Asset Request Form

You will need to complete this form to request new assets to be included in the Novia Global investment universe. Please ensure that you have completed this form with as much information as possible as this will help with the loading process.

Once completed, please email this form to: **fundrequest@novia-global.com** and we will confirm receipt of the request.

Anything marked with an asterisk (*) is a mandatory field.

Date raised	
Requestor name (individual)*	
Adviser Firm Name (if applicable)	
DFM Name (if applicable)	
Name of Asset*	
Asset currency*	
ISIN*	
Jurisdiction(s)** in which you are regulated*	
Required for*:	**Novia Global** ☐ **Novia Global EU** ☐
Expected investment amount	

**Jurisdictions – the country or countries where the fund needs to be available for your potential clients, based on where regulated advice is given.

Assets being added to the Novia Global platform are at the **sole discretion** of the platform. Where we are unable to add any assets requested to the platform, we will communicate the reasoning.

We will use best endeavours to add assets requested as quickly as possible. Exchange Traded Funds that are pricing on FE Fund Info and trading in the currency requested in the markets can typically be added more quickly than normal UCITS, OEIC's, or SICAV's which trade via fund groups requiring contractual relationships.

Please note that we are unable to load rebate paying assets.

We will confirm via email once the requested assets have been added to the platform.

SLAs:

- **ETF's – up to 2 weeks**
- **UCIT's or equivalent funds we have contracts in place with fund groups: 4-6 weeks**
- **UCIT's or equivalent funds where we need to contract with fund groups: 6-8 weeks**

EU platform tick box:

Please note only tick Novia Global EU if you have terms of business set up on the EU platform.

Novia Global Limited is incorporated in England and Wales with company number 09042249. Registered office: 22 St Lawrence St, Southgate, Bath, BA1 1AN.
Novia Global Limited is authorised and regulated by the Financial Conduct Authority. Register Number: 653661.

Novia Global Europe Limited is registered in Cyprus. Register Number: HE424654.
Registered office: Archiepiskopou Kyprianou & Agiou Andreou 1, Loucaides Building, Floor 2, Office 23, 3036 Limassol, Cyprus.
Novia Global Europe Limited is authorised and regulated by the Cyprus Securities and Exchange Commission. License Number: 431/23.