

**SRA BOARD**  
20 July 2021

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### **Licensed Body 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 application fee payable by a body applying for initial authorisation as a licensed body will be calculated as follows:
  - (a) an initial payment of £2,000, which is based on a day rate of £600;
  - (b) £150 in relation to each candidate subject to approval by the SRA under Part 4 of the SRA Authorisation of Firms Rules, excluding those deemed to be approved under rules 13.3 and 13.5 of the SRA Authorisation of Firms Rules;
  - (c) where the SRA's costs in considering the application exceed the amounts specified in (a) and (b) above then such additional costs will be charged at a day rate of £600;
  - (d) where the nature of the application means that the SRA has to seek external assistance, the full cost of that assistance will be charged;
  - (e) on initially considering an application, the SRA will notify those bodies whose applications it considers likely to exceed the amounts specified in (a) and (b) above and will indicate any additional sums payable in accordance with paragraphs (c) or (d) above;
  - (f) notwithstanding any additional sums notified under paragraph (e), the SRA may charge further additional sums in accordance with paragraphs (c) or (d) if unforeseen circumstances arise during the application process, however the SRA shall notify the applicant as soon as reasonably practicable as to the further liability to be incurred.
2. Appendix 1 contains information on the circumstances that may give rise to additional costs that may be chargeable under paragraphs 1(c) and (d) and the SRA may publish additional information from time to time.

#### **Periodical fees**

*Licensed bodies are required to pay an initial periodical fee on authorisation which is calculated by reference to the firm's estimated turnover. Licensed bodies are also required to pay annual periodical fees by the prescribed date which is 31 October in any year.*

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*Paragraphs 3 and 4 below deal with the way in which the initial periodical fee will be calculated for the period which runs from 1 November 2021 to 31 October 2022 and paragraph 5 deals with the annual periodical fee.*

**Initial Periodical Fee**

3. Subject to paragraph 4, the initial periodical fee payable by a licensed body shall be determined by:
  - (a) taking the estimate of the Turnover Figure for the first 12 months of business and carrying out the calculation in respect of the relevant band in accordance with appendix 2; and
  - (b) paying one twelfth of that amount in relation to each month or part of a month between the date of authorisation and 31 October 2022.
4. (a) Where a licensed body has succeeded to the whole of the practice of an authorised body the fee calculated in accordance with paragraph 3 shall be reduced by one twelfth of the firm fee already paid by the predecessor authorised body in respect of each month between the date of authorisation of the licensed body and 31 October 2022.
  - (b) Where a licensed body has succeeded to part of the practice of an authorised body the fee calculated in accordance with paragraph 3 shall be reduced as set out in paragraph 4(a) above but the reduction shall relate to such proportion of the firm fee as the SRA shall determine taking into account any Notice of Succession or other information.

**Annual Periodical Fee**

5. The annual periodical fee payable by a licensed body shall be determined by taking the estimate of the Turnover Figure for the first 12 months of business or, where the licensed body became a licensed body before 1 November 2019, the Turnover Figure, and carrying out the calculation in respect of the relevant band in accordance with appendix 2.

**Overseas Branch Offices**

6. A licensed body which has one or more overseas branch offices shall pay an additional fee of £200 in respect of each overseas office.

**Interpretation**

7. In this determination:

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

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**Turnover Figure** means as set out in appendix 3.

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

**Commencement**

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

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**Licensed Body Fee Determination: Appendix 1**

1. The initial payment of £2,000 includes the costs that the SRA will incur in reviewing the application and considering whether, and if so how much, additional time and external assistance will be required. At the end of the review the SRA will notify the applicant of additional sums payable under paragraph 1 (c) and (d). Such estimate may be exceeded if unforeseen circumstances require additional time or external assistance.
2. The following list contains indicators of circumstances relating to the applicant body that may lead to the SRA seeking further information and incurring additional costs:
  - (a) proposed outsourcing arrangements;
  - (b) proposed initial public offering;
  - (c) proposed franchise model;
  - (d) proposed multiple fee sharing and /or referral arrangements;
  - (e) proposed multi disciplinary practice, involving other regulators;
  - (f) the applicant is part of a group including other organisations or permitted separate businesses which could cross sell services and /or give rise to potential conflicts.

This list is not exhaustive.

3. The SRA estimates that a combination of indicators that includes one or more of (a) to (d) above (moderate complexity) may require an additional 15 days of cost and an approximate additional charge of £9,000.
4. The SRA estimates that a combination of indicators that includes one or more of (e) and (f) together with any of the other indicators (high complexity) may require an additional 30 days of cost and an approximate additional charge of £30,000.
5. Additional costs may also be incurred where candidates, or sources of funding are located overseas. This could include the use of specialised external agencies to provide detailed reports on foreign individual and corporate owner applicants and may cost between £3,000 and £5,000 dependent on the jurisdiction.
6. Additional costs may also be incurred where there are complex ownership structures which require investigation in order to identify all persons who hold a material interest.

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**Licensed Body Fee Determination: Appendix 2**

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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### **Licensed Body Fee Determination: Appendix 3**

#### **Turnover Figure**

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

1. Turnover figure means a firm's total gross fees arising from regulated activities 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. Applicant bodies are required to provide an estimated turnover figure in the application and the SRA will seek information to support the figure and explain the basis on which the body has made the estimate during the authorisation process. Where the applicant body is succeeding to any legal practice carried on by a recognised sole practitioner, an authorised body or to a previously unregulated legal services business then the historic turnover figures for such businesses will be relevant in validating the estimated turnover for the new body.
  
3. The SRA may substitute an alternative estimated turnover figure for the purpose of the fee calculation where it reasonably considers that the estimated turnover figure produced by the applicant body does not fully reflect the true value of the legal services to be provided. The examples below indicate the sort of circumstances in which such a substitution may be made:
  - (a) The licensed body is part of a group of businesses which provide a range of services some of which may be bundled with legal services, where the legal services may be offered at a reduced rate or as a "free" service.
  - (b) The licensed body is part of an insurance company where some of the legal services may be supported by premium funding, rather than fee income.
  - (c) The licensed body provides a mix of regulated activities and other activities which are either unregulated or regulated by other regulators, and the services provided may include a mix of such activities which may be bundled as in (a) above.

In these cases the SRA will seek further information to help it determine a fair estimate and will seek to agree the figure with the applicant body but in the absence of such agreement the SRA's decision shall be final.

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4. A licensed body will have provided an estimated turnover figure for the first 12 months of trading during the application process. This estimated turnover figure will be used to determine the annual periodical fee payable by the licensed body. In some cases, the SRA may have chosen to substitute an alternative estimated turnover figure in the circumstances outlined in paragraph 3 above to ensure the estimated turnover reflects the true cost of legal services being provided. This figure will have been communicated to the applicant prior to the licence being granted. In such cases, the revised estimated turnover figure will be used to determine the annual periodical fee payable by the licensed body.
5. Where a licensed body became a licensed body before 1 November 2019, the turnover figure should no longer be estimated. In such cases, 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.
6. 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 2019, 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.
7. 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.
8. 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.