

## User Guide – Bed and ISA

Where you require any assistance, please contact [Questions@YOUR-Platform.co.uk](mailto:Questions@YOUR-Platform.co.uk) and the team can help with proportional sales to make, or any other areas of concern.

There are two approaches to completing a Bed and ISA. Option One is a single step process, this is quick and simple but will raise the amount of the subscription plus a 10% buffer, so for smaller plans this may be inappropriate and/or need an additional manual step to reinvest this excess. Option Two is a two-step process which will raise the value based on the prevailing unit price only and so won't raise an excess buffer but may see the amount available for the subscription based on market movements.

### Option 1 – Single process

Please note, this process utilises a 10% buffer when selling down (so a £20k subscription will actually raise £22k cash). If you have a plan where this would leave an amount in cash which is unsuitable this will need to be manually reinvested after the subscription.

### Step by step

- Navigate to the required client via the 'Clients' tab or using the Client search in the top right of any platform screen
- Click on the Internal Movements option from the menu underneath the client's name
- Tick the required GIA to fund the ISA subscription
- Enter the value required
  - Note that you can see the client's remaining ISA subscription at the top of this screen
- If there is insufficient cash for the movement you will need to select how to disinvest to fund the rest, choose from the largest holding or proportionally
- Tick the destination account to receive the subscription
- Select if you would like to auto-invest the cash.
  - Where the account is linked to a model this will be invested as such, where invested in Funds outside of models (MAB Funds for example) you

can select the investments required and proportions from the search box or the funds already held.

- Click 'Review' and once happy, press 'Submit'
- The cash will move immediately once any sales have completed in the GIA, and trades will be generated in the ISA
- Where the excess cash in the GIA is to be reinvested, click into the GIA and then select 'Invest' from the 'Account actions' drop-down menu in the top right

## Option 2 – Two-step process

Please note, this process sells the number of units exactly as you see on screen. This means if the markets fall slightly you may have a shortfall of cash to make the required subscription. You can overcome this by allowing a small buffer on the sale, which will just be covering fees in coming months if markets don't fall.

### Step by step

- Navigate to the required client via the 'Clients' tab or using the Client search in the top right of any platform screen
- Click into the required GIA to fund the subscription
- Click on the 'Account actions' button at the top left of the screen and select Sell from the dropdown
- You can choose the sale type of Proportional, 100% Sell down or Bespoke
  - To sell proportionally from all funds held (preferred option when invested in MPS) select this option and enter the amount to sell. Note you will see the corresponding amount and units for each holding below. Market movements will affect the value gained from the sale of these units.
  - Where the full GIA is required to be sold select the 100% sell down
  - To select specific investments, choose bespoke and enter the value of units for each fund
- The platform will sell the units shown on the screen. To ensure the full value of the ISA sub is realised in case of market falls you can add a small buffer (1 or 2 %) to the sale value
- Tick to Keep as cash on account for the sale proceeds

- Once trades have been actioned (the day after the valuation point) you will need to return to the platform and make the subscription from the cash proceeds
- Navigate to the required client via the 'Clients' tab or using the Client search in the top right of any platform screen
- Click on the Internal Movement option from the menu underneath the client's name
- Tick the required GIA to fund the ISA subscription
- Enter the value required
  - Note that you can see the client's remaining ISA subscription at the top of this screen
- Tick destination account to receive the subscription
- Select if you would like to auto-invest the cash.
  - Where the account is linked to a model this will be invested as such, where invested in Funds outside of models (MAB Funds for example) you can select the investments required and proportions from the search box or the funds already held.
- Click 'Review' and once happy, press 'Submit'
- The cash will move immediately (or once any additional sales have completed in the GIA), and trades will be generated in the ISA