



## 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 <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_76cb1">Add a position</a> ' <a href="https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb1">[https://upgrade.sra.org.uk/mysra/manage-account/organisation-account/#heading_76cb1]</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		Some applications may take longer than the usual 30 days – in some cases up to 90
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/)

days. For example, where someone is 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

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 29 August 2025.

[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/)

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://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/notice-succession/) [https://upgrade.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://upgrade.sra.org.uk/solicitors/firm-based-authorisation/firm-closures/) [https://upgrade.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://upgrade.sra.org.uk/mysra/updates/verifying-mysra-account/) [https://upgrade.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://upgrade.sra.org.uk/contactus/) [https://upgrade.sra.org.uk/contactus/].