

Beneficial Owner, Officer and Manager Registration Process

Membership Guidance

May 2026

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Introduction

It is the responsibility of the Law Society of Scotland (the Society), as the Supervisory Authority, to ensure that member firms operate within the scope of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (the MLRs).

Regulation 26 of the MLRs stipulates that an individual cannot act as a beneficial owner, officer, or manager (BOOM) of a relevant firm unless the Supervisory Authority has approved them.

Regulation 26(8)(a) states that the Supervisory Authority must grant an application for approval under paragraph (6), unless the applicant has been convicted of a relevant offence, as per the list outlined in Schedule 3 of the MLRs.

Purpose

The purpose of this document is to assist firms when completing BOOM approval applications via the Member's Portal.

Who is a Beneficial Owner, Officer or Manager

Comprehensive guidance covering who would fall within the definition of a beneficial owner, officer or manager can be found within section 4.2 of the Legal Sector Affinity Group (LSAG) Guidance. [A copy of this can be found within the AML section of the Society's website.](#)

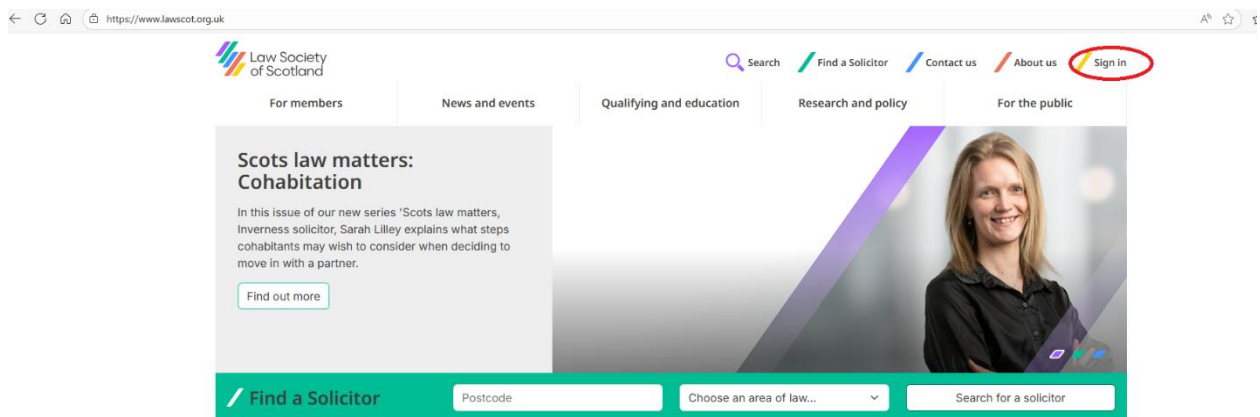
Registration and amendment process

Applications for new BOOM approvals, and ongoing updates to existing BOOMs should be made by the Money Laundering Reporting Officer (MLRO), using their individual login credentials. It is permissible for the MLRO to appoint a delegate to assist with updates. However, all changes must be submitted by the MLRO.

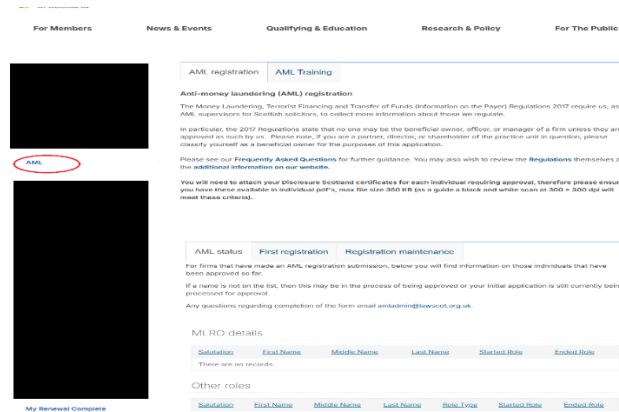
To appoint a delegate, please email: member.registration@lawscot.org.uk.

