



# Apply for approval of employment

January 2022

- [Who can apply \[#tab\\_05061\]](#)
- [Practising certificate condition of approval of employment \[#tab\\_05062\]](#)
- [Approval of employment section 41/43 \[#tab\\_05063\]](#)
- All SRA-regulated firms (including recognised bodies, licensed bodies, and sole practitioners)
- Any solicitor or registered European lawyer (REL) whose practice consists entirely of non-reserved legal activities (as permitted by regulation 10.2 (a) of the Authorisation of Individuals Regulations wanting to employ or remunerate someone who is subject to section 41 or section 43 of the Solicitors Act 1974)
- Any non-regulated business or organisation who want to employ a solicitor who's practising certificate is subject to conditions that require our approval of employment.

## Get ready to apply

The applicant will need to tell us:

- about the role of the person you want to employ, including their day to day duties and work details
- the SRA number of the person you wish to employ
- whether they will be supervising other staff
- if they will be responsible for handling client money
- if they will be a signatory to the firm's client accounts
- if they will have direct contact with clients
- how the person they want to employ will be supervised.

We recommend you read the [full guidance](https://qltt.sra.org.uk/solicitors/guidance/approval-employment-under-s41-s43-solicitors-act-1974/1) [\[https://qltt.sra.org.uk/solicitors/guidance/approval-employment-under-s41-s43-solicitors-act-1974/1\]](https://qltt.sra.org.uk/solicitors/guidance/approval-employment-under-s41-s43-solicitors-act-1974/1) before you make your application.

## Making your application

We aim to decide within 60 days.

If you do not respond promptly to our requests or if our questions go unanswered, we can decide that you have withdrawn your application.

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[Log in to mySRA to apply, go to start a new application](#)



[\[https://qltt.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx\]](https://qltt.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx)

The applicant will need to tell us:

- about the role of the person you want to employ, including their day to day duties and work details
- the SRA number of the person you wish to employ
- supervise other staff
- be responsible for handling client money
- be a signatory to the firm's client accounts
- have direct contact with clients
- how the person you want to employ will be supervised.

The person you want to employ will need to provide us with:

- References from previous employers, detailing the work they have undertaken since the order was made against them.

We recommend you read the [full guidance](#)

[\[https://qltt.sra.org.uk/solicitors/guidance/approval-employment-under-s41-s43-solicitors-act-1974/\]](https://qltt.sra.org.uk/solicitors/guidance/approval-employment-under-s41-s43-solicitors-act-1974/) before you make your application.

## **Making your application**

We aim to decide within 120 days.

If you do not respond promptly to our requests or if our questions go unanswered, we can decide that you have withdrawn your application.

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