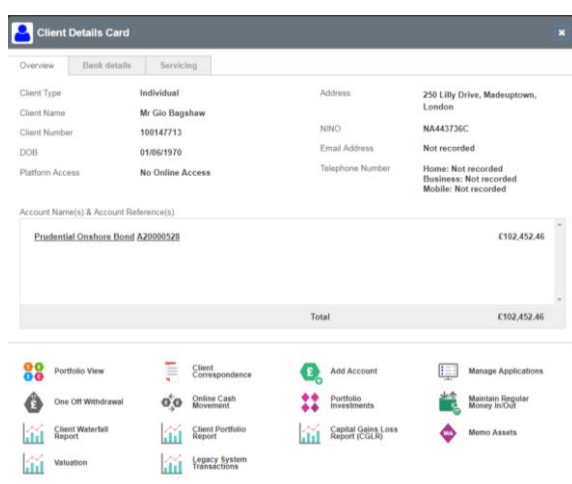


How to buy assets

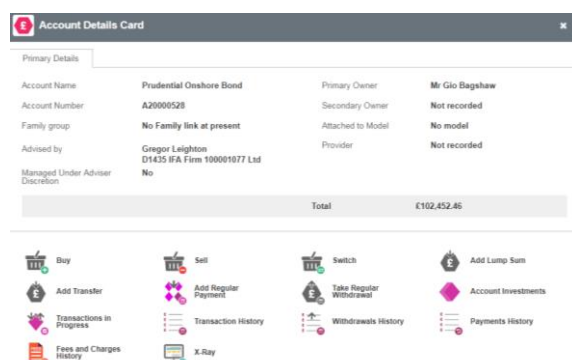
Please note: trades cannot be amended/deleted once placed

One

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



The screenshot shows the 'Client Details Card' interface. It has a tabbed header with 'Overview', 'Bank details', and 'Servicing'. The 'Overview' tab is active, displaying client information in a grid: Client Type (Individual), Client Name (Mr Gio Bagshaw), Client Number (100147713), DOB (01/06/1970), Platform Access (No Online Access), Address (250 Lily Drive, Maudslough, London), NINO (NA443736C), Email Address (Not recorded), and Telephone Number (Home: Not recorded, Business: Not recorded, Mobile: Not recorded). Below this is a section for 'Account Name(s) & Account Reference(s)' showing 'Prudential Onshore Bond A20000528' with a value of £102,452.46. At the bottom, there is a 'Total' of £102,452.46 and a grid of 12 icons for various actions like Portfolio View, Client Correspondence, Add Account, Manage Applications, etc.



The screenshot shows the 'Account Details Card' interface. It has a tabbed header with 'Primary Details' and 'Secondary Details'. The 'Primary Details' tab is active, displaying account information in a grid: Account Name (Prudential Onshore Bond), Account Number (A20000528), Family group (No Family link at present), Advised by (Gregor Leighton, D1435 IFA Firm 100001077 Ltd), Managed Under Adviser Discretion (No), Primary Owner (Mr Gio Bagshaw), Secondary Owner (Not recorded), Attached to Model (No model), and Provider (Not recorded). Below this is a 'Total' of £102,452.46 and a grid of 12 icons for various actions like Buy, Sell, Switch, Add Lump Sum, etc.

Two

Go to **Buy**



Three

Choose whether you want to state an **Amount** to spend or how many **Units** to buy.

A screenshot of the "Buy asset" form. It includes a "Buy method" dropdown menu with "Amount" selected, a "Buy asset" dropdown menu with "Units" selected, and an "Asset selection" table with columns "Asset" and "Total". Below the table is a search box labeled "Search for an asset".

Asset	Total
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Four

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).

Please note: when searching for listed securities you must tick the box to search.

A screenshot of the "Asset selection" form. It includes a search box labeled "Search for an asset" and a checkbox labeled "only listed securities".

Asset	Total
-------	-------

Five


Enter your chosen amount in the box to the right.

A screenshot of the "Buy asset" form with the asset "Aberdeen Emerging Markets Bond Fund 1 Acc. (GB00B5L94N22)" selected. The "Amount" is entered as "500.00". The "Total" is "£0.00". The search box contains "Aberdeen Emerging Mark" and the "only listed securities" checkbox is checked.

Asset	Price	Amount	Delete
Aberdeen Emerging Markets Bond Fund 1 Acc. (GB00B5L94N22)	£1.2028	500.00	X
Total		£0.00	

Six

Click the dropdown box in the bottom right hand corner to select the party that represents the **Instructor** (ie the person at who's discretion it is being made - this will be the client unless you have Discretionary permissions).

Price	Amount	Delete
£1.2028	500.00	
		£500.00

Instructor: Mrs Lean, Claudia - Owner Continue

- Sellmeyer, Aimee-Leigh - Adviser
- Investment Funds Direct Limited - System Owner
- Mrs Lean, Claudia - Owner**
- Mrs Lean, Claudia - Payer
- Mrs Lean, Claudia - Recipient

Seven

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