

Change of Client Details



Please note that any changes made on this form will be recorded against all Products held with Novia Global. Once completed, please return this form to your Intermediary for them to submit via the secure email functionality on the Novia Global website.

Current Details

Novia Client Number(s)	Individual	<input type="text"/>	Joint	<input type="text"/>
Title	<input type="text"/>			
Full Name as currently recorded with Novia Global	<input type="text"/>			
Address as currently recorded with Novia Global	<input type="text"/>			
Postcode	<input type="text"/>			

Change of Personal Details

New legally changed name

Title	<input type="text"/>
Surname	<input type="text"/>
Forename(s)	<input type="text"/>

Please enclose a copy of the:

Deed Poll	<input type="checkbox"/>	Marriage Certificate	<input type="checkbox"/>	Decree Absolute of Divorce	<input type="checkbox"/>	Civil Partnership Certificate	<input type="checkbox"/>
Other	<input type="text"/>						

New residential address (Please supply certified evidence of the change of address)

Address	<input type="text"/>
Postcode	<input type="text"/>

New contact details

Telephone (home)	<input type="text"/>	Mobile	<input type="text"/>
Telephone (work)	<input type="text"/>	Fax	<input type="text"/>
Email*	<input type="text"/>		

*Please note that this email address will replace your existing login and a new activation email will be issued accordingly.

New correspondence address (Please supply certified evidence of the change of address)

Address

Postcode

Change of residency

From

To

Client Declaration

The information I have supplied in this form is true and complete to the best of my knowledge and belief. I understand that on receipt of this instruction, Novia Global will update my records.

Signature requirements

This form may be signed electronically or with a wet signature. 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 euclientservices@novia-global.eu or return through the online Secure Mail function.

Client Signature

Date

Print Name

Client Signature
(if applicable)

Date

Print Name

Client Signature
(if applicable)

Date

Print Name

Client Signature
(if applicable)

Date

Print Name



If you need assistance in completing this form, please ask your Adviser or contact the Novia Global Europe Client Services team on +357 25010612.