

mySRA update

Tell us about manager changes and notification deadlines

18 June 2025

Before renewing your practising certificates and paying your firm fees in October, you need to make sure that the information we have about your firm is accurate.

You must tell us about any changes to certain manager roles before the renewal period starts. Here are the deadlines and processing timelines you need to know.

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		You should notify us within seven days of any change to your managers.
Registered foreign lawyers (RFL) – deemed manager	This is done through ' Add a position ' [https://qltt.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb] .	
Solicitor – 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/]	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		
RFL – non deemed manager/owner		
Non-solicitor lawyer managers/owners		Some applications may take longer than the usual 30 days – in some cases up to 90 days. For example, where someone is
Non-lawyer managers/owners		



Compliance officer
for legal practice
(COLP) /
compliance officer
for finance and
administration
(COFA)

[Apply for approval of a
compliance officer](#)

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

not already a
deemed manager.

If you want new
compliance officers
to be seen within
mySRA when the
renewals window
opens, you must
apply as soon as
possible.

Some applications
may take longer
than the usual 30
days – in some
cases up to 90
days. For example,
where someone is
not already a
deemed manager.

Solicitor – deemed
owner

REL – deemed
owner

[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/)

RFL – deemed
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 29
August 2025.

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 from
three to six months
for a decision, so
please apply as
soon as possible.

Notifying us of succession

Please submit your [notice of succession notification form](#)
[\[https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/notice-succession/\]](https://qltt.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/notice-succession/) by 17.00 on 29 August 2025 so we have time to process this
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 application can only be updated once this succession 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.

Closing down a practice

You also need to close any law firms you are no longer using and/or do not require SRA authorisation. [Find out how to do this](#)

[\[https://qltt.sra.org.uk/solicitors/firm-based-authorisation/firm-closures/\]](https://qltt.sra.org.uk/solicitors/firm-based-authorisation/firm-closures/).

Verifying your identity

When logging in, alongside entering your password, we will send a code to your registered phone number by SMS text message or phone call to

[verify your identity](#) [\[https://qltt.sra.org.uk/mysra/updates/verifying-mysra-account/\]](https://qltt.sra.org.uk/mysra/updates/verifying-mysra-account/).

We highly recommend using a personal number, as you will need to have this phone with you when you access mySRA. If you need to change your authentication phone number, please [contact us](#)

[\[https://qltt.sra.org.uk/contactus/\]](https://qltt.sra.org.uk/contactus/).