Transfer of Servicing

This form is to be completed should you appoint a new Adviser to service your Novia account. Completing this form will allow us to change the Adviser that is currently registered on the account to your newly appointed Adviser, so that they can obtain information and have full servicing rights on your investments. Once fully completed and checked, this registration must be sent to Novia Client Services, PO Box 4328, BATH BA1 0LR, or alternatively send it via email to: **clientservices@novia-financial.co.uk**.
WHERE REQUIRED, PLEASE COMPLETE ANY INFORMATION IN CAPITALS USING BLACK INK

Investor Details

Investor Number

Investor 1

Title | Surname

Forename(s)

Date of Birth DD/MM/YY | National Insurance Number

Investor 2

Title | Surname

Forename(s)

Date of Birth DD/MM/YY | National Insurance Number

New Adviser's details

Please be aware that in order for your new Adviser to obtain servicing rights on your accounts, your new adviser must:

- Have established Terms of Business with Novia Financial PLC.
- Have FCA authorised status.

If you are unsure whether your new Adviser has already established Terms of Business with Novia, please contact them before the form is sent to Novia.

Company name

FCA number

Adviser's name

Adviser's FCA number (if applicable)

Adviser Charges

Does the level of Adviser Charges remain the same?

Yes ☐ No ☐

If you have ticked No, please specify the details of the Adviser Charges.

Ongoing ______ % per annum to be paid monthly

Or

£ ______ Per annum to be paid ☐ Monthly ☐ Quarterly ☐ Annually

Client Signature

Signature		Date	DD/MM/YY
Print Name			

Signature		Date	DD/MM/YY
Print Name			

In order to process the instruction, we will need to verify your signature. As such we may require a certified copy of your passport or driving licence. If you have any questions regarding the signature verification requirements, please contact your Adviser.

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Novia Financial plc is authorised and regulated by the Financial Conduct Authority. Register Number: 481600.