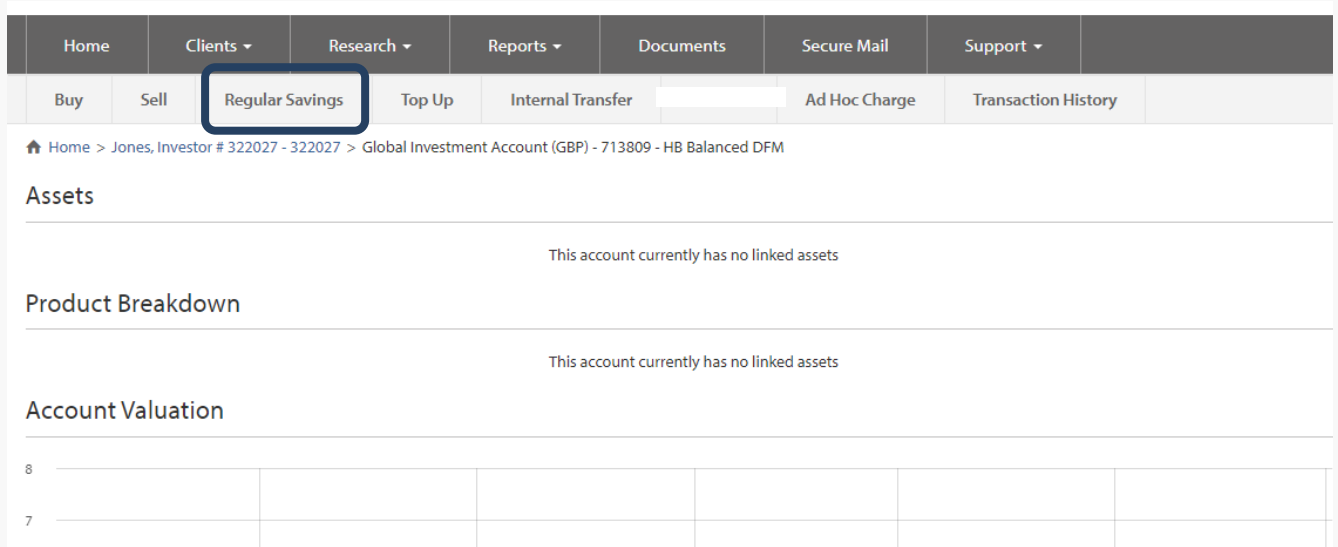


This guide will detail the steps required to set up a regular savings instruction using the online portal.

Please note that a regular savings instruction placed online, replaces any existing instruction.

## Step 1.

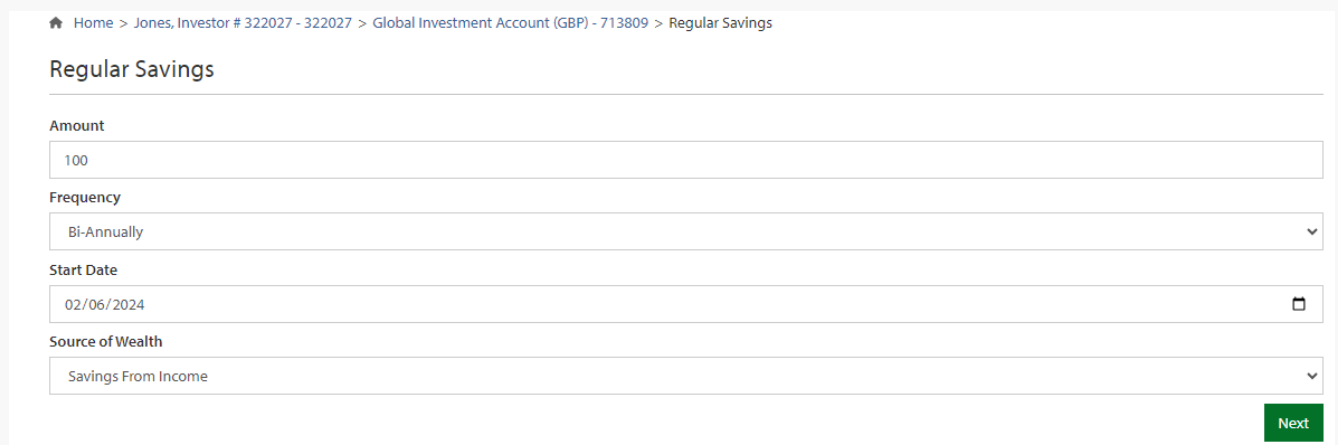
Select the "Regular Savings" option at the top of your account page.



