



# Apply to change your compliance officers

Updated June 2022

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## Who we authorise

We authorise the following types of role holders for existing SRA authorised bodies:

- Compliance Officer for Legal Practice (COLP)
- Compliance Officer for Finance and Administration (COFA)
- Related Entity COLP
- Related Entity COFA

An individual can hold the role of COLP and/or COFA for multiple firms who are related authorised bodies.

If your firm carries out work that is subject to the Money Laundering Regulations (MLRs) you will also need to consider whether the COLP or COFA you are nominating should also be nominated as a BOOM.

For more information you can read [the guidance \[https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/anti-money-laundering-authorisation/\]](https://upgrade.sra.org.uk/solicitors/firm-based-authorisation/existing-firms-applications/anti-money-laundering-authorisation/).

## Help with your application

[Contact us \[https://upgrade.sra.org.uk/contactus\]](https://upgrade.sra.org.uk/contactus) if you have any queries before applying.

## How to apply

Individuals who are not SRA-authorised need to create a mySRA account before applying.

The nominated Compliance Officer cannot take up the role until they have been approved.

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

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

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

There is no fee for this application.

We aim to decide within 30 days. However, it can take up to 90 days if additional information and/or background checks are required. We will let you know if your application is incomplete or ineligible.

The nominated compliance officer cannot take up the role until they have been approved.