

## 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 <a href="https://media.sra.org.uk/mysra/">mySRA</a> <a href="https://media.sra.org.uk/mysra/">[https://media.sra.org.uk/mysra/]</a> .	These changes take effect immediately.
Registered European lawyer (REL) – deemed manager	This is done through 'Add a <a href="https://media.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb1">position</a>	You should notify us within seven days of any change to your managers.
Registered foreign lawyers (RFL) – deemed manager	<a href="https://media.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb1">[https://media.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb1]</a> .	
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 <a href="https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/">Individual Approval application form</a>	
RFL – non deemed manager/owner	<a href="https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/">[https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/]</a> .	
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  
(COLP) /  
compliance officer  
for finance and  
administration  
(COFA)

[Apply for approval of a  
compliance officer](#)  
[\[https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-colp-cofa/\]](https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-colp-cofa/)

If you want a new compliance officer to be seen within mySRA when the renewals window opens you need to apply for approval by 17.00 on 30 August 2024.

Please note that complex applications may take longer than the usual 30 days – in some cases up to six months.

Solicitor – deemed  
owner

REL – deemed  
owner

RFL – deemed  
owner

Authorised body –  
deemed  
manager/owner

Authorised body –  
non deemed  
manager/owner

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

[Apply to add a manager or owner](#)  
[\[https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/\]](https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-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.

[Apply to add a manager or owner](#)  
[\[https://media.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/\]](https://media.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](#) [\[https://media.sra.org.uk/solicitors/firm-based-authorisation/notice-succession\]](https://media.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.