Member portal sign on

The MLRO should sign in to the member's portal using their own assigned login credentials (please note that these are distinct from the firm's credentials).



Once logged in, options will appear on the left-hand side - select “AML” to proceed.



If this is the firm's first registration (i.e. you are a new firm or you are undertaking in-scope work for the first time), select “First Registration.”

Going forward, all other changes, such as updating the MLRO or adding a new BOOM, should be submitted through “Registration Maintenance”.

Once either “First Registration” or “Registration Maintenance” has been selected, a form will be presented. Guidance on completing both forms is outlined in the sub-sections below.

Please note that the firm can make multiple amendments on either a “First Registration” or “Registration Maintenance” form.

First registration

Please remember to click the “Find” button and select your firm from the drop-down list. If the firm is not selected at this stage, any amendments made cannot be submitted.

Firm Information

Submission no [REDACTED]

Use the find button to select the firm(OBO)

Find

Adding a MLRO

All relevant details should then be captured for the MLRO under the following section of the form:

Money Laundering Reporting Officer (MLRO) Details

* Salutation

* First Name

Middle Name

* Last Name

* Membership No

* Position in firm

Residential Address

* House No./Name

Street

* City

* Country

County

Street

* Post Code

* DOB

* Nationality

Do you hold current membership status with any other professional body - please specify

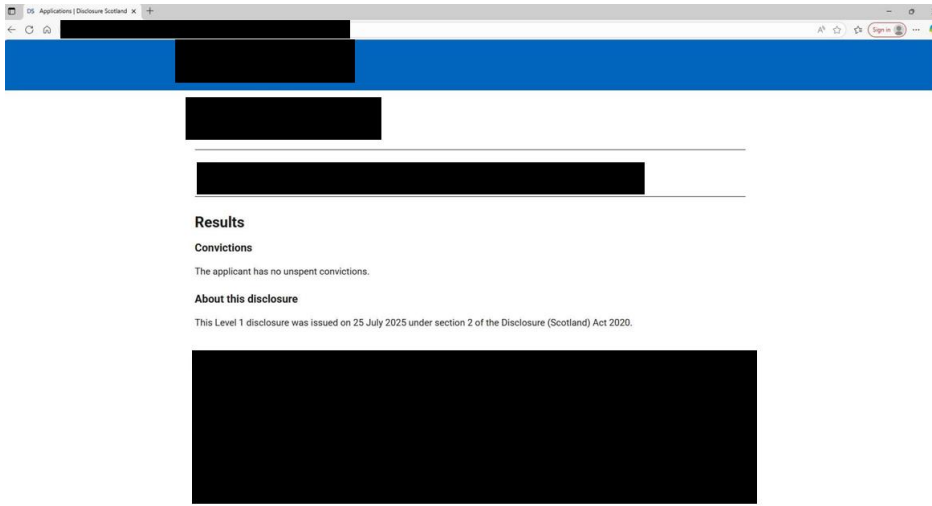
* I confirm that the MLRO does not have a conviction for a relevant offence in terms of Regulation 26 (8) (a) and Schedule 3 of the 2017 Regulations

* Please upload a scanned copy of your Basic Disclosure Scotland certificate No file chosen

Please select the file and click "Attach" button to upload the file (Max size 350 KB).

* Date started MRLO role

Evidence of a Level 1 (or equivalent) Disclosure Scotland check dated within the last six months should be attached. The new Disclosure Scotland system does not provide a downloadable document to evidence the check; therefore, it is necessary to provide a screenshot of the below page as evidence.



Please ensure that the name of the individual checked, the individual's address and DOB and the date of the check are visible and have not been cropped. Failure to provide this information will result in the application being returned to the MLRO.

Adding BOOMs

Below the MLRO details is the "Board Level Appointees/Beneficial Owners/Officers/Managers" section.

