



# Regular Withdrawal Instruction



This form can be used to instruct regular withdrawals from your ISA, Offshore Bond or GIA wrapper. Withdrawals from the Novia SIPP must be made using the BCE application or for changes to an existing SIPP Income instruction, please use the Amend Income Form.

Please note that your Adviser can amend existing regular withdrawals online and **this form should only be used to set up a new regular withdrawal payment to a bank account that has previously been set up on your account.**

**If there is no verified bank account set up on your account you will need to submit a Bank Details Form and payment will be subject to satisfactory completion of the verification.**

Where payment is being made to a verified bank account, this instruction may be submitted to Novia on your behalf by your Adviser without your signature.

If you prefer to authorise the instruction with your signature, please arrange with your Adviser to return the original form to Novia.

If you need assistance completing this form please ask your Adviser or contact the Client Services Team on 0345 680 8000.

## Product Details

Novia Investor Number	<input type="text"/>		
Product Wrapper Type	<input type="text"/>	Wrapper Number	<input type="text"/>
Investor Name(s)	<input type="text"/>		

## Bank Details

This instruction can only be paid to a verified bank account. Please confirm the details of the bank account to which you would like this payment made in case you have multiple accounts verified with Novia. **This section cannot be used to inform us of new bank account details. Please submit a Bank Details Form.**

Branch Sort Code (last 2 digits only)	<input type="text"/>
Account number (last 4 digits only)	<input type="text"/>
Building Society Client number (last 4 digits only)	<input type="text"/>

Payment to building society accounts may take up to 10 business days longer than payments to bank accounts

## Payment Amount and Frequency

Please note that you cannot take Regular Withdrawals where you are making Regular Investments.

**We may require additional documentation to verify your signature or bank account.**

Amount\* (to a maximum of 10% per annum of wrapper value)

£  **OR**  % calculated as a monetary amount at the time of processing this application

Monthly  Quarterly  Annually  Start date\*\*

\* Regular withdrawals have the option for fixed amount OR % but not both.

\*\* Please note that the start month cannot be more than 12 months from the date of application.

Do you wish to increase your regular withdrawals? (Please select one option only)

- No increase
- Increase by the Retail Prices Index (RPI)
- Increase by a fixed  % (1%-5% pa)

## / Regular Withdrawal Instruction

Payments will be made by Novia on the 9<sup>th</sup> business day of each month and will typically reach your account three business days later for bank accounts and up to 10 days later for building society accounts.

**Offshore Bonds:** Withdrawals in excess of 5% of the original investment in an Offshore Bond in any policy year may give rise to a chargeable event and may result in a tax charge. Please consult your Adviser for guidance. This is based on our current understanding of applicable law and HM Revenue & Customs practice which is subject to change.

**Adviser Declaration** (This section must be completed regardless of submission method)

Novia will accept the receipt of this form without an investor signature, **provided it is submitted through the Adviser Zone secure email service.** Alternatively, you may ask the Investor to sign the completed form and arrange for the original to be returned to Novia. By submitting this form you are confirming the following:

- / I declare that the information in this form is true and correct to the best of my knowledge.
- / I agree to indemnify Novia Financial Plc against all such claims or losses, including additional tax charges and fines, in the event that the information provided proves to be incorrect.
- / I understand that checks may be performed on this instruction to confirm details are correct.
- / I confirm that I have the Investor's authority to submit this instruction on their behalf.

Name

Position

Firm name

Firm FCA number

**Investor Declaration** (only applicable where the Investor wishes to authorise by signature)

- / I/We declare that the information in this form is true and correct to the best of my/our knowledge.
- / I/We understand that checks may be performed on this instruction to confirm details are correct.
- / I/We understand that any delay on my/our part to act on any further verification request will delay processing the instruction and my/our failure to act will prevent processing the instruction.
- / I/We authorise Novia to make payments according to my/our instructions.
- / I/We understand that on receipt of this instruction, Novia will update my/our records within five business days.
- / I/We also understand that this will replace any existing regular withdrawal instruction I/we currently have in place.

Investor 1 Signature  Date

Investor 1 Name

Investor 2 Signature  (if applicable) Date

Investor 2 Name  (if applicable)

Where the investor has signed the adviser must also sign and post the original to Novia.

Adviser Signature  If you are submitting by post, you must sign here. Date