

REGULATORY FEES



2020 probate fees

Probate annual fees are made up of two parts:

- probate registration fee; and
- probate compensation scheme levy.

Probate registration fee

This is an annual fee charged to all ICAEW registered probate firms. The fee funds the Professional Standards' operation for probate. 1.8% of this fee pays for the oversight role of the Legal Services Board.

Firms that register with us between 1 October and 31 December will pay 50% of the registration fee for the first year.

To calculate the fee

- If a principal is also to be an affiliate, please count them twice in the fee calculation – once as a principal and once as an affiliate.
- Combine the number of principals (including employee authorised individuals and affiliates) and the number of offices from which probate work will be undertaken.

Registration fees for authorised firms

Number of principals and authorised individuals + number of probate affiliates	1 office	2-10 offices	11+ offices
	£	£	£
1	357	622	1,092
2-5	622	1,092	1,918
6-9	1,092	1,918	3,366
10-50	1,918	3,366	5,906
51+	3,836	6,733	11,813

Registration fees for licensed firms

Number of principals and authorised individuals + number of probate affiliates	1 office	2-10 offices	11+ offices
	£	£	£
1	357	622	1,092
2-5	1,244	3,274	7,671
6-9	2,183	5,753	13,465
10-50	3,836	10,099	23,626
51+	7,671	20,198	47,251

Probate compensation scheme levy

This is an annual levy that covers the cost of the compensation scheme and provides funds for potential claims.

To calculate the levy

If a principal is also to be an affiliate, you should count them twice in the fee calculation – once as a principal and once as an affiliate.

Combine the number of principals (including employee authorised individuals and affiliates) and the number of offices from which probate work will be undertaken.

Probate compensation scheme levy for authorised firms

Number of principals and authorised individuals + number of probate affiliates	1 office	2-10 offices	11+ offices
	£	£	£
1	209	286	388
2-5	286	388	530
6-9	388	530	721
10-50	530	721	983
51+	1,060	1,440	1,964

Probate compensation scheme levy for licensed firms

Number of principals and authorised individuals + number of probate affiliates	1 office	2-10 offices	11+ offices
	£	£	£
1	209	286	388
2-5	572	1,161	2,119
6-9	774	1,589	2,880
10-50	1,060	2,161	3,927
51+	2,119	4,320	7,854

DBS checks for new applications/change of HoLP or HoFA

A disclosure and barring service (DBS) check is required for:

- the head of legal practice (HoLP);
- the head of finance and administration (HoFA); and
- any non-authorised owner of a licensed firm.

The fee for this check is £46.00 per person. This is not an annual fee.

Payment

The probate licence fee is payable on 1 January 2020. Failure to pay may result in your firm's probate registration being withdrawn. New applicants are required to pay when applying for their registration.

- **Direct debit payments** (UK bank account holders only). If you'd like to pay by direct debit, please scan your mandate and email it to creditcontrol-psd@icaew.com. If you choose to pay by direct debit, we must receive your completed direct debit instruction and any billing amendments by 8 January 2020. The total payable will be debited from your account on 28 January 2020. If you have already authorised collection by direct debit, please check the collection details on the invoice. If any of these details are incorrect, you will need to complete a new mandate.
- **Credit card payments.** If you would like to pay by credit card (Visa / Mastercard) or debit card (Delta / Maestro), please call +44 (0)1908 248 250. You will need to quote your ICAEW firm number.

If you have any invoice or payment queries, please contact us on +44 (0)1908 546 265 or email creditcontrol-psd@icaew.com

Important to note

- Failure to pay before the stated deadline may result in your firm's licence being withdrawn.
- View our terms and conditions for the payment of regulatory fees at icaew.com/regulatorytcs
- For more information about fees please visit icaew.com/regulatoryfees