



Recurring Switch Instruction



Please complete this instruction to request a Recurring Switch on a Novia Product Wrapper. If you wish to request a Recurring Switch for more than one Product Wrapper please complete an instruction for each wrapper.

Novia will accept the receipt of this form without a signature, **provided it is submitted through the Adviser Zone secure email service**. If you choose to sign the completed form please arrange for the original to be returned to Novia.

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

Please note that this form should not be used for setting up or amending an existing regular investment instruction. If you would like to do this, please use the form "Regular Investment Instruction".

Investor Details

Novia Investor number

Investor name(s)

Recurring Switch Instruction

Please apply a recurring switch to (e.g.GIA) Number

Commencing on the* 9th Or 22nd of

with the last switch to take place in

*The recurring switches instruction must be received by us 5 business days before that date. If no commencement date is provided above, we will commence this instruction at the next recurring switch date.

For any switch instruction made on this application please write the names in full as listed on the Novia Investments List.

The Investments List and fact sheets can be found at www.novia-financial.co.uk.

Novia will NOT include non-daily dealing funds, alternative investments or equities traded via Stocktrade (where applicable) in the recurring switch process. If you wish to amend the level of investment in these asset types please use the standard Switch form.

Please note that any existing rebalancing instruction is not affected by this instruction.

Option 1 Recurring Switch FROM cash

I wish to switch from the Cash Facility to the investments listed below

Frequency (select one) Monthly Quarterly Annually

I/We understand, if applicable, this will replace any existing instructions. This instruction will only be applied to cleared funds within the Cash Facility. I understand that in the event of the Cash Facility falling below 2% of the value of the client's wrapper, automated processes may mean that assets purchased via this recurring switch are sold to rebalance the cash holding to the required level.

Recurring Switch Instruction *continued*

ISIN/Sedol	Name of investment or model	Inc/Acc	%
Total*			

Please note, if the investment amount is invested in a model, the model will need to be linked to the specific wrapper via MPM.

*the total for all the named investments must be the same as the overall switch amount stated for Option 1.

Option 2 Recurring Switch TO cash

I wish to switch £ from the investments listed below to the Cash Facility

Frequency (select one) Monthly Quarterly Annually

I/We understand, if applicable, this will replace any existing instructions.

ISIN/Sedol	Name of investment or model	Inc/Acc	%
Total*			100%

*the total for all the named investments must be the same as the overall switch amount stated for Option 2.

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

Novia will accept the receipt of this form without a signature, **provided it is submitted through the Adviser Zone secure email service**. If you choose to sign the completed form please arrange for the original to be returned to Novia. By submitting this form either way 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	<input type="text"/>		
Position	<input type="text"/>		
Adviser Signature	<input type="text"/> If you are submitting by post, you must sign here.	Date	<input type="text"/>
		FCA FRN	<input type="text"/>