The screenshot shows the top navigation bar of the online portal. The 'Regular Savings' option is highlighted with a blue box. Below the navigation bar, the breadcrumb trail reads: Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 - HB Balanced DFM. The page content is divided into three sections: 'Assets', 'Product Breakdown', and 'Account Valuation', each with a message stating 'This account currently has no linked assets'. At the bottom, there is a table with two rows labeled '8' and '7' and several empty columns.

## Step 2.

Please enter the amount, frequency, start date and source of wealth of your payment.



The screenshot shows the 'Regular Savings' form. The breadcrumb trail is: Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 > Regular Savings. The form has four main sections: 'Amount' with a text input field containing '100'; 'Frequency' with a dropdown menu set to 'Bi-Annually'; 'Start Date' with a date picker set to '02/06/2024'; and 'Source of Wealth' with a dropdown menu set to 'Savings From Income'. A green 'Next' button is located at the bottom right of the form.

### Step 3.

Next, confirm your initial charge amount.

Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 > Regular Savings

#### Charges

Client Charge Type Charge Type C

#### Initial Charges

Percentage

Initial Charge Value

Initial Charge Value

#### Ongoing Charges - Annual

Ongoing Annual Charge Value 1.00%

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Next

### Step 4.

On the next screen you will be presented with asset options for the regular payment, please select a shortlist of investments.

Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 > Regular Savings

#### Filter

Search for an asset

Filter

Universe

Novia Global Universe

Fund Managers

-- Select a Fund Manager --

Asset Types

Standard Assets and ETFs

Asset Sector

-- Select a Asset Sector --

#### Assets

#### Shortlist

Asset Name ▲	Unit Type	ISIN	
> 3I Infrastructure Plc Ord NPV	INC	JE00BF5FX167	Add
> AB Concentrated US Equity Portfolio IH GBP	ACC	LU1011999759	Add
> AB Emerging Markets Multi Asset Portfolio IH GBP	ACC	LU0633142699	Add
> AB Global Core Equity Portfolio IH GBP	ACC	LU1061041239	Add
> AB International Health Care Portfolio I GBP	ACC	LU1934454544	Add
> AB Low Volatility Equity Portfolio I H GBP	ACC	LU1306336170	Add
> AB Select US Equity Portfolio IH GBP	ACC	LU0683601297	Add
> AB Short Duration High Yield Portfolio I2H GBP	ACC	LU0654560795	Add

No assets shortlisted

## Step 5.

Once you have chosen the assets, please provide a percentage allocation for each.

Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 > Regular Savings

### Asset Allocation

Asset Name	Investment (%)
Cash	<input type="text" value="2"/>
3I Infrastructure Plc Ord NPV	<input type="text" value="49"/>
AB Emerging Markets Multi Asset Portfolio IH GBP	<input type="text" value="49"/>

total: 100.00

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(Please note that a minimum allocation of 2% must be in cash)

## Step 6.

Next you will be provided with a summary of the new instruction.

Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 > Regular Savings

### Summary

Client Name	Investor # 322027 Jones - 322027
Account Name	Global Investment Account (GBP) - 713809
Initial Charge	0.10 %
Investment Amount	100.00 GBP
Frequency	Bi-Annually
Start Date	02/06/2024
Source of Wealth	Savings From Income

AssetName	Investment (%)
Cash	2.00
3I Infrastructure Plc Ord NPV	49.00
AB Emerging Markets Multi Asset Portfolio IH GBP	49.00

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## Step 7.

Once you are happy with the instruction, proceed to the Submission and Declaration page. Please read it carefully and then submit.

Home > Jones, Investor # 322027 - 322027 > Global Investment Account (GBP) - 713809 > Regular Savings

### Submission

The Novia Global Terms and Conditions form the basis of the contract between Novia Global Limited and the Applicant(s) to use the Novia Global Wealth Management Service. If the Applicant(s) do not understand any point, they should seek clarification from you, as their adviser.

The Applicant(s) must authorise the application for Novia Global Limited's acceptance of its contractual and regulatory obligations.

### Declaration

I confirm that the Applicant(s):

- have accepted your Terms and Conditions
- are eligible to hold an account with Novia Global
- are eligible for the investments that will be selected
- have authorised me to submit their application on their behalf
- have been provided with all the information required to authorise me to submit this Application on their behalf
- have been made aware of Novia Global's privacy policy and they understand and consent to our use of their personal data as set out in the privacy policy
- have given me information about their tax residency (including a Tax Identification Number where applicable) and nationality

For the General Investment Account are not US Persons\* (any US citizen, national or resident individual, any trust, partnership or corporation organised in the United States of America or under its laws or those of any States)\*my declaration in this respect is indisputable

If you are unable to make an indisputable declaration and have any doubts, then you must also submit the additional information on the Foreign Account Tax Compliance Act Form available in the

## Step 8.

The Regular Savings Instruction is now established. On the final page you can view the "Regular Savings Summary" confirmation document. This can be download for your records.