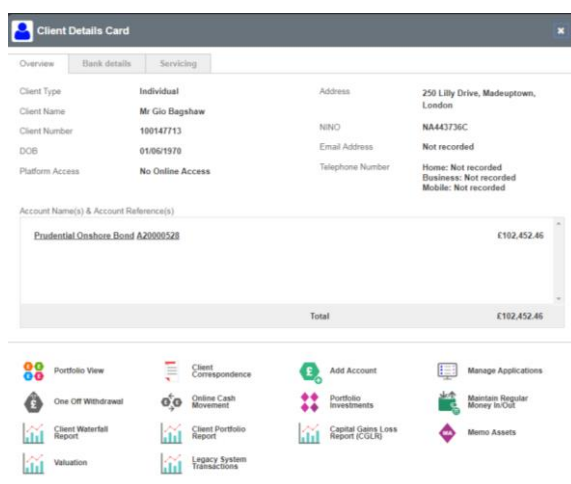


How to switch assets

Please note: trades cannot be amended/deleted once placed

One

Open the appropriate **Client Details Card** and then the relevant **Account Details Card**.



Client Details Card

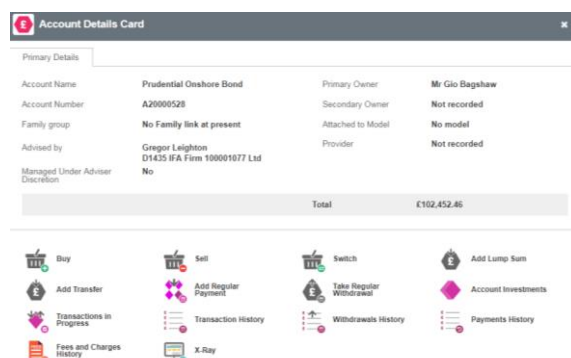
Overview | Bank details | Servicing

Client Type	Individual	Address	250 Lily Drive, Madsuptown, London
Client Name	Mr Gio Bagshaw	NINO	NA443736C
Client Number	100147713	Email Address	Not recorded
DOB	01/06/1970	Telephone Number	Home: Not recorded Business: Not recorded Mobile: Not recorded
Platform Access	No Online Access		

Account Name(s) & Account Reference(s)

Prudential Onshore Bond A20000528	£102,452.46
Total	£102,452.46

Portfolio View | Client Correspondence | Add Account | Manage Applications
 One Off Withdrawal | Online Cash Movement | Portfolio Investments | Maintain Regular Money In/Out
 Client Waterfall Report | Client Portfolio Report | Capital Gains Loss Report (CGLR) | Memo Assets
 Valuation | Legacy System Transactions



Account Details Card

Primary Details

Account Name	Prudential Onshore Bond	Primary Owner	Mr Gio Bagshaw
Account Number	A20000528	Secondary Owner	Not recorded
Family group	No Family link at present	Attached to Model	No model
Advised by	Gregor Leighton D1435 IFA Firm 100001077 Ltd	Provider	Not recorded
Managed Under Adviser Discretion	No		
Total	£102,452.46		

Buy | Sell | Switch | Add Lump Sum
 Add Transfer | Add Regular Payment | Take Regular Withdrawal | Account Investments
 Transactions in Progress | Transaction History | Withdrawals History | Payments History
 Fees and Charges History | X-Ray

Two

Go to **Switch**



Switch

Three

For the initial sale(s):

- Choose your **Allocation Method** (which will be **Pro rata** unless your client is linked to a Model Portfolio).
- Choose your **Withdrawal Method** (which is whether you want to sell an amount of **units**, sell as a **percentage** of the chosen fund(s) or sell enough units to raise a particular **amount** of cash).
- Enter the amount you wish to raise **either within the fund entry** (which will sell only that fund) **or in the Amount box** at the top of the page (which will sell assets throughout the account based on your choice of **Pro rata** or **Model Portfolio** split).

****If you wish to exclude an asset from the sale, tick the **Exclude** box on the right-hand side. You do not need to do this if you are choosing individual assets to sell.****

Sell options

Model portfolio	Allocation method	Amount		
	Pro-rata	500.00	£	<input type="button" value="Allocate assets"/> <input type="button" value="Sell all"/>

Withdrawal method: Amount

Assets

Asset	Price	Available units	Value	Percentage	Units	Est. amount	Exclude
Aberdeen Responsible UK Equity Fund 1 Acc. (GB0081310D17)	£1.562800	500.00	£781.40	0.25	1.20	2.02	<input type="checkbox"/>
Artensis Alpha Trust Plc Subscription Shares 1p (GB00855LGR82)	£0.020000	9,000	£180.00	0.26	24	0.47	<input type="checkbox"/>
GAM Star Defensive GBP 2 Acc. (JE00B7YD685)	£12.201700	4,026.74	£49,157.48	0.26	10.44	127.39	<input type="checkbox"/>
Mercantile Investment Trust (The) Plc Ordinary Sha (GB0005794036)	£21.070000	204	£4,298.28	0.26	1	11.14	<input type="checkbox"/>
SVS Corneilans Defensive D Acc. (GB0085N17722)	£1.472100	31,955.708	£47,042.00	0.26	62.814	121.91	<input type="checkbox"/>
Threadneedle UK Absolute Alpha 2 Acc. (GB00888X5538)	£1.245200	35,187.4871	£43,815.46	0.26	91.1992	113.55	<input type="checkbox"/>
Vanguard LifeStrategy 20% Equity A Acc. (GB00B40X7349)	£148.219900	321.6019	£47,664.91	0.26	0.8234	123.52	<input type="checkbox"/>
Total						£500.00	

Four

On the same screen, use the search box in the bottom left-hand corner to find your chosen asset (it's easiest if you paste an ISIN code into the box).

Search for an asset

Asset search

Five

Enter the **Percentage** of the proceeds you wish to spend on this fund and repeat steps **Four** and **Five** if you wish to switch to multiple assets.

Asset search: ☐ only listed securities

Asset	Price	Percentage	Delete
Aberdeen Diversified Income Fund 1 Acc	£1.38	<input type="text" value="0"/>	<input type="button" value="✕"/>
Total		0.00	

InstructorId: Mrs Lean, Claudia - Owner

Six

Use the dropdown box in the bottom right hand corner to select who has instructed this trade (ie the person at who's discretion it is being made, which will be the client unless you have Discretionary permissions).

Seven

Click **Continue** and on the following screen you will be able to confirm your trade.