

## 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://upgrade.sra.org.uk/mysra/">mySRA</a> <a href="https://upgrade.sra.org.uk/mysra/">[https://upgrade.sra.org.uk/mysra/]</a> .	These changes take effect immediately.
Registered European lawyer (REL) – deemed manager	This is done through ' <a href="https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb">Add a position</a> ' <a href="https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb">[https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb]</a> '.	You should notify us within seven days of any change to your managers.
Registered foreign lawyers (RFL) – deemed manager	Please complete the <a href="https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/">Individual Approval application form</a> <a href="https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/">[https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/approval-manager-owner/]</a> .	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.
Solicitor – non deemed manager/owner		
REL – non deemed 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
Non-lawyer managers/owners		



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

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

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

- in some cases up to six months. 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](#)

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

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](#) [\[https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/notice-succession\]](https://upgrade.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.