Key Features

Novia Global UK Self Invested Personal Pension (SIPP)

The Financial Conduct Authority is a financial services regulator. It requires us, Novia Global Ltd, to give you this important information to help you to decide whether the product recommended by your Intermediary is right for you.

You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

Please read this document along with the Novia Global Platform Key Features Document, Novia Global UK SIPP Key Features illustration, Novia Global Terms & Conditions, and the Novia Global UK SIPP Charges Schedule.

Please note that tax rules and tax relief are dependent on individual circumstance and are always subject to change. Where we refer to tax within this document, we are referring to the rules and regulations of wherever you pay tax.

Aims

The Novia Global UK Self Invested Personal Pension (SIPP) product is a personal pension plan incorporating a Cash Facility allowing transparent and efficient investment.

A SIPP lets you, with your Adviser, invest your pension fund independently and take income flexibly, subject to UK HMRC regulations.

It offers a way to save efficiently and flexibly for the future and allows you to take advantage of the tax benefits of a pension. It may:

- Give you an income when you choose and qualify, such as at retirement and normally after the age of 55*.
- Offer access to some of your fund, tax free when you commence your pension.
- Allow one-off lump sum withdrawals.
- Provide for your beneficiaries in the event of your death.
- Allow you to purchase an annuity on the open market.

Our SIPP allows you and your adviser to make personal investment decisions for your future and retirement by providing access to many types of investments. We are not a savings platform and do not offer savings accounts, we do not pay interest on any cash holdings.

The SIPP allows you to transfer in monies from previous plans to build up a pension fund.

Your Investment

You can use a SIPP to build up a portfolio of Investments which may be used later in your life, such as after retirement, to take benefits. This may be in the form of an annual income or an annuity purchase. You transfer in funds you have built up at another registered pension scheme, subject to the UK HMRC rules on pension transfers. When you decide you want to withdraw from the fund you have built up, the SIPP offers you flexibility in how you receive income.

You may take benefits from your SIPP from the age of 55*. You may use any, or a combination of, the options available to you:

- A tax-free lump sum of up to 25% of the value of your SIPP fund when you commence taking income, known as 'SIPP drawdown' or when you purchase an annuity.
- From then, you take a variable annual income, dependent on decisions you and your Adviser make, the size of your fund and calculations made by the Government. This is paid from your SIPP as pension drawdown - known through Novia as SIPP Drawdown.
- At any point after 55*, you may be able to purchase an annuity on the open market with your SIPP fund, which provides a specified annual income for your retirement, dependent on the size of the fund you have built up. You may also take a 25% tax free lump sum and then purchase an annuity with the remainder of the fund.
- One-off lump sum withdrawals, 25% of which are tax free, can be taken at any point from age 55*

We recommend that you seek appropriate advice or guidance before making any decisions. Pension Wise is a free impartial guidance service from MoneyHelper to help consumers understand their options at retirement. Pension Wise can be accessed on the internet, telephone, or face to face. To find out more go to MoneyHelper.

You should discuss the options available regarding your retirement and your SIPP with your Adviser.

Responsibility for adhering to UK HMRC regulations and the tax implications of breaching UK HMRC investment limits are you and your Advisers responsibility.

You and your Adviser may open a SIPP by sending us a correctly completed application. You may send us your investment by transferring funds from another registered pension scheme.

Transfers into your SIPP will be deposited into the Cash Facility from where Novia Global will invest them as instructed by your Adviser. A balance of 2% of your SIPP must be maintained in the Cash Facility to covers charges. If the balance in the Cash Facility falls below 2% Novia Global may, on a quarterly basis, sell investments on your behalf to maintain it.

You may invest in a wide range of "standard" UK HMRC approved investments through your SIPP. Your Adviser has access to the information on which investments are permitted and the charges that apply.

*This will rise to age 57 from 2028 and then increase in line with any future rise in the State Pension age.

