

## FAQs about practising certificates, registration and renewal

Browse FAQs about practising certificates, registration and renewal. To begin, select a topic below.

You can also browse [FAQs about using mySRA](https://news.sra.org.uk/mysra/services/faqs-user/) [<https://news.sra.org.uk/mysra/services/faqs-user/>] and [FAQs about keeping of the roll](https://news.sra.org.uk/mysra/roll/faqs/) [<https://news.sra.org.uk/mysra/roll/faqs/>].

### Individuals

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#### **[How can I find out the status of my application?](#)**

You can track the status of your application in the My Applications and Documents section of your mySRA account.

[Log in to mySRA now](#)

[<https://news.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx>]

#### **[How will I know if my details have been updated by my organisation's authorised signatory or organisation contact?](#)**

You will receive a notification in your mySRA account.

#### **[What is a position \(formerly a post\)?](#)**

It is a position that you hold within an organisation such as assistant, associate, partner, member, director, consultant, employee.

#### **[What is a role?](#)**

It is a responsibility that someone holds within an organisation such as authorised to supervise.

#### **[What is an authorised signatory \(AUS\)?](#)**

A person nominated to update their organisation details and sign the declaration in a bulk renewal application.

In a law firm, it must be a solicitor or registered European lawyer (REL) with a current practising certificate/registration and who is a manager (a

partner in a partnership; a member in an LLP; a director in a company).

If you work within an in-house team, it can be a solicitor or a REL with a current practising certificate/registration.

The authorised signatory (AUS) can nominate an organisation contact (ORC) to complete the bulk renewal application but only an AUS can sign it.

To find out how to add, change or delete a role, go to [Manage my organisation account](https://news.sra.org.uk/mysra/manage-account/organisation-account/) [https://news.sra.org.uk/mysra/manage-account/organisation-account/].

## **What is an organisation contact?**

They are the person nominated by an authorised signatory (AUS) to update organisational details and complete the bulk renewal application for an organisation.

ORCs can see and change individuals' personal and professional details if they have opted in. There are no restrictions on who can be an ORC but the AUS should be satisfied they are suitable for this role.

To be nominated as an ORC, you must have a mySRA account.

Find out [how to get a mySRA account](https://news.sra.org.uk/mysra/get-mysra-account/) [https://news.sra.org.uk/mysra/get-mysra-account/].

## **Completing renewal applications**

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### **Who will be able to access the organisation's bulk renewal application?**

The organisation's authorised signatory and organisation contact can view a bulk renewal application.

Please note that partners or equivalent status will not be able to access the application without one of these roles.

### **Will I be able to track my application online?**

You can track the status of your application in the My Applications and Documents section of your mySRA account.

[Log in to mySRA now](#)

[<https://news.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx>]



## **Can organisations with in-house teams still apply in bulk?**

Yes. To do this the organisation will need an authorised signatory (AUS). This can be a solicitor or a registered European lawyer with a current practising certificate/registration.

The AUS can opt the organisation in to bulk renewal through their mySRA account.

Once this has been done individuals will need to opt themselves in through their own mySRA accounts.

Go to [Manage my organisation](https://news.sra.org.uk/mysra/manage-account/organisation-account/) [https://news.sra.org.uk/mysra/manage-account/organisation-account/] account which provides help with becoming an authorised signatory, how to opt in to a bulk application and completing the renewal application.

## **I am an office manager. Can I complete the organisation's bulk renewal application?**

Yes, but only if you are nominated as the firm's organisation contact.

If you don't have a mySRA account you must create one so that your authorised signatory can nominate you.

Find out how to [Get a mySRA account](https://news.sra.org.uk/mysra/get-mysra-account/) [https://news.sra.org.uk/mysra/get-mysra-account/] or go to [Manage my organisation account](https://news.sra.org.uk/mysra/manage-account/) [https://news.sra.org.uk/mysra/manage-account/] to find out how to become an organisation contact.

## **Can I still be sent a paper renewal form?**

No, you will not receive a hard copy.

Your certificate can be found in the Applications and Documents section of your mySRA account.

