

# Apply for authorisation of a new firm

Updated 1 October 2024

## Who we authorise

We authorise the following types of entities:

- recognised bodies
- recognised sole practices
- licensed bodies (including multi-disciplinary practices).

First, check whether your firm or proposed entity is eligible for authorisation by looking at the [SRA Authorisation of Firms Rules](https://upgrade.sra.org.uk/solicitors/standards-regulations/authorisation-firms-rules/) [https://upgrade.sra.org.uk/solicitors/standards-regulations/authorisation-firms-rules/].

If you are a solicitor or an REL working in a new non-regulated entity, please follow our [step by step guide](https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/apply-become-new-non-regulated-entity/) [https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/apply-become-new-non-regulated-entity/].

## Get ready to apply

Read the financial services and anti-money laundering authorisation sections below to see if they apply to your firm, then complete the application.

- [Firm authorisation](#) [#2685]
- [For role holders](#) [#9427]
- [For entity manager/owners](#) [#7170]
- [How to pay](#) [#4912]

## How to apply for firm authorisation

[Apply for authorisation of a new firm](#)

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

[https://upgrade.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx]

## Apply for authorisation of a new firm

We will acknowledge your application within two working days. We usually make a decision within 90 days. But if there are suitability issues, our decision could take up to 180 days.

If there are outstanding queries and you don't respond within the requested time frame we may treat your application as withdrawn. The



application fee may not be refundable.

Think about getting professional advice early if the nature of the business or application is not straightforward.

## **What information you will need**

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

### **[Help with your application](#)**

You will need to know the following:

#### **About the firm**

- Professional indemnity insurance - quote or certificate. The quote must be in date, we cannot accept expired quotations. It must list the full firm name (exactly as shown on the application/Companies House). The company providing the insurance must be a participating insurer and you will require the correct limit claims which will be £2 - 3m depending on organisation type.
- Firm structure details.
- For incorporated bodies, the incorporation details.

#### **About individuals**

- Personal details, work history, professional regulation and suitability to fulfil role.
- Certificates of good standing if regulated by another regulator - which must be supplied with the application.
- Individuals who are not SRA-authorized need to register on mySRA before you send in your application.
- DBS checks for any individuals who will require money laundering approval along with a 5 year address history for those individuals.
- If you have overseas candidates you are required to obtain an overseas criminal record check and financial check.

### **[Do you undertake financial services](#)**

If you undertake financial services, you need to notify us about the services you deliver. Please complete this application.

[Notify us of Financial Services Activities](#)

[Log in to mySRA to notify us. Go to new applications.](#)

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

## **Will you be carrying out services in your role that are subject to money laundering regulations?**

If so, you will need to apply for anti-money laundering authorisation.

New legislation on anti-money laundering came in on 10 January 2020 that affects new beneficial owners, officers and managers (BOOMs) and those that switch firms.

When a BOOM applies to us for approval, we will need:

- proof that they do not have any criminal convictions that would prevent them from becoming a BOOM
- this proof to be in the form of a basic disclosure and barring service (DBS) check
- the basic DBS check to be no older than three months on the date of application.

Read more information on how to [source these checks](https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/disclosure-barring-service-checks/) [https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/disclosure-barring-service-checks/].

[Apply for anti-money laundering authorisation](#)

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

[https://upgrade.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx]

## **Will your firm be a successor practice**

Is your firm a recognised body/sole practice or a licensed body?

### **Recognised bodies**

The fee is £200. This only applies if the predecessor firm has paid a firm fee for the current practising year.

### **Licensed bodies**

The fee is £2,000. If a licensed body has succeeded to the whole of the practice of an authorised body, we calculate the periodical fee accordingly. Please see our [fees policy](https://upgrade.sra.org.uk/mysra/fees/) [https://upgrade.sra.org.uk/mysra/fees/] for more details.

[Submit a notice of succession](#)

[Log in to mySRA to complete the notification. Go to new applications](#)

[https://upgrade.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx]



## How to apply

How to apply (for individual managers, owners and compliance officers):

- Step 1: Get ready by checking the [Firm Authorisation](https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/) [https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/] section to find out what you need.
- Step 2: You need to submit separate applications below for each individual.

All individuals who are not SRA-authorised will need to create a [mySRA account](https://upgrade.sra.org.uk/mysra/) [https://upgrade.sra.org.uk/mysra/] before they apply.

[Apply for approval of a person as an authorised role holder](#)

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

[https://upgrade.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx]

## How to apply

If another organisation will be a manager or owner, you need to apply for entity approval.

Get ready by checking the Firm Authorisation page [apply to change the legal entity of your firm page to find out what you need.](https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/cle/) [https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/cle/]

## Complete the application.

Individuals who are not SRA-authorised will need to create a [mySRA account](https://upgrade.sra.org.uk/mysra/) [https://upgrade.sra.org.uk/mysra/] before applying.

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You will need to pay an initial payment of £200 when you submit your application. This payment is for us to consider your application.

You will then need to pay a final payment, the regulatory fee, prior to authorisation. We will send you an invoice for this amount.

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

[\*\*For new recognised body and recognised sole practice applications\*\*](#)

## Regulatory fee for new firms

As well as the £200 application fee, new RBs or RSPs (where there is no existing or predecessor firm) will pay a regulatory fee. The regulatory fee is pro rata depending on when within the practising year you are authorised. We will send you an invoice for the regulatory fee during the application process.

<b>1 July - 31 October 2024</b>	<b>1 November - 31 December 2024</b>	<b>1 January - 31 March 2025</b>	<b>1 April - 30 June 2025</b>	<b>1 July - 31 October 2025</b>
£200	£800	£600	£400	£200

## Do you intend to hold/receive client money?

You must pay a contribution to the Compensation Fund as follows:

<b>1 July - 31 October 2024</b>	<b>1 November - 31 December 2024</b>	<b>1 January - 31 March 2025</b>	<b>1 April - 30 June 2025</b>	<b>1 July - 31 October 2025</b>
£165	£2,220	£1,665	£1,110	£555

## Do you have any offices outside England and Wales?

There is a fee of £200 for each office

## Are you an existing recognised body or sole practice?

The fee is £200, and you will pay this with your application.

This fee applies only if the predecessor firm has paid a firm fee for the current practising year.

## [For a new licensed body](#)

The application fee is made up of:

- an initial payment of £2,000, and
- £150 for each person who needs SRA approval under rule 13.1 of the [SRA Authorisation of Firms Rules](https://upgrade.sra.org.uk/solicitors/standards-regulations/authorisation-firms-rules/)

We will send an invoice to the applicant contact and payment is due on receipt.

We will send you another invoice if your application incurs additional fees during the process.

Licensed Bodies must also pay an initial periodical fee on authorisation. This is calculated in reference to the firm's estimated turnover, paying one twelfth of that amount for each month (or part of a month) between the date of authorisation and the end of the current practicing year. If a licensed body has succeeded to the whole of the practice of an authorised body, we calculate the periodical fee accordingly. For more information, see our [fees policy \[https://upgrade.sra.org.uk/mysra/fees/\]](https://upgrade.sra.org.uk/mysra/fees/).

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