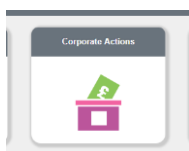


## Corporate Actions – How to make an election

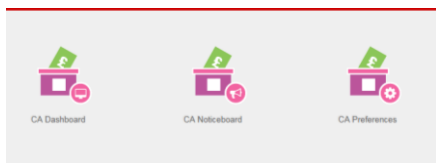
### One

From the Platform Dashboard open Corporate Actions by selecting and clicking on the **Corporate Actions** icon.



### Two

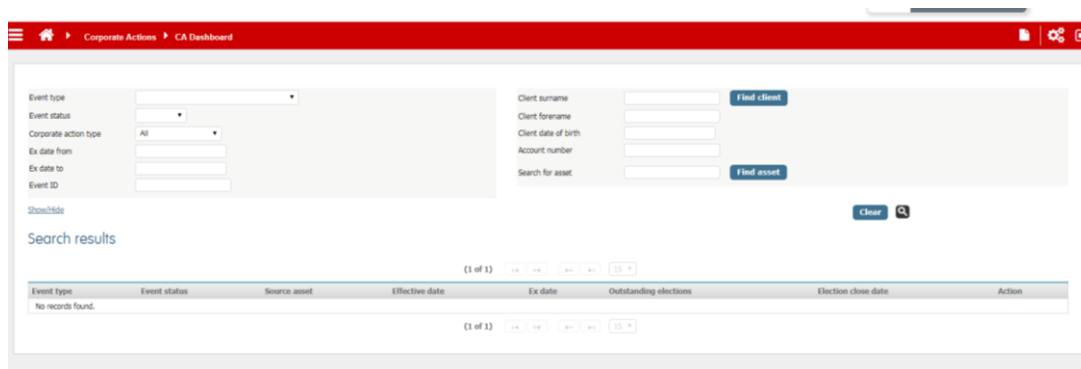
One opened you'll see Corporate Actions contains three icons. Select the **CA Dashboard** icon.



**Tip:** From the central search bar type “CA Dashboard”. The search result list that appears will include a direct link to the Corporate Action Dashboard.

### Three

Type in the **Event ID** for the Corporate Action you wish to make an election on and click on the looking glass next to the “clear” button.



## Four

From the list that appears select **View eligible accounts** from the right hand menu before clicking on the Event type, in this case Redemption Opportunity.

[Show/Hide](#)  
Search results

(1 of 1) 1 15

Event type	Event status	Source asset	Effective date	Ex date	Outstanding elections	Election close date	Action
Redemption Opportunity	Open	GB0005794036	16/04/2018	13/04/2018	1	10/04/2018	<a href="#">View outstanding e</a>

(1 of 1) 1 15

- [View outstanding e](#)
- [View outstanding elections](#)
- [View eligible accounts](#)

## Five

Identify the client you wish to make the election for and select the **Election option**, **Instructor**, **Outturn option** and **Percentage of units** before selecting submit.

Documents available: None

Corporate actions online election

Event identifier: 100000109    Event type: Redemption Opportunity    Source asset: Mercantile Investment Trust (The) Plc Ordinary Sha (GB0005794036)  
Entitlement date: 12/04/2018    Effective date: 16/04/2018    Participation: Voluntary  
Election close date: 10/04/2018

[Refresh](#) [Back](#) [Submit](#)

[Show/Hide outturn details](#)

Election option	Default	Receipt per share	Target asset	Source ratio	Target ratio	Product availability
Redemption Opportunity for £1.55 per share		£1.550000	-	-	-	

(1 of 1) 1 15

Client name	Account	Basic entitlement	Maximum participation	Eligible Holding (GB0005794036)	Election option	Instructor	Outturn option	Percentage of units	Number of units Elected	entitled
Lean, Claudia	A10020350	204	204	204	Participant	Mrs Lean, Claudia	Redemption Oppor	100		

## Six

You will now receive a message stating that the election for this account has been created

**Election created for the account A10020350.**

[Show/Hide](#)  
Search results

(1 of 1) 1 15

Event type	Event status	Source asset	Effective date	Ex date	Outstanding elections	Election close date	Action
Redemption Opportunity	Open	GB0005794036	16/04/2018	13/04/2018	0	10/04/2018	<a href="#">View outstanding e</a>