

**SRA BOARD**  
20 July 2021

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### **Recognised Body and Recognised Sole Practice Fee Determination 2021**

This determination is made by the Solicitors Regulation Authority under rule 1.1 of the SRA Application, Notice, Review and Appeal Rules and rule 7.1 of the SRA Authorisation of Firms Rules, with the approval of the Legal Services Board under section 51 of the Legal Services Act 2007.

#### **Initial Applications**

1. The fee payable by a body or sole practitioner applying for initial recognition as a New Firm is:
  - (a) £1,000 on applying for initial recognition to commence in the period 1 November 2021 to 31 December 2021;
  - (b) £800 on applying for initial recognition to commence in the period 1 January 2022 to 31 March 2022;
  - (c) £600 on applying for initial recognition to commence in the period 1 April 2022 to 30 June 2022;
  - (d) £400 on applying for initial recognition to commence in the period 1 July 2022 to 31 October 2022.
2. Where an initial recognition for a New Firm commences in a different period from the period in which the application was made, the fee payable under paragraph 1 shall be adjusted accordingly.
3.
  - (a) This paragraph applies when a body or sole practitioner is applying for initial recognition on or after 1 November 2021 in the following circumstances:
    - (i) the application is being made by an existing recognised body or recognised sole practice which is changing its legal status; or
    - (ii) the application is being made by a Successor Firm.
  - (b) Where in paragraph 3(a) the predecessor authorised body has paid a fee for the practising year 1 November 2021 to 31 October 2022, the fee shall be £200.
  - (c) Where in paragraph 3(a) the predecessor authorised body has not paid a fee for the practising year 1 November 2021 to 31 October 2022, the fee shall be determined in accordance with the following:

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- (i) in the case of a predecessor recognised body or recognised sole practice, paragraphs 4, 5 or 6, as appropriate, plus an additional application fee of £200; or
- (ii) in the case of a predecessor licensed body, paragraph 5 of the Licensed Body Fee Determination 2021, plus an additional application fee of £200.

### Annual Periodical fees

*Recognised Bodies and recognised sole practices are required to pay annual periodical fees, calculated by reference to the firm's turnover, by the prescribed date which is 31 October in any year. The way that the annual periodical fee is determined will depend on whether the firm is a continuing firm, a new firm or a successor firm. Paragraphs 4 to 6 below deal with the way that the fee is determined in relation to each of those categories.*

4. The annual periodical fee payable by a recognised body or recognised sole practice where it is a Continuing Firm shall be determined by taking the Turnover Figure and carrying out the calculations in respect of the relevant band in accordance with appendix 1.
5. The annual periodical fee payable by a New Firm which first obtained authorisation after 31 October 2020 shall be calculated by taking the estimate of the Turnover Figure for the first 12 months of practice and carrying out the calculations in respect of the relevant band in accordance with appendix 1.
6. The annual periodical fee payable by a Successor Firm shall be determined by calculating the Successor Turnover Figure and carrying out the calculations in respect of the relevant band in accordance with appendix 1.

### Overseas Branch Offices

7. A recognised body or recognised sole practice which has one or more overseas branch offices shall pay an additional fee of £200 in respect of each overseas office.

### Application for the SRA to determine Successor Turnover Figure

8. Where a Notice of Succession does not include the agreement of all relevant firms to the apportionment of turnover, the Notice shall be treated as an application for the SRA to determine the relevant Successor Turnover Figure and the fee for the application is £250.

### Interpretation

9. In this determination:

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**Continuing Firm** means a recognised body or recognised sole practice which is not a Successor Firm and in which:

- (a) the number and identity of the managers has not changed since 31 October 2020;
- (b) the only changes since 31 October 2020 in the number or identity of the managers are as a result of one or more managers leaving or joining the recognised body; or
- (c) the identity of the sole practitioner has not changed since 31 October 2020.