BOOMs should be added by selecting "Add New Role" under the "Board Level Appointees/Beneficial Owners/Officers/Managers":

Board Level Appointees/Beneficial Owners/Officers/Managers



Once this has been selected, the following form should appear:

Board Level Appointees/Beneficial Owners/Officers/Managers

• **Role type**

• **Salutation**

• **First Name**

Middle Name

• **Last Name**

Law Society ID (if applicable) ⓘ

Residential Address

• **House No./Name**

Street

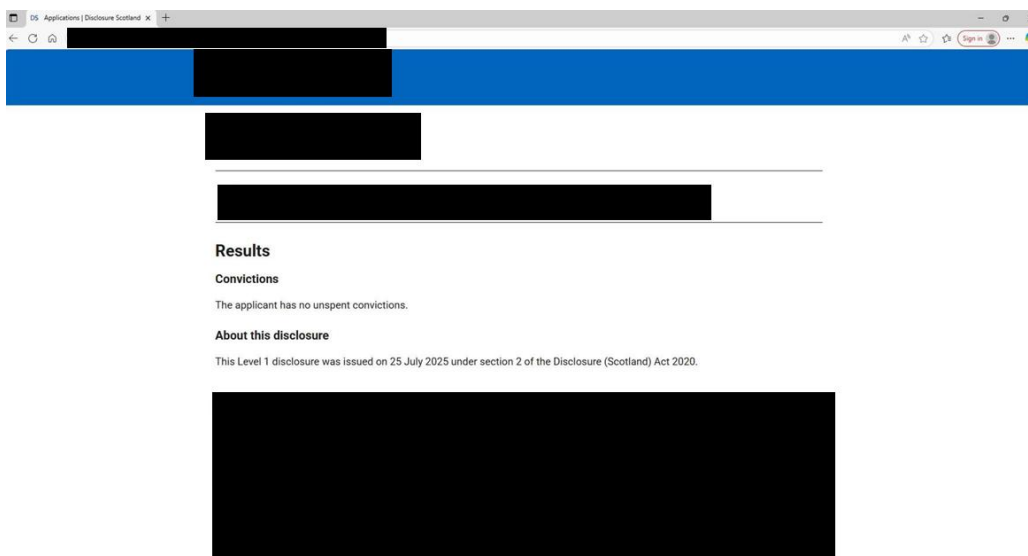
Street

• **City**

County

Please complete all required fields within the form for each BOOM.

Evidence of a Level 1 (or equivalent) Disclosure Scotland check dated within the last six months should be attached. The new Disclosure Scotland system provides does not provide a downloadable document to evidence the check; therefore, it is necessary to provide a screenshot of the below page as evidence.



Please ensure that the name of the individual checked, the individual's address and DOB and the date of the check are visible and have not been cropped. Failure to provide this information will result in the application being returned to the MLRO.

Repeat this process for all BOOMs within your firm.

If BOOMs have been successfully added to the form, they will appear in the following section:

Board Level Appointees/Beneficial Owners/Officers/Managers

Note: You must add at least 1 Board Level Appointees/Beneficial Owners/Officers/Managers

[Add New Role](#)

| Select | Role type | First Name | Last Name | Law Society ID (if applicable) | Started role | Delete |
|------------------------|---------------------------|----------------------------|---------------------------|--|------------------------------|------------------------|
| Select | Board Level Appointee | Cassie | Cotton | | 5/03/2026 | Delete |

It is important to ensure that all BOOMs are recorded in this section, including the MLRO. An MLRO falls under the category of Manager, as per the guidance from the Legal Sector Affinity Group (LSAG). For the avoidance of doubt, the MLRO details have to be input into the portal twice – once as the MLRO and secondly as a BOOM.

To make amendments to existing BOOMs, click “Select.” This will allow you to update details such as the role end date, the position held by the BOOM, or their address.

You can save the form and return to it at a later date before submitting. Please remember to click the “Save” button before exiting the form.

Registration maintenance

Please remember to click the “Find” button and select your firm from the drop-down list. If the firm is not selected at this stage, any amendments made cannot be submitted.