Risks

- All products, including the Novia Global UK SIPP, are exposed to risks. Important information regarding the risks of investing in a SIPP are explained below. Your Adviser also has access to the specific risks associated with each underlying investment we make available.
- Charges levied on the SIPP will have an impact on the value of your investment and will have the same effect as reducing investment growth. Any changes to charges made may adversely affect your investment. You should consult your Adviser and personal SIPP illustration to see how charges will impact your investment.
- You can expect a smaller income than illustrated should you retire early.
- Your investment may not grow at the rate you anticipate or at the rates detailed in your personal illustration. The benefits may therefore be less, than those shown. When you drawdown on a pension or buy an annuity, the amount you receive will depend on the value of your plan, interest rates and calculations made by the Government at that time and the maximum available will be restricted by the regulations imposed.
- High value and frequent income withdrawals are likely to be unsustainable when investment returns are low. The higher the value and the greater the frequency of withdrawals, the less funds will be available for your dependents or for you to buy an annuity in the future.
- Annuity rates can change substantially over short periods of time, both up and down.
- Tax law and practice may change in the future and affect your plan.

Transfers and your SIPP

You may transfer funds from another, or previous, pension plan from any UK registered pension scheme or UK HMRC ROPS. You may already have started taking income from the pension plan you are transferring from. Your Adviser will be able to help you transfer in funds from another pension plan that you hold.

You may transfer out from the Novia Global Ltd SIPP at any time, and at no charge from us. All transfers out are subject to acceptance from another registered pension scheme or UK HMRC ROPS and any rules and charges that may apply.

Novia Global Ltd reserve the right to close the SIPP and transfer you out to an alternative scheme. You can of course decide to transfer out to a scheme of your choice.

If we have to transfer your SIPP, you can instruct what scheme provider your pension will be transferred to providing that scheme meets the required regulatory permissions.

Taking Benefits from your SIPP

You can normally take benefits from your SIPP at any point from the age of 55*. You cannot usually take benefits earlier than this age, unless ill health forces you to retire or you have a protected early retirement age, in accordance with relevant legislation.

You may usually take a tax-free lump sum (known as a Pension Commencement Lump Sum, or PCLS) of up to 25% of the value of your SIPP, though this may vary in certain circumstances as defined by current UK HMRC regulations. You should ask your Adviser for more information on taking a tax-free lump sum.

Following this, you may use the remainder of the fund to purchase an annuity. Otherwise, you may take a variable income, also known as 'drawdown'. This will be in the form of Flexi-Access drawdown. Flexi-Access drawdown allows you flexibility in the amount you may take as income.

The total amount of benefits taken from all your pension accounts is limited to the Lifetime Allowance set by UK HMRC. We will convert all benefits into GBP at the prevailing exchange rate to test the benefit payable against the Lifetime Allowance. Although we process your benefits in GBP you may agree with your Adviser how the benefit will be paid, including the currency.

Instead of an annuity or drawdown you may decide to take your benefits in the form of one-off lump sum withdrawal. These are called Uncrystallised Funds Pension Lump Sums. One quarter of these payments are tax free; the remainder being taxed as income and subject to normal income tax payments.

Please speak to your Adviser to decide which method of benefits will be most suitable for you. You may obtain guidance from Pension Wise - this is a free impartial service to help consumers understand their options at retirement. To find out more, visit http://www.pensionwise.gov.uk or contact them by telephone or face to face.

At any point after retiring, you may use the funds you have built up in your SIPP to buy an annuity to provide an income. Novia Global does not offer annuities so you may purchase one on the open market.

You should see the Terms and Conditions and speak to your Adviser to assess which options best suit your personal circumstances.

*This will rise to age 57 from 2028 and then increase in line with any future rise in the State Pension age.

