

## Registered Manager Definition

**A 'Registered Manager' is defined as an individual who has been appointed at a CLC regulated practice as one the below:**

1. if the body is a limited company, a **shareholding or non-shareholding director**, registered at Companies House; or
2. if the body is a Limited Liability Partnership, an **LLP member** registered at Companies House; or
3. if the body is a partnership, a person held out as a partner who may be an **equity or salaried partner** e.g. listed as a partner on the Practice's headed paper or website; or
4. **Sole Proprietor**, who is by default a Sole Practitioner under CLC rules; or
5. **Beneficial Owners/Investors**, Private or Corporate Investors with a material interest.

With the exception of 5 all Individuals will be listed on the CLC Public Register.

It is the responsibility of the CLC regulated practice to notify the CLC licensing team when it appoints individuals into positions of care and control with and without a material interest.

Appointees wishing to be listed on the CLC Public Register must complete and pay for the standard fit and proper person processes. This process includes:

- a. any administration forms, supporting evidence and fees payable to the CLC; and
- b. any consent forms and fees payable to Experian, the agency that will on the CLC's behalf, carry out the financial, sanctions and criminality checks; and
- c. consent to carry out disciplinary and conduct checks.

***Important Notice:*** CLC lawyers appointed as Directors, Members or Partners in businesses regulated by another regulator or professional body are not eligible to be listed as Registered Managers on the CLC Public Register. These individuals should follow the requirements set out by the body's regulator or professional body. This does not impact on the CLC lawyers individual's listing on the CLC Public Register whilst they continue to hold a current and valid CLC licence.