Firm Information

Submission no [REDACTED]

Use the find button to select the firm(OBO)

Find

Amending a MLRO

The form should display the details of the existing MLRO:

Money Laundering Reporting Officer (MLRO) Details

Existing Money Laundering Reporting Officer (MLRO) Details

Use this section to amend the details or end the role of the existing MLRO. If you are a new MLRO at your firm, then please add an end date to the existing MLRO details and complete the New MLRO section.

Salutation

First Name

Middle Name

Last Name

Membership No

* Position in firm

Please Select... ▼

Residential Address

* House No./Name

Street

Street

* City

Below the existing MLRO section, there is a question “Are you a new MLRO”:

New MLRO details

If you are the new MLRO, please answer yes to the question below and complete the details.

* Are you a new MLRO


Yes

No

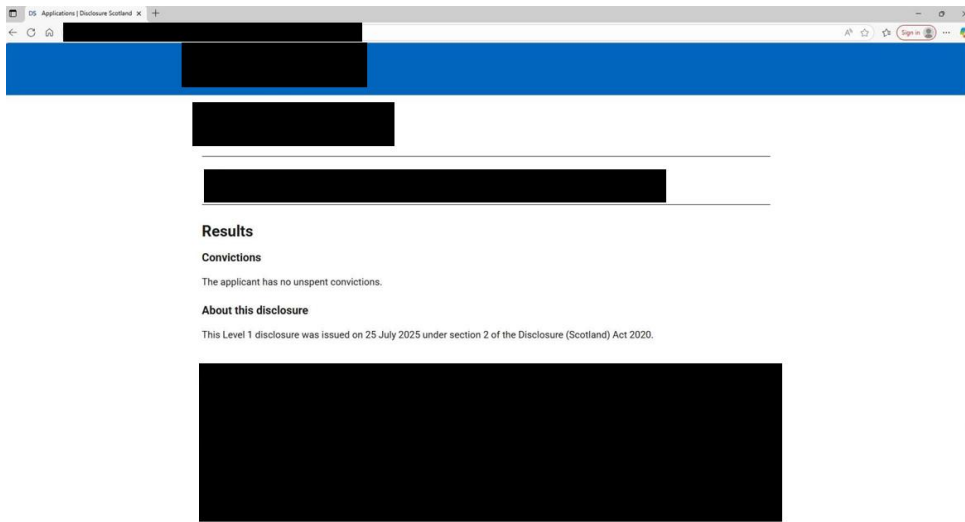
When “Yes” is selected, a section will generate for the new MLRO details to be completed:

New MLRO details

If you are the new MLRO, please answer yes to the question below and complete the details.

| | |
|-----------------------------------|--|
| * Are you a new MLRO | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| * Salutation | Please Select... ▼ |
| * First Name | <input type="text"/> |
| Middle Name | <input type="text"/> |
| * Last Name | <input type="text"/> |
| * Membership No | <input type="text"/> |
| * Position in firm | Please Select... ▼ |
| <u>Residential Address</u> | |
| * House No./Name | <input type="text"/> |
| Street | <input type="text"/> |
| Street | <input type="text"/> |
| * City | <input type="text"/> |
| County | <input type="text"/> |
| * Country | Please Select... ▼ |
| * Post Code | <input type="text"/> |
| * DOB | <input type="text"/>  |
| * Nationality | Please Select... ▼ |

Evidence of a Level 1 (or equivalent) Disclosure Scotland check dated within the last six months should be attached. The new Disclosure Scotland system does not provide a downloadable document to evidence the check; therefore, it is necessary to provide a screenshot of the below page as evidence.



Please ensure that the name of the individual checked, the individual's address and DOB and the date of the check are visible and have not been cropped. Failure to provide this information will result in the application being returned to the MLRO.

In situations where the firm has a new MLRO, please also email member.registration@lawscot.org.uk to inform them of the change.

