Rebalancing Instruction

This instruction can be used to set up regular Rebalancing for the first time or to amend an existing Rebalancing instruction that cannot be amended through the Model Portfolio Manager (MPM).

Please note that this form is to set up or amend a quarterly or annual Rebalance only. An instruction to submit an ad hoc Rebalance or one-off switch should be submitted using our online tools.

We will accept 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 us.
If you need assistance completing this form, please contact the client services team on 0345 680 8000.

Investor Details

Wealthtime investor number: ______________________

Investor name(s): ______________________

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Rebalancing Instruction

Please apply Rebalancing to Product Wrapper number: ______________________

1. Please apply Rebalancing to the current default investment strategy ☐
2. Cancel existing Rebalance ☐
3. Please use the investment choices detailed below as the new default investment selection and apply Rebalancing ☐

☐ Quarterly ☐ Annually I understand, if applicable, that this will replace any existing instructions.

The new Rebalancing instruction will be effective from the next available Rebalancing date.

For quarterly Rebalancing, the first Rebalance will take place on the first working day of the month, three months from receipt of a complete instruction. For annual Rebalancing, the first Rebalance will take place on the first working day of the month, one year from receipt of a complete instruction. The instruction will not immediately change the current Investments held which should be submitted as a switch via Adviser Zone.

Changes to existing Rebalance instructions will be applied to the next Rebalance due to take place on the Product Wrapper, provided we've received a completed instruction within five working days before the next Rebalancing date. You can view existing Rebalances and their next due dates in Adviser Zone.

wealthtime

ISIN/SEDOL	Name of assets	Inc/Acc	%
	Cash (min 1%) *		1
		Total	100%

*We receive interest on the Cash held within your clients' accounts. The amount we receive will vary as interest rates rise and fall. We keep some of this interest and pass the rest on to your clients. Please visit our website for the latest interest rates and for more on what this means for your clients: **wealthtime.com/investors/our-charges-and-pricing**

Adviser Declaration

(This section must be completed regardless of submission method)

Please be aware that Wealthtime (a trading name of Novia Financial plc) will not include non-daily dealing funds, alternative Investments, structured products, Cash deposits or equities traded via Stockbroker in the Rebalancing process. Where you wish to amend the level of investment in these asset types, you will need to action the trade and place the proceeds into Cash or any asset included in the Rebalancing process. The Rebalancing instruction will then be applied at the next scheduled Rebalancing date. Any rebalancing that takes place before you action your trades will be proportionate across the Investments that can be rebalanced.

We will accept 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 us.
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 Wealthtime 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 that the details are correct.
- I confirm that I have the Investor's authority to submit this instruction on their behalf.

I understand that the failure to provide all the necessary information may lead to delays in setting up this instruction.

Name:

Position:

Firm name:

Firm FCA number:

Adviser signature: If you are submitting by post, you must sign here.

Date (dd/mm/yyyy):

If you require this document in an alternative format please contact us.