



Please complete this form to request a withdrawal from a GIA or ISA.

Please note that income withdrawals from the Novia SIPP must be made using the Amend Income Drawdown form, and withdrawals from the Novia Offshore Bond must be made using the Offshore Bond Withdrawal Form.

If you wish to make a withdrawal from more than one Product Wrapper please complete a form for each wrapper.

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 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.**

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.

Investor Details

Please confirm the Product Wrapper and number from which this withdrawal should be taken.

Product wrapper

ISA

GIA

Number

Investor Name(s)

Please include here any notes regarding this withdrawal (please do not use a cover letter for key information)

Withdrawal Instruction

Amount of withdrawal

£

or

%

Payments will typically take up to 10 business days to reach your nominated bank account.

It is the responsibility of the Adviser to ensure that there is sufficient cash at the time of submitting the form.

Partial withdrawals: 2% of your total investment must be held in the Cash Facility for each Product Wrapper. Where your withdrawal leaves less than 2% in your Cash Facility this may trigger a sale of investments. Please see Terms & Conditions for further information.

Payment Details

Please make payment by:

BACS

CHAPS (£25 charge) if left blank we will pay by BACS

For CHAPS please indicate who will pay the charge

Adviser

Investor (from Cash Facility)

Please ensure that payment option is completed to ensure that there are no delays in payment.

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.**

Bank Sort Code (last 2 digits only)

Account number (last 4 digits only)

Building Society Client number (last 4 digits only)

/ GIA and ISA Withdrawal Instruction

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

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	<input type="text"/>
Position	<input type="text"/>
Firm name	<input type="text"/>
Firm FCA number	<input type="text"/>

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.

Investor 1 Signature	<input type="text"/>	Date	<input type="text"/>
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Investor 1 Name	<input type="text"/>
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Investor 2 Signature	<input type="text"/>	Date	<input type="text"/>
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Investor 2 Name	<input type="text"/>
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Where the investor has signed the adviser must also sign and post the original to Novia.

Adviser Signature	<input type="text" value="If you are submitting by post, you must sign here."/>	Date	<input type="text"/>
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