Adding new BOOMs

Below the MLRO details is the “Existing Board Level Appointees/Beneficial Owners/Officers/Managers” section. This contains the details of all existing BOOMs.

Below this section is the “New Board Level Appointees/Beneficial Owners/Officers/Managers” section and this is where new BOOMs should be added.

Any new BOOMs should be added by selecting “Add New Role”.

Existing Board Level Appointees/Beneficial Owners/Officers/Managers
Please select individuals below to update their details (address changes / ending role)

| Select | Role type | First Name | Last Name | Started role | Ended role |
|-----------------------|-----------|------------|-----------|--------------|------------|
| There are no records. | | | | | |

New Board Level Appointees/Beneficial Owners/Officers/Managers
Please add new roles below including upload of Disclosure Scotland certificates

Add New Role

| Select | Role type | First Name | Last Name | iMIS ID (if applicable) | Started role | Delete |
|-----------------------|-----------|------------|-----------|-------------------------|--------------|--------|
| There are no records. | | | | | | |

Once this has been selected, the following form should appear:

Board Level Appointees/Beneficial Owners/Officers/Managers

• **Role type** Please Select... ▼

• **Salutation** Please Select... ▼

• **First Name**

Middle Name

• **Last Name**

Law Society ID (if applicable) ⓘ

Residential Address

• **House No./Name**

Street

Street

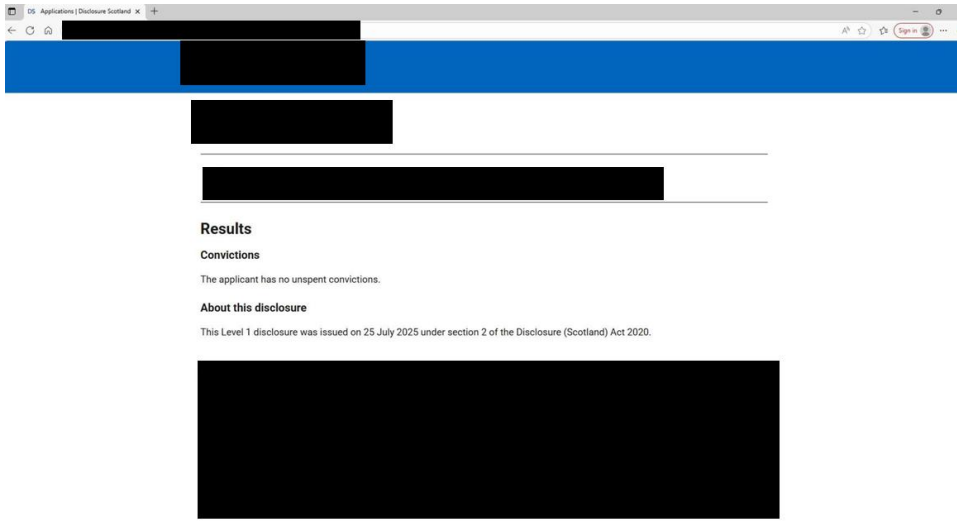
• **City**

County

Save **Save & New**

Please complete all required fields within the form.

Evidence of a Level 1 (or equivalent) Disclosure Scotland check dated within the last six months should be attached. The new Disclosure Scotland system provides does not provide a downloadable document to evidence the check; therefore, it is necessary to provide a screenshot of the below page as evidence.



Please ensure that the name of the individual checked, the individual's address and DOB and the date of the check are visible and have not been cropped. Failure to provide this information will result in the application being returned to the MLRO.

Repeat this process for all BOOMs within your firm.

If BOOMs have been successfully added to the form, they will appear in the following section:

New Board Level Appointees/Beneficial Owners/Officers/Mangers
Please add new roles below including upload of Disclosure Scotland certificates

[Add New Role](#)

| Select | Role type | First Name | Last Name | iMIS ID (if applicable) | Started role | Delete |
|------------------------|---------------------------|----------------------------|---------------------------|---|------------------------------|------------------------|
| Select | Managers | Cassie | Cotton | | 1/11/2025 | Delete |

It is important to ensure that all BOOMs are recorded in this section, including the MLRO. An MLRO falls under the category of Manager, as per the guidance from the Legal Sector Affinity Group (LSAG).

