

How to sell 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 Lilly Drive, Madeuptown, London

Client Name

Mr Gio Bagshaw

Client Number

100147713

NINO

NA443736C

DOB

01/06/1970

Email Address

Not recorded

Platform Access

No Online Access

Telephone Number

Home: Not recorded
Business: Not recorded
Mobile: Not recorded

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 Laighton
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 **Sell**



Sell

Three

For **ETIs** you can set a sell limit but assets may only be sold one at a time.

When a limit order is set only one asset can be selected

Sell limit: ☒ Yes ☐ No

Withdrawal method: Clear asset values

Asset	Price	Available units	Value	Percentage	Units	Est. amount	Exclude
Artemis Alpha Trust Plc Subscription Shares 1p (GB0085SLGR82)	£0.020000	9,000	£180.00	0.00	0	0.00	<input type="checkbox"/>
Mercantile Investment Trust (The) Plc Ordinary Sha (GB0005794036)	£21.070000	204	£4,298.28	0.00	0	0.00	<input type="checkbox"/>
	Limit	Not set		Expiry	Not set		

Instructor: Mrs Lean, Claudia - Owner Continue

For **Everything else**:

- 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 limit: ☐ Yes ☒ No

Sell options

Model portfolio	Allocation method	Amount
	Pro-rata	500.00 £

Allocate assets Sell all

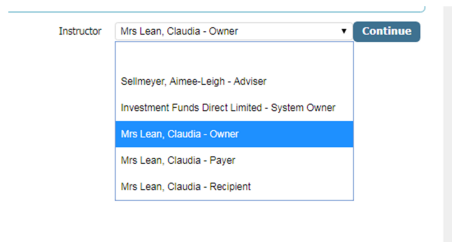
Withdrawal method: Clear asset values

Asset	Price	Available units	Value	Percentage	Units	Est. amount	Exclude
Aberdeen Responsible UK Equity Fund I Acc (GB008131GD17)	£1.562800	500.00	£781.40	0.26	1.29	2.02	<input type="checkbox"/>
Artemis Alpha Trust Plc Subscription Shares 1p (GB0085SLGR82)	£0.020000	9,000	£180.00	0.26	24	0.47	<input type="checkbox"/>
GAM Star Defensive GBP Z Acc (IE0087Y3D685)	£12.201700	4,028.74	£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 Cornelian Defensive D Acc (GB0085N17722)	£1.472100	31,855.708	£47,042.00	0.26	82.814	121.91	<input type="checkbox"/>
Threadneedle UK Absolute Alpha Z Acc (GB0088BX338)	£1.245200	35,187.4871	£43,815.46	0.26	91.1902	113.55	<input type="checkbox"/>
Vanguard LifeStrategy 20% Equity A Acc (GB0084NXY349)	£148.210900	321.6019	£47,664.91	0.26	0.8334	122.52	<input type="checkbox"/>
Total						£500.00	

Instructor: Mrs Lean, Claudia - Owner Continue

Four

The dropdown box in the bottom right hand corner shows 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).



The screenshot shows a web form with a label 'Instructor' and a dropdown menu. The dropdown menu is open, displaying a list of names. The first option, 'Mrs Lean, Claudia - Owner', is highlighted in blue. To the right of the dropdown menu is a blue button labeled 'Continue'.

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

Five

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