Charges

The following charges apply to your Novia Global UK SIPP:

- A quarterly SIPP membership fee
- An annual platform service charge is deducted on a monthly bases and is based on a percentage charge of the total value of your SIPP – the level of which (including a minimum charge) is set out in the Charges Schedule
- Investment Manager charges will apply to the investments you hold
- There are fees for placing and fulfilling any instruction to buy or sell a fund and for holding assets
- A custodian fee
- There will be an additional charge levied when you have commenced Income Drawdown. This refers to when you begin taking benefits from your SIPP in the form of withdrawals to provide an income. The charge will be taken annually where an Income Drawdown payment has been made in that year, please see the Charges Schedule for more information.
- There will be a charge for any 12-month period in which an Uncrystallised Fund Pension Lump Sum (UFPLS) has been paid.
- Adviser charges will be deducted from the specified Cash Facility according to your agreement with your Adviser.
- If interest rates are positive, Novia Global will normally receive a margin for any monies held in the Cash Facility. Our interest rate policy and the current rate of retained interest can be found on our Interest Rate Policy page.

All of the charges that apply to your Novia Global UK SIPP are detailed in the Novia Global Charges Schedule document. Your Adviser will provide you with a copy of this document and it is also available within your document library which is accessed via your secure client portal logging.

The effect of charges will be shown in your personalised illustration.

Questions and Answers

Who is the SIPP appropriate for?

The Novia Global UK SIPP is available to anyone with existing UK pension rights.

How flexible is my SIPP?

When you are accumulating for your pension, your SIPP is referred to as being 'uncrystallised' and you and your Adviser will have put together an investment portfolio to work towards your retirement

goals. When you then decide to access some of your pension this process is known as 'crystallisation' and effectively splits off part of your pension which you can access by making withdrawals (known as drawdown) or by purchasing a lifetime annuity on the open market (not available through Novia).

If you choose to designate a portion of your SIPP to drawdown, then those 'crystallised' funds will be held separately from your uncrystallised funds. This means that you can use different investment strategies for these different parts of your pension. This allows you and your Adviser to tailor your chosen Investments to suit the different aims of these parts of your SIPP. This can be to reflect your age, lifestyle and retirement strategy and can be used to accurately match your attitude to risk and need for returns.

Please speak to your Adviser for more details on using different investment strategies within a SIPP.

How will I manage investments within my SIPP?

To buy, sell or switch investments in your SIPP, your Adviser will instruct Novia Global on your behalf. Following a request to switch investments we will sell the investment requested and will purchase the new investments once the proceeds are received into the Cash Facility. For some transactions we will require evidence of your approval in

the form of a signature. Your Adviser may request portfolio rebalancing at no extra charge, which will maintain the desired mix of your investments, to be carried out quarterly or annually. Some Investments, such as equities, will be excluded from rebalancing.

For more information on rebalancing please consult your Adviser.

What investments are permitted within my SIPP?

You may invest in a wide range of "standard" UK HMRC approved investments through your SIPP. Your Adviser has access to the information on which investments are permitted and the charges that apply.

Is this a Stakeholder pension?

No, the Government has set minimum standards that must be met for a pension to be a Stakeholder scheme. These are to do with payment levels, charges and terms and conditions. The Novia Global UK SIPP does not conform to these conditions and is not a Stakeholder pension.

Stakeholder pensions may meet your requirements instead of this SIPP. You should consult your Adviser whether a Stakeholder pension is better for you.

How does tax affect my SIPP?

As with any investment product, taxation is determined by your personal circumstances, and you should consult your Adviser.

UK HMRC has set out certain rules governing the amount of money you may contribute to your SIPP and the amount you may take as benefits from your SIPP, before a tax charge is made.

Benefits you take from your SIPP in the form of SIPP drawdown will be subject to income tax in the usual manner and will be paid to you after deduction of income tax at the prevailing rate. Similarly, should you choose to purchase an annuity with your SIPP, your annuity payments will be subject to income tax.

An Uncrystallised Funds Pension Lump Sum will consist of a tax-free portion (25%) and a taxable portion (75%) which is subject to income tax.

If you take money out of your pension whilst you're still working, it's important to remember that your earnings from your pension will be added to your earnings from your UK employment. You may be used to paying only basic rate tax through your employer, but a large pension payment might result in a higher rate tax being taken.