[Log in to mySRA now](#)

[<https://news.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx>]

## **Who can complete the declaration on the bulk renewal form?**

The authorised signatory.

## **I fall into both categories for maternity leave, which option do I choose on the renewal form?**

If you fall into both category A and B, please select A.

Anyone starting maternity leave on or after 1 November 2024 will need to claim for the reduced fee in next year's renewal.

## Renewals

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### **Do I need a practising certificate?**

If you are working as a solicitor, please check whether you need a practising certificate by [reading our guidance](#)

[\[https://news.sra.org.uk/solicitors/guidance/practising-certificate/\]](https://news.sra.org.uk/solicitors/guidance/practising-certificate/).

You do not need a practising certificate to remain on the roll of solicitors.

[Find out more \[https://news.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/remain-on-roll/\]](https://news.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/remain-on-roll/)

### **Will I be sent a hard copy of my certificate?**

No, you will not receive a hard copy.

Your certificate can be found in the **My Documents** section of your mySRA account.

### **Will organisation contacts and authorised signatories be able to view and print individuals' certificates?**

Yes. Organisation contacts (ORC) and authorised signatories (AUS) can view and print individual practising certificates.

They can access them through their mySRA account under **My documents - Organisation**.

[Log in to mySRA now](#)

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

### **Does my firm still need to renew its recognition annually?**

No. Recognised bodies do not renew recognition annually.

They pay a periodical fee each year as part of their bulk practising certificate renewal.

## Renewal fees and payment

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## **[How can I pay for my practising certificate and/or firm fee?](#)**

You can pay by debit card or credit card if you are applying for:

- renewal of your practising certificate
- renewal of registered foreign lawyer registration
- renewal of registered European lawyer registration.

For your firm fee, you can pay by:

- debit card or credit card
- BACs
- CHAPs
- telegraphic transfer
- credit provider.

We do not accept payment by cheque.

## **[We are submitting a bulk renewal application and have selected the 'Bill me' option. When do we need to submit payment?](#)**

You need to make payment immediately.

We will not process your application until we have received payment.

## **[Are there any reduced fees?](#)**

Yes, we offer reduced renewal fees for maternity leave.

If you are currently on maternity leave (or equivalent) or were between 1 November 2023 - 31 October 2024, you may be eligible for a reduced fee.

Equivalent maternity leave is shared parental leave (where the maternity leave is split between the parents) or adoption leave.

Paid or unpaid paternity leave and time off work to care for dependents are not equivalent.

There are no other types of reduced fees.

Read more about our [fee policy \[https://news.sra.org.uk/mysra/fees/\]](https://news.sra.org.uk/mysra/fees/).

## **Turnover**

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## **What is the definition of firm turnover?**

Turnover means a firm's total gross fees gained from work undertaken from offices in England and Wales.

Gross fees includes:

- all professional fees of the firm including remuneration
- retained commission
- income of any sort of the firm (including notarial fees).

Work in Progress (WIP) should be included.

Gross fees does not include:

- interest
- reimbursement of disbursements
- VAT
- remuneration from a non-private practice source
- dividends
- rents
- investment profit.

Read our [Fee policy 2024/25 \[https://news.sra.org.uk/mysra/fees/current-fees/#tab\\_e72f4\]](https://news.sra.org.uk/mysra/fees/current-fees/#tab_e72f4) for a full definition of turnover.

## **Can I appeal against the turnover-based fee the SRA sets for my firm?**

No. If you believe the turnover figure we hold for you is incorrect please email our [renewals team. \[https://news.sra.org.uk/home/contact-us/\]](https://news.sra.org.uk/home/contact-us/)

## **Can I enter a zero turnover figure for my organisation?**

Yes. The turnover field cannot be left blank but a zero figure can be added.

## **Opt-in/Opt-out**

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## **What does opt in mean?**

There are two separate options available depending on your organisation.

## **Practising certificate and registration renewal**

You can opt to be included If your organisation completes a bulk renewal application for practising certificates and registrations.

## **Personal information management**

You can opt in so that your authorised signatory and organisation contact can view and change your personal information.

See [Managing my account for more information](https://news.sra.org.uk/mysra/manage-account/) [https://news.sra.org.uk/mysra/manage-account/].

