



Rebalancing Instruction

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.

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 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.

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):

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 that we are in receipt of a completed instruction within five working days before the next Rebalancing date. Details of existing Rebalances and their next due date can be located via Adviser Zone.

