

mySRA update

Tell us about manager changes and notification deadlines

03 July 2024

Before renewing your practising certificates and paying your firm fees between 1-31 October, you need to make sure that the information we have about your firm is correct.

You must tell us about any changes to certain manager roles before the renewal period starts.

Deadlines and processing timelines you need to know

Person/position	How tell us of the change	Deadline
Solicitor – deemed manager	A firm's authorised signatory or organisation contact can add an already approved deemed manager in the firm's mySRA [https://qltt.sra.org.uk/mysra/] .	These changes take effect immediately.
Registered European lawyer (REL) – deemed manager	This is done through 'Add a position' [https://qltt.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb] .	You should notify us within seven days of any change to your managers.
Registered foreign lawyers (RFL) – deemed manager		
Solicitor – non deemed 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 30 August 2024.
REL – non deemed manager/owner	Please complete the Individual Approval application form [https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/] .	
RFL – non deemed manager/owner		
Non-solicitor lawyer managers/owners		Please note that complex applications may take longer than the usual 30 days – in some cases up to six months.
Non-lawyer managers/owners		
Compliance officer for legal practice	Apply for approval of a compliance officer	If you want a new compliance officer



(COLP) /
compliance officer
for finance and
administration
(COFA)

[\[https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-colp-cofa/\]](https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-colp-cofa/)

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Solicitor – deemed
owner

REL – deemed
owner

[Apply to add a manager or owner](#)

RFL – deemed
owner

[\[https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/\]](https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/)

Authorised body –
deemed
manager/owner

Authorised body –
non deemed
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 30 August
2024.

Other legally
qualified bodies
and non-legally
qualified
manager/owners

[Apply to add a manager or owner](#)

[\[https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/\]](https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/)

It can take up to
three months for a
decision so please
apply quickly.

Notifying us of succession

Please submit your [notice of succession notification form](#) [\[https://qltt.sra.org.uk/solicitors/firm-based-authorisation/notice-succession\]](https://qltt.sra.org.uk/solicitors/firm-based-authorisation/notice-succession) by 17.00 on 30 August 2024. This is so we can process the form before October.

If you submit your succession application after this date, then there may be a delay. The fee that appears on your bulk renewal form will only be updated once this application has been processed.

If you send us your application 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.