



Asset Request Form

We're currently rebranding from Novia to Wealthtime. You'll notice that some of our products and services still use the name Novia while we're transitioning over to the new name. So don't worry if you see both Wealthtime and Novia names in our documents. Wealthtime is a trading name of Novia Financial plc.

The Wealthtime Investments List details the wide range of Assets available through the Wealthtime platform. This includes authorised funds (Unit Trusts, OEICs and SICAVs) and ETFs traded through Winterflood.

Please use the link to check first whether the Asset is already available through Wealthtime:

<https://www.wealthtime.com/advisers/wealthtime/wealthtime-investments/>

If the asset is not available with Wealthtime, please complete this form to request a new Asset that will be reviewed by the Wealthtime Investments team. If the product provider is not currently on the platform, the Assets may take considerably longer to make available.

Please note that all fields must be completed with the exception of the business case for adding fund(s) which will be completed by your Wealthtime regional sales manager. Failure to complete this form will result in the request being rejected. Once completed, please email the form to your Wealthtime regional sales manager. Wealthtime will accept receipt of this form without a signature, provided it is submitted through the Adviser Zone secure email service.

Information

Date (dd/mm/yyyy):

Adviser name:

Firm:

Address:

Type of instruction:

(Re-Registration, new business, etc.)

Business case for adding fund(s) to the platform:

Asset Information

Name of product provider:

Is the manager already on the platform? Yes No

Full name of Asset:

Type of Asset (OEIC, UT, SICAV, ETF, Structured Product etc.):

Share Class (We only accept GBP share classes):

Unique identifier – Citi Code/Sedol/ISIN:

Which Product Wrapper(s) is this required for?

(Novia GIA, Novia ISA, Novia Offshore Bond, Novia SIPP)

Fund Manager Details

Fund manager name:

Contact name:

Address:

Phone number:

Email:

Please confirm attachment of any supporting documentation where applicable i.e. (KIID, Factsheet, Prospectus etc.)

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

Wealthtime is a trading name of Novia Financial plc. Novia Financial plc is a private limited company registered in England and Wales. No. 06467886. Registered office: Cambridge House, Henry St, Bath, BA1 1JS. Novia Financial plc is authorised and regulated by the Financial Conduct Authority. FCA Number 481600.

The Novia Offshore Bond is issued by RL360 Insurance Company Limited ('RL360') (RL360 is authorised by the Isle of Man Financial Services Authority and registered in the Isle of Man. No. 053002C Registered office International House, Cooil Road, Douglas, Isle of Man IM2 2SP) and is marketed and administered by Novia Financial plc, trading as Wealthtime.