## **What does opt out mean?**

There are two separate options.

## **Practising certificate and registration renewal**

It means you will not be included in your organisation's bulk practising certificate and registration renewal application.

## **Personal information management**

Your authorised signatory and organisation contact will be unable to view and change your personal information.

See [Managing my account for more information](https://news.sra.org.uk/mysra/manage-account/) [https://news.sra.org.uk/mysra/manage-account/].

## **How do I opt in?**

Go to the My Profile section of your mySRA account. Edit the work details and tick the relevant option.

See [Managing my account](https://news.sra.org.uk/mysra/manage-account/) [https://news.sra.org.uk/mysra/manage-account/] for more information.

## **Who can opt me out?**

You can. Go to the My Profile section of your mySRA account. Edit the work details and make sure the relevant option is not ticked.

See [Managing my account](https://news.sra.org.uk/mysra/manage-account/) [https://news.sra.org.uk/mysra/manage-account/] for more information.

Your organisation can also opt you out.

## **I do not want my organisation's authorised signatory or organisation contact to view and update my personal information. What do I need to do?**

You need to opt out of Personal Information Management.

Go to the My Profile section of your mySRA account. Edit the work details and make sure the option to allow a representative of the organisation to manage your personal information is not ticked.

See [Managing my account \[https://news.sra.org.uk/mysra/manage-account/\]](https://news.sra.org.uk/mysra/manage-account/) for more information.

### **How do I opt in for bulk renewal?**

Go to the My Profile section of your mySRA account. Edit the work details and tick 'I want to opt into the organisations bulk renewal.'

See [Managing my account \[https://news.sra.org.uk/mysra/manage-account/\]](https://news.sra.org.uk/mysra/manage-account/) for more information.

### **If I am opted in, what information will the authorised signatory and organisation contact be able to view and change?**

Your personal and professional details in the My Profile section of your mySRA account. They will not see equality data.

See [Managing my account \[https://news.sra.org.uk/mysra/manage-account/\]](https://news.sra.org.uk/mysra/manage-account/) for more information.

### **How do I opt in so that my organisation can manage my personal details?**

Go to the My Profile section of your mySRA account. Edit the work details and tick 'I would like a representative of this organisation to manage my personal information'.

[Log in to mySRA now](#)

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

### **My firm has started its bulk renewal application. Can I still opt in?**

Yes. Go to the My Profile section of your [mySRA account \[https://news.sra.org.uk/mysra/\]](https://news.sra.org.uk/mysra/). Edit the work details and tick 'I want to opt into the organisations bulk renewal'.

You can only be opted in to one organisation at a time.

See [Managing my account \[https://news.sra.org.uk/mysra/manage-account/individual-account/\]](https://news.sra.org.uk/mysra/manage-account/individual-account/) for more information.



## **Will I be notified if my details have been updated by the authorised signatory/organisation contact?**

Yes. If you are opted in you will receive a notification email if changes are made to your [mySRA account](https://my.sra.org.uk) [https://my.sra.org.uk].

## **Paying your fees**

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## **Can the SRA complete our supplier form to be setup on our finance system?**

No, we are a regulator and not a supplier. We cannot add further information on any portals outside the SRA due to restrictions by our security system. All necessary information is provided on your invoice, and it is your responsibility to update your systems accordingly.

## **Can I pay by credit or debit card over the phone?**

Unfortunately we do not have the facility to take card payments over the phone. If you are renewing your own certificate, you can pay by card online before submitting your application.

If you are completing a bulk renewal, you can pay by card before submitting your application or through bank transfer or [spread payment facility](https://sra.shirepf.co.uk/?step=basic-detail) [https://sra.shirepf.co.uk/?step=basic-detail]. Bank details are included on your invoice, please quote your invoice number as the payment reference to help us allocate your payment.

## **Where can I find a copy of my invoice?**

Invoices are available within 24 hours of submitting your application. You will find it in the 'My organisation' and under 'Applications and documents'. Please search 'INV' to filter the list.

## **Can you add my company's purchase order number to my invoice?**

We are unable to add purchase order numbers to the invoice as it is automatically generated upon submitting your application.

