

YOUR COMPLIANCE PARTNER

Put your effort exactly where your business **needs it**



Take the hard work out of regulatory compliance and let your firm concentrate on what it should be doing - **acting for clients**. Infolegal provides expert support, training and resources built specifically for solicitors' practices in England and Wales.

ABOUT INFOLEGAL

Regulatory compliance does not need to be **difficult**

Infolegal offers busy solicitors a complete compliance service and training resource that is not only simple to use, but also saves valuable time and is truly cost effective.

Infolegal supports solicitors' firms in England and Wales with practical regulatory compliance advice, SRA support and compliance training - helping your firm to stay on top of **SRA Standards and Regulations, AML/Money Laundering Regulations, UK GDPR/data protection** requirements, and wider practice management issues, without drowning in admin.

Let Infolegal take the hard work out of SRA regulatory compliance and allow you to concentrate on what you should be doing - acting for clients.

OUR MISSION

- Make law firm compliance simpler and more cost-effective.
- Provide practical, firm-focused support for practices of all sizes.
- Help law firms to capitalise on opportunities, safe in the knowledge that their regulatory requirements are in place.



WHY CHOOSE INFOLEGAL?

- Expert** Considerable experience in solicitor regulation, compliance and management. We understand the realities of practice.
- Innovative** The InfoHub is continuously developed in response to regulatory change and subscriber feedback - always current.
- Available** One-off queries, urgent audits or ongoing retainer support - Infolegal is there when you need us.
- Reliable** Solicitors across England and Wales rely on Infolegal's resources and advice every day.
- Value** From less than £80 per month - resources that would cost many times more to produce in-house.

Whatever the size of your firm, **Infolegal** can assist with a wide range of compliance and regulatory issues.

THE INFOLEGAL INFOHUB

A complete compliance and risk-management **platform** for UK solicitors

Designed specifically for SRA-regulated practices - combining training, procedures, precedents and compliance tools in one coherent system.



WHAT THE INFOHUB PROVIDES



Online Compliance Training
Role-specific modules on all key regulatory topics, with built-in quizzes, certificates and a full training management system.



Office Procedures Manual
A fully structured template OPM aligned with SRA, Lexcel, CQS and SQM requirements - ready to adapt to your firm.



Precedents and Templates
A wide-ranging library of regulatory precedents and template documents - from GDPR notices to client care letters.



Factsheets and Guidance Notes
Succinct, practice-focused guides on key regulatory topics, updated regularly to reflect changes in law and SRA requirements.



Compliance Management Tools
Firm-wide tools to record, monitor and evidence compliance activity - including risk assessments, file reviews, registers and compliance checks.



Information Intranet
A firm-wide resource to record key information used regularly, such as expert details, IT inventories, registration numbers, risk assessments and more.

EVERYTHING YOUR FIRM NEEDS IN ONE PLACE

Modern practice needs more than ad hoc policies or last-minute audit preparation. The SRA expects firms to demonstrate effective systems, controls, training and supervision - with clear evidence.

The Infolegal InfoHub makes this practical, proportionate and cost effective for firms of every size.

From less than **£80 +VAT** per month



TRAINING

Online Compliance Training

The **right training**, for the **right people**, at the **right time**

The InfoHub training library provides role-specific compliance modules for every member of your firm – with built-in records, certificates and a course management system for Training Managers.

Covering the topics **most likely to be encountered in practice** – and required by the SRA, Lexcel and CQS.

Training modules include:

- Anti-Money Laundering
- SRA Standards & Regulations
- UK GDPR / Data Protection
- Cybersecurity & Information Security
- Conflict of Interests & Confidentiality
- Complaints Handling
- Property & Mortgage Fraud
- Accounts & Client Money



COURSE MANAGEMENT

Assign & Track

Training Managers can assign courses to specific staff, track progress and view quiz results across the whole firm.

Certificates

Every completed course generates a downloadable certificate for staff training files and compliance audit evidence.

Training Log

Individuals can record a personal training plan and log all training - including courses taken outside the InfoHub.

Role-specific Access

Courses are made accessible only to the staff who need them - fee-earners, support staff and supervisors separately.

Training on the InfoHub is designed to satisfy the continuing competence obligations of the **SRA Codes of Conduct** and the training requirements of **Lexcel** and the **Conveyancing Quality Scheme**.

Quizzes, certificates and full training records - giving every firm clear, auditable evidence of compliance training at every level.



OFFICE PROCEDURES MANUAL AND PRECEDENTS

Procedures, Policies & Precedents

Every **document** your firm needs - **ready to use**

The InfoHub combines a fully structured Office Procedures Manual with a wide-ranging library of compliance precedents and template documents - giving every firm the foundation it needs to demonstrate effective systems and controls.

OFFICE PROCEDURES MANUAL

The Infolegal OPM is a complete, regularly updated template manual – first published in 2012 and now used by hundreds of firms. More than a one-off download, subscribers are alerted whenever changes in law or regulation require amendments.

Fully structured policies & procedures

Mapped to SRA, Lexcel, CQS and SQM requirements.

Law firm and sole practice versions

Sole practitioner and multi-partner/director formats available.

Standards cross-reference tables

Showing where each section addresses each applicable standard.

SRA authorisation support

Widely used by new practices applying for SRA authorisation.

Kept current with regulatory change

Subscribers receive update alerts whenever changes are announced.

Compliance documents & precedents

The InfoHub provides a wide-ranging library of standalone compliance documents and precedents - ready to adapt and use immediately.

Some documents such as retainer letters and cybersecurity policies are entirely standalone. Others - such as data protection template letters and policies - are designed to be used alongside the relevant guidance notes or the appropriate section of the OPM.

