to remedy a breach of the Solicitors' Accounts Rules 1998 (as amended from time to time), or any rules (including, without limitation, the SRA Accounts Rules) which replace the Solicitors' Accounts Rules 1998 in whole or in part, shall be treated as a claim. The obligation to remedy such a breach shall be treated as a civil liability for the purposes of clause 1 of the Minimum Terms and Conditions.

This is the case whether or not any person makes a demand for, or an assertion of a right to:

- civil compensation or civil damages, or
- an intimation of an intention to seek such compensation or damages as a result of such breach.

An exception to this is where any such obligation may arise as a result of:

- the insolvency of a bank (as defined in Section 87 of the Solicitors Act) or a building society which holds client money in a client account of the insured firm, or
- the failure of such bank or building society generally to repay monies on demand.

## **Paid claims**

This includes any claim fully paid in the last indemnity year regardless of the indemnity year in which the claim was made.

## **Aggregate claims**

If you are dealing with an aggregated claim, please disclose the actual number of claims or, if not known, please provide an estimate.

## **First-tier complaints**

Did you receive any complaints in the 12-month period to 31 August 2024?

If you answer 'yes', you will be asked to enter the number of complaints against each of these:

- complaints received
- complaints resolved
- referred to Legal Ombudsman.

You'll also need to record a category (you can only use one per complaint):

- Conduct



- Costs information deficient
- Costs excessive
- Criminal activity
- Data protection/breach of confidentiality
- Delay
- Discrimination
- Failure to advise
- Failure to comply with agreed remedy
- Failure to follow instructions
- Failure to investigate complaint internally
- Failure to keep informed
- Failure to keep papers safe
- Failure to progress
- Other

## **More about First-tier complaints**

### **More about Legal Services Board first-tier complaints**

#### **Complaints handling by your organisation**

Section 112(1) of the Legal Services Act 2007 requires us to ensure that regulated organisations have effective procedures in place to deal with complaints. In order to meet these requirements, we need a clear picture of how organisations are performing in relation to first-tier complaints handling. This will help us build an evidential base which we will use to monitor compliance.

We will use the information in two main ways: Firstly, to identify any thematic risks emerging about complaints handling in the legal services market; secondly, to highlight where there may be a risk that a specific organisation has inadequate systems for dealing with complaints.

If one complaint covers two different categories, choose the most appropriate category to record the data.

#### **Complaints received**

You need to enter the total number of formal complaints your firm has received in the given period.

A formal complaint is one that has gone through your organisation's complaint handling procedure. This includes written and oral complaints, and those initially made to a third party and referred back to you to address. This does not include concerns raised by a client about your service provision that were not taken forward as a formal complaint.

#### **Complaints resolved by the firm**

You need to enter the total number of formal complaints which have been resolved under your organisation's complaint handling procedure.

This refers to complaints where the clients are satisfied with the outcome of their complaint.

A part resolved complaint is not classed as resolved. A complaint may be resolved in a different period to that which it is received.

#### **Complaints referred to the Legal Ombudsman (LeO)**

You need to include the total number of formal complaints referred to LeO even if they were previously resolved under your organisation's complaint handling procedure. Please include all referred complaints even those still in progress.

#### **Client**

The person for whom you act, including prospective and former clients.

### **Turnover**

Tell us about your organisation's turnover arising from legal work carried out in England and Wales.

What was your organisation's turnover for the last complete accounting period ending before 1 November 2024?

We will also show you the figure you gave us last year and cannot be changed. This is what your firm fees will be based on.

The difference between turnover reported last year and turnover reported this year will be automatically calculated based on your responses and shown in the form. We will then ask:

- What is the turnover figure based on?
- Has the organisation's accountant provided written confirmation of your organisation's turnover for the last complete accounting period ending before 1 November 2024?
- Does any single client, group of clients or referral source, account for more than 20 percent of the organisation's turnover in the last complete accounting period?
- What percentage of the organisation's turnover is funded by legal aid?

#### **If you are a new firm completing your first renewal application**

The first three fields, listed above, are prepopulated with the information you gave us when your firm was set up and are non-editable:

- turnover you reported last year
- turnover period start date
- turnover period end date.

Field four asks 'What was your organisation's turnover for the last complete accounting period ending before 1 November 2024?'

If you do not have a complete 12 month accounting period ending before 1 November 2024. You should enter:

- the same estimate you provided when the firm was set up (as shown in field one) or,
- an amended figure if your estimate needs to be revised (for instance, due to a delay in starting trading).

Field five 'Difference between turnover reported last year and turnover reported this year' will be automatically calculated based on your responses.