## **Do you issue receipts?**

We do not issue receipts for payments. Your practising certificate(s) is confirmation that your payment has been received. Invoices paid via Worldpay will include the paid date.

## **Can you change the name or address on my invoice?**

We cannot change the name or address displayed on the invoice. It is automatically generated using the head office name and address listed in your mySRA account

## **I have paid via bank transfer for my renewal but have not received my certificate yet.**

If you have paid via bank transfer but not yet received your certificate, it may be due to us not being able to allocate your payment. Please [contact us \[https://news.sra.org.uk/home/contact-us/\]](https://news.sra.org.uk/home/contact-us/) and give us the following details:

- invoice number(s)
- amount paid
- reference used on the bank transfer
- date of payment
- account number payment made to.

## **Where can I send payment queries or remittances for bank transfer payments?**

Please [contact us \[https://news.sra.org.uk/home/contact-us/\]](https://news.sra.org.uk/home/contact-us/) with any queries.

## **I have made a payment for multiple invoices, how can I tell you this?**

Please [contact us \[https://news.sra.org.uk/home/contact-us/\]](https://news.sra.org.uk/home/contact-us/) with a remittance listing all the invoice numbers and amounts.

# **Revocation**

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## **What is revocation?**

It is where we revoke the authorisation of a firm or the practising certificate of an individual. This happens if we have not received a completed renewal application or the fees have not been paid.

It would also apply to the registration of a European or foreign lawyer.

In practical terms this means that a firm would need to close and an individual would be unable to practise.

Providing legal services when not authorised to do so could be a criminal offence. It may result in a law firm being intervened into or an individual

being investigated.

### **Will regulated individuals receive formal notice before revocation takes place?**

Yes, we attempt to contact all affected individuals before revocation.

It is important that contact details are kept up to date.

To find out how to change personal and professional details, go to [Managing my individual account \[https://news.sra.org.uk/mysra/manage-account/individual-account/\]](https://news.sra.org.uk/mysra/manage-account/individual-account/).

### **What happens if I need a practising certificate or registration?**

You should submit an application immediately.

If you do not your practising certificate or registration may be revoked.

### **If I submit an application and make full payment within the timescales set out in your recent communication, will you still commence the revocation process?**

No not if you submit the renewal application and make full payment within the relevant timescales.

### **All our regulated individuals have applied for their practising certificates/registration. Why have you contacted me about revocation?**

We have not received your bulk renewal application.

You are required to pay your firm fee even if you are not applying for individual practising certificates.

### **I do not want to renew my practising certificate but I want to remain on the roll**

You can tell us that you do not wish to renew your practising certificate in your mySRA account.

1. log in to your [mySRA \[https://news.sra.org.uk/mysra/\]](https://news.sra.org.uk/mysra/) account
2. click on My Profile
3. click on Practising Status
4. click edit and choose the relevant option.

Your name will automatically remain on the roll until we contact you.

Please keep your personal and professional details up to date in your [mySRA \[https://news.sra.org.uk/mysra/\]](https://news.sra.org.uk/mysra/) account so we can contact you when we update the roll.

### **[Our firm does not generate turnover. Are we still required to submit an application?](#)**

Yes. You must submit an application and pay the firm fee.

The fee is based on the firm's turnover. If the turnover is £0, the fee is £100.

### **[I do not want to renew my practising certificate or remain on the roll of solicitors of England and Wales. What should I do ?](#)**

### **[Log in to mySRA and update your profile. More](#)**

Our [user guide \[https://news.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/removal-roll/\]](https://news.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/removal-roll/) will help you to complete the removal from the roll application.

### **[How can I make payment for my practising certificate and/or firm fee?](#)**

By debit card or credit card if you are applying for:

- renewal of practising certificate
- renewal of registered foreign lawyer registration
- renewal of registered European lawyer registration.

For your firm fee you can pay by:

- debit card or credit card
- BACs
- CHAPs
- telegraphic transfer
- credit provider.

We do not accept payment by cheque.

Find out [how to apply for an initial practising certificate \[https://news.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/\]](https://news.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/).