**New Firm** means a recognised body or recognised sole practice which obtained recognition after 31 October 2020 and is not a Successor Firm;

**Notice of Succession** means a notice required under rule 16.1 of the SRA Authorisation of Firms Rules;

**Successor Firm** means for the purposes of calculating the annual periodical fees, a recognised body or recognised sole practice which after 31 October 2020 succeeds to the whole or any part of any authorised body, for value or otherwise, in any of the following cases:

**case (I):**

a recognised body or recognised sole practice which acquires the whole or a part of one or more authorised bodies;

**case (II):**

a recognised body or recognised sole practice resulting from the merger between the whole or part of two or more authorised bodies;

**case (III):**

a recognised body or recognised sole practice remaining after it has split or ceded part of its practice to another authorised body;

**Successor Turnover Figure** means as set out in appendix 3;

**Turnover Figure** means as set out in appendix 2.

All other terms are to be interpreted in accordance with the SRA Glossary.

10. The singular includes the plural and vice versa.

### Commencement

11. This determination shall come into force on 1 November 2021.

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**Appendix 1**

Turnover band	Turnover Range (A)	Pay %* of Turnover within band (B)	Minimum Turnover in band (C)	Minimum Fee in Band (D)
A	£0 - £19,999	0.69%	£0	£100
B	£20,000 - £149,999	0.41%	£20,000	£238
C	£150,000 - £499,999	0.40%	£150,000	£771
D	£500,000 - £999,999	0.38%	£500,000	£2,171
E	£1,000,000 - £2,999,999	0.36%	£1,000,000	£4,071
F	£3,000,000 - £9,999,999	0.25%	£3,000,000	£11,271
G	£10,000,000 - £29,999,999	0.21%	£10,000,000	£28,771
H	£30,000,000 - £69,999,999	0.19%	£30,000,000	£70,771
I	£70,000,000 – £149,999,999	0.17%	£70,000,000	£146,771
J	£150,000,000 +	0.06%	£150,000,000	£282,771

\* % is equivalent to 'divided by 100' (e.g. 0.41% = 0.0041)

Using the table above to calculate the firm fee based on the firm's turnover (T)

1. Identify the turnover value (T) and which corresponding band the turnover falls into from column A.
2. Subtract the figure in the corresponding column C from T for that turnover band.
3. Multiply this figure by the corresponding percentage in column B.
4. Finally add this figure to the corresponding figure in column D.
5. Firm fee then needs to be rounded to the nearest pound (i.e. if less than 50p then round down and if equal to or more than 50p then round up)

**Formula: (T - C) x B + D**

Example 1: For Turnover of £0:  
(£0 - £0) x 0.69% + £100 = £100

Example 2: For Turnover of £200,000:  
(£200,000 - £150,000) x 0.40% + £771 = £971

Example 3: For Turnover of £813,421:  
(£813,421 - £500,000) x 0.38% + £2,171 = £3,362

Example 4: For Turnover of £279,123,528:  
(£279,123,528 - £150,000,000) x 0.06% + £282,771 = £360,245

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### Appendix 2

#### Turnover Figure

The following paragraphs describe how the turnover figure that will be used for the purposes of determining the fee should be calculated:

