**REQUEST FOR NOVATION FROM BEING AN AR TO BECOMING DA - LETTER EXAMPLE**

**NEW DA FIRM LETTERHEAD**

Agency Team  
Assurant Intermediary Ltd  
Emerald Buildings  
Westmere Drive  
Crewe  
Cheshire  
CW1 6UN

Date: XX XXXXXXX 20XX

Dear Sirs

**Re: Transfer from Appointed Representative status to Directly Authorised Status   
AR firm name as an Appointed Representative of Network (FCA NO: XXXXXX) TO DA firm name as a Directly Authorised Firm (FCA NO: XXXXXX)**

DA firm name (FCA NO: XXXXXX) became directly authorised with the FCA set up with effect from XX/XX/XXXX (“the Authorisation date”.

We have now ceased to be an Appointed Representative of Network (FCA NO: XXXXXX) with effect from XX/XX/XXXX (“the Expiry date”).

Please accept this letter as written confirmation that AR firm name as an Appointed Representative of Network wishes to transfer all business in the pipeline or written prior to the close of business on the Expiry Date under its sub agency with Network to a new directly authorised agency with DA firm name.

DA firm name accepts full liability for all business in the pipeline or written by AR firm name prior to the Expiry date under the Network appointed representative agency, including liability in relation to unearned commission and clawbacks.

In the event that you have reason to believe that any business has been written after the Expiry Date, please let us and Network have details of this as soon as possible to enable us to consider the position.

We enclose a copy of the agreement provided by Network evidencing the agreement to the transfer requested in this letter.

Please confirm receipt of this request and when this will be actioned.

Thank you for your co-operation and help in this matter

Yours faithfully

Name:   
Job Title:   
DA Firm