Fields six and seven, 'Turnover period start date' and 'Turnover period end date' are prepopulated and editable. You should enter the same dates as those that are in fields one and two unless you started trading at a later date, in which case change these to the correct dates.

As you have not completed twelve months trading, in field eight 'What is the turnover figure based on?' you should choose the option of twelve months estimate.

**If this is your second renewal application since your firm was set up**

The first three fields, listed above, are prepopulated and non-editable:

- turnover you reported last year
- turnover period start date
- turnover period end date

Field four asks 'What was your organisation's turnover for the last complete accounting period ending before 1 November 2023?'

For your firm, this could be the same figure that you entered in last year's renewal.

Field five 'Difference between turnover reported last year and turnover reported this year' will be automatically calculated based on your responses.

Fields six and seven, 'Turnover period start date' and 'Turnover period end date' are prepopulated and editable. You should enter the same dates as those in fields one and two unless you started trading at a later date, in which case change these to the correct dates.

As you have now completed twelve months trading, in field eight 'What is the turnover figure based on?' you should choose either closed accounts or estimated unaudited turnover.

## **Areas of work**

Please give us a breakdown of the areas of work your organisation carried out as a percentage of its turnover.

The work areas you can chose from are:



- Arbitration and alternative dispute resolution
- Children
- Claims management
- Commercial/corporate work for listed companies
- Commercial/corporate work for non-listed companies
- Consumer
- Criminal
- Discrimination/civil liberties/human rights
- Employment
- Family/matrimonial
- Financial advice and services (regulated by the SRA)
- Immigration
- Intellectual property
- Landlord and tenant (commercial and domestic)
- Litigation - other
- Mental health
- Non-litigation (other)
- Payment protection insurance
- Personal injury
- Planning
- Probate and estate administration
- Property commercial
- Property - residential
- Social welfare
- Wills, trusts and tax planning
- Youth court
- Other

### **More about Areas of work**

Please provide a breakdown of the areas of work undertaken as a percentage of the firm's turnover.

If you have difficulties, you should provide the best information that you can. Your choice of category will depend on the particular work you have undertaken.

The total percentage must equal 98%-100%.

### **Work areas**

#### **Arbitration and alternative dispute resolution (ADR)**

This category should cover all types of arbitration and ADR.

'Litigation - other' would encompass all those types of dispute work not specifically covered elsewhere in the list.

#### **Commercial/corporate work**

This includes work for listed and unlisted companies. In circumstances in which you act in relation to both listed and unlisted companies, you may need

to decide between these risk categories. For example, if you act for a group of companies and some are not listed but the parent company is, the work is likely to be best categorised as for listed companies.

Likewise, if you are acting for a listed company in acquiring an unlisted company, the work may also be best categorised as listed company work.

When carrying out commercial/corporate work for non-corporate clients, such as a building society, an LLP or a government body, this can be included in the 'commercial/corporate for non-listed companies' category.

### **Landlord and tenant**

All such work should be included, whether the work is commercial or domestic.

### **Other work areas**

The list of work types is intentionally short and cannot include all categorisations that will be used by organisations. However, the following comments may help.

Banking/international capital markets/competition/anti-trust/solvent restructuring work. These work types are not separately categorised at this stage. They are likely to be most appropriately included within 'Commercial/corporate' category.

### **Pensions**

Much pension-related work, such as establishing and running funds, advising on issues relating to ongoing funds, and so on is likely to be classed as 'employment', but there could be variations – for example, pension dispute resolution would be more appropriately included within 'litigation – other'. In some instances, the commercial/corporate category may also be appropriate.

### **Regulatory investigations**

This is more likely to be more appropriately included in 'non-litigation – other' than in 'criminal' or 'commercial/corporate'.

## **[Solicitors and registered European or foreign lawyers](#)**

This section allows you to update the details of solicitors, registered European or foreign lawyers in your organisation. This includes questions on continuing competence and reduced fees.

### **Continuing competence**

Solicitors, registered lawyers and registered foreign lawyers must remain competent to carry out their role and keep their professional knowledge and skills up to date.



As part of practising certificate and registration renewals, solicitors and registered European lawyers are asked to confirm that:

- they have an up to date understanding of the legal, ethical and regulatory obligations relevant to their role and
- they have reflected on and addressed any identified learning and development needs and
- they are competent to perform their role.

For registered foreign lawyers, if they have not maintained their competence, they should [report this to us \[https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/\]](https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/).

If someone does not maintain their competence, this will result in regulatory action being taken.