1. Turnover figure means a firm's total gross fees arising from work undertaken from offices in England and Wales.
  - *Gross fees includes*: all professional fees of the firm including remuneration, retained commission, and income of any sort whatsoever 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, and investment profit.
2. The turnover figures that will be used when billing firms in October 2021 will be based on **closed accounts**, audited where possible.
  - Closed accounts are defined, in order of preference, as:
    1. an audited set of financial statements
    2. an unaudited set of financial statements signed off by an accountant
    3. a submitted tax return for the year.
3. Bad debt should be handled under normal accounting procedures. Where it has been allowed for in the turnover figure for a firm's last closed accounting period prior to 1 November 2020, that is acceptable. If a bad debt has been discovered after closing the firm's accounts, then the turnover figure cannot be re-adjusted. Those adjustments could potentially be accounted for in the following year's closed accounts.
4. The turnover figure should, wherever possible, be for the last complete (12 months) accounting period prior to the 1 November 2020 (e.g. 31 March 2020). The latest acceptable annual accounting period end date is 31 October 2020.
5. The turnover figure should be an exact figure wherever possible. A figure rounded to the nearest £1,000 will be acceptable only if more detail is unavailable.
6. Those firms who do not have closed accounts which ended within the period from 1 November 2019 to 31 October 2020, should provide the SRA with an estimate of the turnover figure as well as the previous year's turnover figure based on accounts which have been closed. The SRA will determine at its discretion whether to use the 2019 figure if an updated 2020 figure based on closed accounts has not been received by 31 August 2021.
7. The turnover figure must be for a 12 month period.

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- (a) For a brand new firm (i.e. not a successor firm nor one resulting from change in status), an estimate for the first 12 months of practice (irrespective of whether this is after 31 October 2020) will be accepted; the basis upon which the firm has made the estimate should be provided to the SRA.
- (b) If a firm has changed its annual accounting period, its latest closed accounting period prior to the 1 November 2020 will be shorter or longer than 12 months. The following approach should be used by the firm, providing an explanation of how they have derived their turnover figure:
  - Preferably, provide the turnover for the 12 month period immediately preceding the new accounting period end date (as long as prior to 1 November 2020)
  - Alternatively, if this is not possible then take the last closed accounts period prior to the 1 November 2020 and scale it appropriately (e.g. if the last closed accounting period was for six months then it should be doubled; if the last closed accounting period was for 15 months, then it should be divided by 15 and then multiplied by 12).
8. If a firm has a change in status (e.g. partnership to LLP, sole practitioner to partnership), then it should respond as if there were no change in status.

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#### Appendix 3

#### Successor Turnover

Successor turnover is relevant where firms have changed through, for example, an acquisition, merger or split. Certain firms affected are required to submit a Notice of Succession to the SRA with an agreed apportionment of turnover among the affected firms.

As guidance successor turnover shall be calculated based on the Turnover Figures for each of the affected firms.

If a firm has succeeded to the whole or a part of one or more firms (e.g. through merger or acquisition), successor turnover will be calculated by combining the appropriate proportion of the Turnover Figure for each of the affected firms which has become part of the successor practice:

- In a simple merger between firms A and B, combine the Turnover Figures for each firm.
- In a merger of one firm (firm A) with part of another firm (e.g. one third of firm B) then firm A should add the corresponding proportion of firm B's Turnover Figure to its Turnover Figure (e.g. firm A's Turnover Figure + third of firm B's Turnover Figure)

For a firm which has split or ceded part of their practice to another firm and wishes this change to be reflected in a successor turnover figure, the successor turnover figure will be a proportion of the Turnover Figure, as long as it is clear how the Turnover Figure for such a firm is to be distributed between the successor firms. 100% of the Turnover Figure must be accounted for between the successor firms. For example:

- In a merger of firm A with one third of firm B then
  - firm B's successor turnover figure will be two thirds of its Turnover Figure, Firm A's will be its Turnover Figure plus one third of B's Turnover Figure
- Where firm A and one third of firm B become new firm C
  - firm A's turnover will be £0 (closed) and B's turnover will be two thirds of its Turnover Figure. Firm C's successor turnover figures will be the combination of A's Turnover Figure and one third of firm B's.

In a case where all successor firms agree on the apportionment of 100% of the Turnover Figures, then the SRA will accept the successor turnover figures.

In the case where all successor firms are unable to agree the apportionment of 100% of the Turnover Figures, then the SRA will treat the Notice of Succession as an application for it to determine the Turnover Figure for the purpose of calculating the fees. The SRA will determine this apportionment based on the information available and its decision will be final.