

The smart investment platform



Registering a new client - SIPP

User Guide

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Registering a SIPP client to the Novia Global platform is a straightforward process comprised of the following main stages:

Stage 1: Complete the online application to register a new client

1. Select **Clients** from the Home screen
2. Select **Register Client**
3. Select **Client Type** as 'Individual' and follow the screens to input the client information. Select **International SIPP** (crystallised or uncrystallised) on the Product Details screen.
4. Complete the transfer information and click 'add transfer' to save. Complete details for as many additional transfers as required.
5. Click **Submit** on the Declaration screen. Novia Global operates straight through processing: the new client record is created immediately following submission.

Stage 2: View, print or save the documents that generate at the end of the application

- The Application Summary is confirmation of the details that have been submitted. There is a signature box should a client signature be required by the Intermediary. Novia Global do not need to receive a signed copy of this document.
- The **Transfer Authority** document generates a transfer authority for each transfer entered on the application. Each transfer authority needs to be signed by the client and returned to Novia Global along with any discharge paperwork. Transfers are usually requested electronically via Origo. See our **SIPP Transfer process guide** for more information.
- If immediate PCLS was ticked on the application, the relevant Benefit Crystallisation Event form will be provided. See our **Benefit Crystallisation Event process guide**.
- All documentation will be saved automatically under the 'Documents' tab and can be retrieved at any time.

Stage 3: Upload AML documentation via the Secure Mail facility

- Scanned, certified copies of the client's ID and Proof of Address must be received and verified by Novia Client Services before transfers are requested and any money is applied to the account.
- See our Submitting AML process guide for more information on how to submit AML documentation for a new client.
- Additional evidence of source of wealth may be required for clients who are national or resident of countries deemed to be high risk. Speak to your International Sales Manager for our latest AML guidance.