Learn more about [continuing competence and the resources \[https://qltt.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/\]](https://qltt.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence-toolkit/) available, including a template to help them record their learning.

You can also take a look at our [frequently asked questions \[https://qltt.sra.org.uk/solicitors/resources/continuing-competence/continuing-competence-faqs/\]](https://qltt.sra.org.uk/solicitors/resources/continuing-competence/continuing-competence-faqs/).

## **Reporting regulatory breaches**

They must also tell us if something happens that could be a breach of their regulatory arrangements or ability to practice. For example, they've had a criminal charge, conviction or caution, if they have been declared bankrupt or have a significant health condition. [Learn more \[https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/\]](https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/)

## **Reduced fees**

If they are currently on maternity leave (or equivalent), or were between 1 November 2023 – 31 October 2024, and so may be eligible for a reduced fee.

Equivalent is shared parental or adoption leave.

## **Guidance on continuing competence and reporting regulatory breaches**

Solicitors are required to maintain their competence and keep their knowledge and skills up to date. This involves regularly reflecting on their practice and addressing any identified learning and development needs. It also means keeping their understanding of any relevant legal, ethical and regulatory obligations up to date.

They must do this if they are practising:

- as a solicitor, a registered European lawyer or a registered foreign lawyer and have a practising certificate or registration
- in-house and have a practising certificate



- as a solicitor but exempt from holding a practising certificate under Section 88 of the Solicitors Act 1974
- overseas and their practice predominantly relates to England and Wales as set out in rule 1.3 of our [Overseas and Cross-border Practice Rules](https://qltt.sra.org.uk/solicitors/standards-regulations/overseas-cross-border-practice-rules/#rule-1) [<https://qltt.sra.org.uk/solicitors/standards-regulations/overseas-cross-border-practice-rules/#rule-1>].

Solicitors and registered European lawyers are required to confirm that they are maintaining their competence when renewing their practising certificate or registration. If have not maintained their competence, they should tell us that they haven't and the reason why when making their declaration.

We will monitor their declaration. When making the declaration, they should satisfy themselves that they:

- are acting honestly and with integrity in making the declaration
- have addressed any identified learning and development needs
- are competent in all aspects of their role and not just technical legal practice.

For registered foreign lawyers, if they have not maintained their competence, they should [report this to us](https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/) [<https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/>].

We can restrict their practice if we have concerns about their competence based on the information they provide when making this declaration or report.

Solicitors and registered lawyers should consider how they can evidence they are maintaining their competence. This demonstrates to us that they are taking steps to keep their knowledge and skills up to date. We can ask them to provide evidence as part of our work for example, through our thematic reviews.

### **Reporting regulatory breaches**

You must also tell us if something happens that could be a breach of your regulatory arrangements or ability to practice. For example, if you have had a criminal charge, conviction or caution, if you have been declared bankrupt or have a significant health condition. [Learn more](https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/) [<https://qltt.sra.org.uk/solicitors/enforcement/solicitors-reporting-themselves/>].

### **Summary**

You can select the 'Summary' link to view your answers, or you can go straight to the declaration.

### **Declaration, fee information and payment**

This is where you will confirm that the information you are providing in your application is correct. The declaration statement must be ticked to proceed and the application can only be submitted by an authorised signatory.

You will then be shown a breakdown of the fees you will need to pay. This will show you how the fee is broken down – administration, regulatory and compensation fund contribution.

In most cases we will approve all your practising certificate and registration applications immediately and you will pay all your fees in one go.

However, if we need to further assess any of the practising certificates or registrations in your application, you will only pay your administration fee for now. If we approve the application, you will then pay the regulatory fee and compensation fund contribution.

Find out more about [practising fees and compensation fund contributions](https://qltt.sra.org.uk/mysra/fees/) [https://qltt.sra.org.uk/mysra/fees/].

You can pay for your application using one of the following:

- a credit or debit card (we don't accept payment via American Express)
- bank transfer
- the Law Society's endorsed spread payment facility.

## Help and guidance

- Reset your [username or password](https://qltt.sra.org.uk/mysra/manage-account/individual-account/#how-to) [https://qltt.sra.org.uk/mysra/manage-account/individual-account/#how-to]
- Step by step guide to [applying for a bulk renewal](https://qltt.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/apply-for-bulk-renewal-pay-your-periodic-fees/) [https://qltt.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/apply-for-bulk-renewal-pay-your-periodic-fees/] and paying your periodic fees
- Get help [using mySRA](https://qltt.sra.org.uk/mysra/manage-account/individual-account/) [https://qltt.sra.org.uk/mysra/manage-account/individual-account/]