To make amendments to existing BOOMs, click "Select." This will allow you to update details such as the role end date, the position held by the BOOM, or their address.

You can save the form and return to it at a later date before submitting. Please remember to click the "Save" button before exiting the form.

Amending existing BOOMs

If you are completing the “Registration Maintenance” form, a list of previously approved BOOMs should appear under the “Existing Board Level Appointees/Beneficial Owners/Officers/Managers” section.

Existing Board Level Appointees/Beneficial Owners/Officers/Managers
Please select individuals below to update their details (address changes / ending role)

| Select | Role type | First Name | Last Name | MIS ID (if applicable) | Started role |
|--------|-----------|------------|-----------|------------------------|--------------|
| Select | Managers | Cassie | Cotton | | 1/11/2025 |

It is important to ensure that all BOOMs are recorded in this section, including the MLRO. An MLRO falls under the category of Manager, as per the guidance from the Legal Sector Affinity Group (LSAG).

To make amendments to existing BOOMs, click “Select.” This will allow you to update details such as the role end date, or their address.

If you are updating a BOOM’s address, please also notify aml@lawscot.org.uk by email. If new BOOMs need to be added and are not appearing in this section, please refer to the guidance above on how to add a new BOOM.

Disclosure checks via a third-party provider

In instances where a firm utilises the services of a third-party provider to obtain the Disclosure Scotland check and the third-party provider transposes the content into an alternative format from that of Disclosure Scotland, the results of the check must be provided (by attachment to the application). It must also be supported with an attestation from the MLRO (via email to the AML team aml@lawscot.org.uk) that they are comfortable with both the check undertaken and the results returned, and are happy for the individual to take a BOOM position within the firm.

Individuals previously resident outside Scotland

In instances where the BOOM has been resident outside Scotland in the last five years, the MLRO should obtain an equivalent disclosure check from the relevant country. Should that not be possible, guidance should be sought from the Law Society of Scotland based on the individual circumstances by contacting the AML Team at aml@lawscot.org.uk.

Portal submission

Once all details have been completed, please select “Submit.”

If the submission is successful, you will receive a confirmation message that includes a submission number for your reference.

Thank you for your submission

You have completed a Law Society of Scotland AML role registration update.



Your submission number is [REDACTED]

Application approval process

The Society aims to process BOOM applications within five working days of receipt and will contact the MLRO if any issues arise.

Please be aware that the “AML Status” section will only display the details of previously approved individuals until such time as the Society approves a new application.

AML status

First registration

Registration maintenance

For firms that have made an AML registration submission, below you will find information on those individuals that have been approved so far.

If a name is not on the list, then this may be in the process of being approved or your initial application is still currently being processed for approval.

Any questions regarding completion of the form email amladmin@lawscot.org.uk.

MLRO details

| Salutation | First Name | Middle Name | Last Name | Started Role | Ended Role |
|----------------------------|----------------------------|-----------------------------|---------------------------|------------------------------|----------------------------|
|----------------------------|----------------------------|-----------------------------|---------------------------|------------------------------|----------------------------|

There are no records.

Other roles

| Salutation | First Name | Middle Name | Last Name | Role Type | Started Role | Ended Role |
|----------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|------------------------------|----------------------------|
|----------------------------|----------------------------|-----------------------------|---------------------------|---------------------------|------------------------------|----------------------------|

There are no records.

If you have recently submitted a BOOM application form and the changes are not yet visible, the application may still be under review by the Society. If it has been more than five working days, please reach out to the AML team (aml@lawscot.org.uk) for assistance.

Help and support

Any BOOM application queries should be directed to aml@lawscot.org.uk and a member of the AML team will be happy to assist.