All documents are kept current with changes in law and SRA requirements, ensuring your templates never become out of date.

Templates include:

- Retainer & client care letters
- Data protection templates
- Cybersecurity policies
- Money laundering forms & CDD
- Complaints handling precedents
- Referral agreements
- Residual balance documents

A complete documentation foundation - saving firms hundreds of hours drafting, researching and updating policies from scratch.



AML SUPPORT

Anti-Money Laundering

AML compliance your firm can rely on – and evidence

The Money Laundering Regulations 2017 place significant, ever-changing obligations on solicitors' firms. Infolegal has led the way in helping law firms meet their AML responsibilities for many years - with advice, audits, training and ongoing MLRO support.

What regulations require

- **Firm-wide risk assessment**
A documented risk assessment under r.18 MLR 2017 - reviewed and updated regularly.
- **Independent AML audit**
Required by r.21 MLR 2017 for larger firms - an independent review of AML policies and processes.
- **Documented CDD & policies**
Client due diligence processes and AML policies must be documented and evidenced on file.
- **Staff training**
All relevant staff must receive role-specific AML training - with records to prove it.

INFOLEGAL AML SERVICES

- **Firm-wide & matter risk assessments**
Templated and tailored - in line with MLR 2017.
- **Independent AML audit (r.21)**
For firms required to commission an independent audit.
- **MLRO & MLCO advisory support**
One-off guidance or ongoing retainer - including SAR advice.
- **AML policies & procedures**
Template and tailored policies, CDD and EDD frameworks.
- **In-person & online AML training**
Role-specific - fee-earner, support staff and MLRO versions..
- **Sanctions compliance guidance**
Screening obligations and how to demonstrate ongoing compliance.
- **Suspicious activity reporting advice**
Guidance on reporting, tipping off and privilege issues.

From a one-off risk assessment to an ongoing MLRO retainer - Infolegal is there when the pressure is on.

1 IN 6

firms subject to SRA monitoring review in 2024-25

1/3

of those reviewed found non-compliant with AML obligations

833

firms receiving onsite inspection or desk-based review 24-25

OTHER SERVICES

Expert Compliance Services

Bespoke support, **exactly** when your firm needs it

Beyond the InfoHub, Infolegal's specialist advisers provide hands-on consultancy across the full range of compliance and regulatory challenges facing solicitors' firms today.

COLP & COFA support

Practical support for Compliance Officers - from understanding responsibilities and implementing systems to managing reporting obligations and day-to-day regulatory issues. One-off guidance or ongoing monthly retainer.

Compliance audits & regulatory review

Independent gap analysis across all SRA regulatory requirements - to identify shortfalls and deliver practical, prioritised recommendations to address them.

Lexcel, CQS & quality standards

Consultancy, tailored in-house training and audit preparation for Lexcel, CQS and SQM. Most lenders now require CQS accreditation for panel membership - Infolegal can guide firms through application to accreditation.

SRA authorisation & new firm applications

End-to-end support for new firm and ABS applications - including the SRA application itself, business plans and required policies. Assistance for established firms changing structure or practice type.

Fraud risk & prevention

Risk assessments and preventive frameworks covering property and mortgage fraud, cybersecurity threats and financial crime - addressing the scenarios most likely to result in SRA investigation or client harm.

Transparency rules & website compliance

Review of firm websites for compliance with SRA Transparency Rules - including price publication requirements, compliant text for regulated services and correct display of the SRA Digital Badge.



ONE-OFF ADVICE

Single queries, urgent issues and fast-turnaround support



PROJECT WORK

Audits, accreditation, applications and defined engagements



ONGOING RETAINER

Monthly support for COLPs, COFAs and management team

Whatever your firm's compliance challenge - Infolegal's specialists are ready to help.

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ABOUT INFOLEGAL

Infolegal - Established 2013

Law firm compliance advice and training

Infolegal is one of the UK's leading providers of regulatory, compliance and practice management support for solicitors' firms across England and Wales. We exist to help legal practices of all sizes meet the challenges of an ever-evolving regulatory landscape - reducing risk and building resilient, well-governed practices that are ready for tomorrow's compliance demands.

Helping law firms navigate regulation with confidence

OUR VISION & VALUES

- **Practical clarity**
Turning complex regulation into accessible, workable compliance solutions.
- **Regulatory confidence**
Helping firms understand not just what the rules say, but how they are applied in practice.
- **Supportive partnership**
Working with your firm as a trusted compliance adviser, not a distant consultant.
- **Proportionate solutions**
Balancing regulatory rigour with the commercial realities of modern legal practice.

A modern approach to compliance

The nature of legal practice is changing fast. Clients, regulators and commercial partners now expect evidence of robust systems, ongoing monitoring and structured governance - not just box-ticking compliance.

Infolegal's approach is practical and proportionate. We combine deep regulatory knowledge with a clear focus on how compliance works in law firms in real life - from bespoke consultancy to the InfoHub, our integrated online compliance and management platform.

Whether you are a sole practitioner, a small partnership, a mid-tier firm or an ABS, Infolegal can tailor services to fit your needs.

In partnership with Enderley Consulting - Compliance specialists

A collaborative partnership

Infolegal works closely with Enderley Consulting, a respected UK compliance and risk management consultancy specialising in legal sector compliance. Their team brings additional depth in firm authorisation, ABS applications, COLP and COFA support, AML audits, CQS accreditation and fraud risk - providing a powerful, complementary blend of regulatory insight and hands-on practical support. Together we offer implementable solutions designed to reduce regulatory burden, protect clients and support firm growth.

Our goal is to **remove uncertainty**, demonstrate compliance and enable you to focus on delivering excellent service to your clients.



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