

Firm's legal activities certificate (probate) renewal 2020

Your 2020 firm's* legal activities certificate (probate) renewal must be completed in all circumstances and should be submitted by **no later than 29 November 2019 to allow sufficient time for it to be processed before the year-end. Any renewal applications received after 29 November 2019 run the risk of not being processed before the year-end.**

(* The term "firm" encompasses partnerships, limited liability partnerships and limited companies throughout the documentation.)

It is your responsibility to ensure that your renewal is submitted on time and that you have been issued with the correct certificate.

Online renewals for ACCA members and non-ACCA members who are registered as Authorised Legal Activities Individual with ACCA are not required. However, the firm's contact partner/director must complete a firm's legal activities certificate (probate) online renewal form on behalf of the firm.

Please ensure that you have read and understood the following documents before submitting your online renewal:

- Conditions for the renewal of a firm's legal activities certificate (probate) - 2020
- Continuing Professional Development (CPD) for practising members
- Byelaw 8

The document headed "Conditions for renewal of a firm's legal activities certificate (probate) – 2020" is an integral part of the renewal. In submitting the online renewal your firm will be agreeing to comply with the undertakings contained in that renewal and to be bound by the Bye-laws and Global Practising Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations).

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The renewal process

A firm no longer requiring firm's legal activities certificate (probate) through ACCA must still submit an online renewal with the appropriate section completed.

The online renewal process has been made as straightforward as is consistent with regulatory requirements. In addition to signing and dating the online renewal, you must submit details of:

- any changes to your firm's name;
- any changes to the partners/directors/shareholders undertaking probate work on behalf of the firm†;
- the current professional indemnity insurance policy of your firm;
- the continuity of practice arrangements for your firm; and
- the number of current probate clients.

(† all the partners, directors and shareholders must be authorised for probate activities. Any new partners/directors/shareholders must obtain Authorised Legal Activities Individual registration from ACCA and complete the initial application form, available on our website at www.accaglobal.com/practising and then choosing the link 'Practitioner forms').

Fees

The fee for a firm's legal activities certificate (probate) for 2020 is £262 for each Authorised Legal Activities Individual in the firm. Once your online renewal has been received and fully processed we will send you an invoice for the fee. When you receive the invoice the simplest and quickest way to make a card payment is online via your firm's [myACCA](#) account. You will receive immediate acknowledgement that your payment has been received by ACCA. You can also make a card payment by telephone by contacting ACCA Connect on +44 (0)141 582 2000 once you have received the invoice.

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Cheque payments

In line with the guidance issued last year, the submission of cheque payments create unnecessary delays in assessing and issuing certificates to members and firms. Therefore, to avoid delays in receiving your firm's legal activities certificate (probate), cheque payments will not be accepted. Please ensure you submit your payment via your firm's [myACCA](#) account.

Late payments and renewals

You should note that your firm's legal activities certificate (probate) cannot be issued until all the firm's Authorised Legal Activities Individuals have submitted their individual practising certificate renewals. Therefore, to ensure your firm remains eligible to undertake probate work on 1 January 2020 and to avoid a late submission penalty fee of £65 and possible disciplinary action, you should submit your renewal as soon as possible and certainly by no later than 29 November 2019.

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (e-mail authorisation@accaglobal.com) if you require any further information or assistance regarding the renewal of your firm's legal activities certificate (probate).

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