When you take benefits from part of your SIPP fund it is known as 'crystallisation'. The Lifetime Allowance is the total value that may be crystallised within your lifetime before an extra tax charge is made by UK HMRC. Details of tax charges that may apply and the prevailing rates are available from the UK HMRC website at www.hmrc.gov.uk. For further information please speak to your Adviser and see the Terms and Conditions.

The taxation of SIPPs is liable to change depending on legislation and UK HMRC regulations. You should consult you Adviser regarding tax on your SIPP regularly and be aware of any changes and their implications that may occur. You may also wish to make use of Pension Wise, a free impartial guidance service to help consumers understand their options at retirement. To find out more, visit http://www.pensionwise.gov.uk or contact them by telephone or face to face.

What about annuities?

At any point from the age of 55* you may be able to purchase an annuity on the open market with the funds you have invested in your SIPP, and with remaining funds if you take a tax-free lump sum.

You do not need to purchase an annuity, but you should discuss this option with your Adviser to determine the benefits for you compared to taking income withdrawals.

Annuity rates may rise or fall, and this will determine the level of income you may receive. They may provide a fixed level of income, or it may be variable.

Novia does not offer an annuity, so you may be able to purchase an annuity on the open market.

Your Adviser will be able to advise you on the benefits and risks of annuities and whether this option is suitable for you.

What happens if I change my mind?

If you tell us that you wish to cancel, we will try to cancel the pension transfer request, but it may be too late or rejected by the previous pension provider. If we have received the transferred money and the previous pension provider is willing to accept the money back, we will return your money to them, but if the value of your investment has fallen since opening the SIPP, we will only return the current value without the deduction of any charges.

You should be aware that existing providers often refuse to accept a transfer back. If we are not able to transfer the money back to your previous provider, you will have the option to transfer the current value to another pension provider as agreed with your Adviser.

What happens if I die?

Under pension regulations, the pension scheme administrator will determine how funds within your SIPP should be disbursed in the event of your death. The scheme administrators (Novia Global Ltd) will take into account any indication of your wishes which you provide (known as Expression of Wish) and you should discuss this with your Adviser.

Your SIPP can benefit your spouse, civil partner, dependents, or others, if you die:

- When you open your Novia Global UK SIPP you may nominate beneficiaries to receive death benefit payments. These can be in the form of lump sums, annuities, or drawdown.
- Death benefit payments may be liable to a tax charge, depending on the type of benefit taken and how old you are when you die.

*This will rise to age 57 from 2028 and then increase in line with any future rise in the State Pension age.

Other Information

We classify our clients as retail clients. This helps determine our policy and procedures regarding aspects such as conflicts of interest and communications. If your Adviser determines that you are a professional client, they will inform you and let you know how this affects your investments. We will then rely on their catagorisation.

A copy of our website terms and conditions, conflicts of interest policy and data protection notice are available on our website.

How to complain

If you wish to complain about any aspect of our service, or would like a copy of our complaints procedure, please write to:

The Risk and Compliance Manager
22 St Lawrence St
Southgate
Bath
BA1 1AN

Or email: complaints@novia-global.com

Compensation

It is unlikely, given your situation on residency and the location and nature of your investments, that you will be covered by any statutory compensation scheme. How you and your investments would be considered on default of an investment is covered in our terms and conditions.

Our regulator

Novia Global Limited (trading as Novia Global) is authorised and regulated by the Financial Conduct Authority (FCA) for conduct matters. FCA authorisation number 653661.

Law

The account is governed by the law of England.

How to Contact Us

If you need to contact us, you can contact our dedicated Client Services Team by e-mail, telephone or post.

E-mail: clientservices@novia-global.com

Or you can call us on: +44(0)1225 517 517

Or by post to:

Novia Global Limited
22 St Lawrence St
Southgate
Bath
BA1 1AN

We are open 9am - 6pm CET.