

# Signature Guide

## Signature Requirements

Electronic signatures must:

- ◇ Be applied using recognised e-signature software (e.g. Adobe, DocuSign)
- ◇ Include a certificate of validation
- ◇ Use an email address matching the adviser's registered company email or the client's registered Novia Global email

If signing by hand, please sign, scan, and email the form to [clientservices@novia-global.com](mailto:clientservices@novia-global.com) or return through the online Secure Mail function.

## All Processes

Process / Form	Acc.	Who	Acceptable signature type
Banking documentation (evidence to support bank details e.g. bank statement)	All	Adviser/ ACL	Must be certified by an ACL. Certification can be E-signature or wet signature. <i>Does not need to be signed by the client.</i>
Recurring Switch Instruction	All	Adviser	No signature required
Rebalancing Instruction	All	Adviser	No signature required
Change to Product Details Form	All	Client	E-Signature or Wet signature
Change of Client Details Form	All	Client	E-Signature or Wet signature
Change of Servicing Adviser	All	Client	E-Signature or Wet signature
Intermediary Application Forms	All	Adviser	E-Signature or Wet signature
AML Supporting Documentation	All	Adviser	E-Signature or Wet signature
ASL/ACL List	All	Adviser	Wet signature
Asset Request Form	All	Adviser	No Signature
<b>GIA - Withdrawal - Client</b>	GIA & GIA E	Client	<b>Wet signature of client</b>
<b>GIA Withdrawal - Adviser Authority</b>	GIA & GIA E	Client	<b>Wet signature of client</b>
GIA Withdrawal - Adviser	GIA & GIA E	Adviser	E-Signature or Wet signature
Re-Registration Authority	GIA & GIA E	Client	E-signature or Wet signature
Expression of Intent	GIA & GIA E	Client	E-Signature or Wet signature

<b>ISA Withdrawal - Client</b>	ISA	Client	<b>Wet signature of client</b>
<b>ISA Withdrawal - Adviser Authority</b>	ISA	Client	<b>Wet signature of client</b>
ISA Transfer Authority	ISA	Client	Multi-Factor Authentication or Wet signature
ISA Withdrawal - Adviser	ISA	Adviser	E-Signature or Wet signature
Ad Hoc Payment Form	SIPP	Adviser & Client	Wet signature of client and adviser
Regular Income Drawdown Form	SIPP	Adviser & Client	Wet signature of client and adviser
Benefit Crystallisation Event Application	SIPP	Adviser & Client	Wet signature of client and adviser
Transfer Out Warranty	SIPP	Client & Scheme	E-Signature or Wet signature
Non-ROP'S Waiver (waiver signed by client as part of a transfer of an overseas pension scheme to the Novia Global UK SIPP, that is not a HMRC registered overseas scheme)	SIPP	Client	E-Signature or Wet signature
Nomination/Expression of wish	SIPP	Client	E-Signature or Wet signature
SIPP Transfer Authority	SIPP	Client	E-Signature or Wet signature

## SIPP

Process / Form	Acc.	Who	Acceptable signature type
Transfer Out Warranty	SIPP	Client & Scheme	E-Signature or Wet signature
Non-ROP'S Waiver (waiver signed by client as part of a transfer of an overseas pension scheme to the Novia Global UK SIPP, that is not a HMRC registered overseas scheme)	SIPP	Client	E-Signature or Wet signature
Nomination/Expression of wish	SIPP	Client	E-Signature or Wet signature
SIPP Transfer Authority	SIPP	Client	E-Signature or Wet signature
Ad Hoc Payment Form	SIPP	Adviser & Client	Wet signature of client and adviser
Regular Income Drawdown Form	SIPP	Adviser & Client	Wet signature of client and adviser
Benefit Crystallization Event Application	SIPP	Adviser & Client	Wet signature of client and adviser

## GIA

Process / Form	Acc.	Who	Acceptable signature type
GIA Withdrawal - Adviser	GIA & GIA E	Adviser	E-Signature or Wet signature
Expression of Intent	GIA & GIA E	Client	E-Signature or Wet signature
Re-Registration Authority	GIA & GIA E	Client	E-signature or Wet signature
<b>GIA - Withdrawal - Client</b>	GIA & GIA E	Client	<b>Wet signature of client</b>
<b>GIA Withdrawal - Adviser Authority</b>	GIA & GIA E	Client	<b>Wet signature of client</b>

## ISA

Process / Form	Acc.	Who	Acceptable signature type
ISA Withdrawal - Adviser	ISA	Adviser	E-Signature or Wet signature
ISA transfer Authority	ISA	Client	Multi-Factor Authentication or Wet signature
<b>ISA - Withdrawal - Client</b>	ISA	Client	<b>Wet signature of client</b>
<b>ISA Withdrawal - Adviser Authority</b>	ISA	Client	<b>Wet signature of client</b>