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Elevate help guide

Switching investments

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Step 1: Order setup

What you will see

The screenshot shows the 'New Work' menu and the 'Order Setup' form. Callout 1 points to the 'New investment transaction (Buy/Sell/Switch)' option in the 'Investment activities' list. Callout 2 points to the 'Product wrapper' dropdown in the 'Order Setup' form. Callout 3 points to the 'Next' button at the bottom right of the form. Callout 4 points to the 'Next' button at the bottom right of the form.

Summary Portfolio **New Work** Cash Account Account Holders Transactions Reports & Documents Charges & Remunerations

Create Work In Progress Work Submitted Disclose And Authorise

Payment activities

- New/amend product payment (including top-up)
- Payments out
- Review Natural Income
- Add bank account
- Transfer Out

Investment activities

- New investment transaction (Buy/Sell/Switch)
- Advanced orders (Stockbroking)
- Move cash into Adviser management
- Move assets to new owner
- Move assets to Discretionary Manager
- Remove Discretionary Manager

1. Order Setup 2. Sell Trades 3. Buy Trades 4. Switches 5. Confirm

Product wrapper: EL1119232-003 Elevate ISA (Active)

Order Type: One-Off

Action Date: 05-Sep-2017

Please indicate whether advice was given: ☒ Yes ☐ No

Next

What you will need to do

Create a model for all clients

1. Go to the client's account and select **New Work > New Investment Transaction (Buy/Sell/Switch)**.

2. Select:

- the **Product Wrapper**.
- **One-Off** or **Regular** under **Order Type**.
- an **Action Date**.

3. Confirm if advice has been given.

4. Click **Next**.

5. Skip **Step 2** and **Step 3** and go to **Step 4. Switches**.

Notes

2. Under **Order Type**, if you select **Regular**, you'll need to add a start date, frequency and end date.

Select an **Action Date** in the future if you don't want the switch to happen straight away.

5. You can click directly on **Step 4. Switches**.

Step 4. Switches

What you will see

The screenshot shows the 'Switches' tab in a trading interface. It is divided into three main sections: 'Switch From', 'Switch To', and 'Search for investments'.

1. Switch From: This section contains a table of investments to be sold. The table has columns for 'Investment', 'Available Units', 'Market Value GBP', 'Order Value', 'Order Quantity', and 'Switch All'. Two investments are listed: 'BlackRock CRT European D Acc (00PA.LN)' and 'M&G Strategic Corp Bcl Acc GBP (02FW.LN)'. The 'Switch All' column has checkboxes, with the first one checked.

2. Switch To: This section allows selecting a new investment. It has a search bar with 'Find' buttons and a '% Allocation' slider.

3. Search for investments: This section includes the 'Investment Selection Tool' with tabs for 'Funds', 'Models', and 'Other'. It has a search bar, a 'Show cheapest OCF/TER' checkbox, and a 'More search criteria' dropdown. A 'Quick links' menu is also visible with options like 'Favourites', 'Fund solutions', and 'Documents, KIDs & KIDs'.

4. Search Results: This section displays a table of search results. The table has columns for 'Type', 'Code', 'Name', 'OCF/TER', 'KIID', 'Cheapest', and 'Favourite'. Two results are shown, both for 'Investment Fund' type.

What you will need to do

1. In **Switch From**, select the investments you wish to sell.
 - You can do this in any one of the following ways:
 - In **Order Value**, enter a £ amount.
 - In **Order Quantity** (units), enter the number of units to be sold.
 - In **Order Quantity** (%), enter the % of holding to be sold.
 - Tick **Select All** to sell the whole investment.
2. In **Switch To**, click **Find**.
3. Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.
4. Add the fund you wish to invest in.

Notes

1. There is a cut-off time which is usually one hour before each fund's valuation point. After the cut-off time, the order will be placed on the next working day.
We usually receive confirmation of the sale within 1 working day (or 2 working days if the order was placed after the cut-off time).
3. You can search for a specific investment name or code. Use the extra tabs here if you want to search for model portfolios or **Other** to search for stocks & shares.
4. Repeat 2-4 to add more investments.

Step 4. Switches – cont.

What you will see

The screenshot shows two forms. The top form, titled 'Switch To', has a tabbed interface with 'Investment' selected. It contains a 'Find' button, a text input field with 'Scan Life Inv MF Mgd L11A (0.6537)', and a '% Allocation' slider. A callout circle with the number '5.' points to the '% Allocation' slider. The bottom form, titled 'Switch Charges', has a tabbed interface with 'Adviser Switch Charge' selected. It contains a text input field with '0.00 %', a 'Previous' button, and a 'Next' button. A callout circle with the number '6.' points to the 'Adviser Switch Charge' input field, and another callout circle with the number '7.' points to the 'Next' button.

What you will need to do

5. Enter the **% Allocation**.

6. Enter the **Adviser Switch Charge**, if applicable.

7. Click **Next** and go to **Step 5. Confirm**.

Notes

5. This is the allocation (into the new funds) of the total value raised from the funds you've switched from (minus any Adviser Switch Charge).

The **% Allocation** must total 100% across all the new funds selected.

7. The new fund(s) will be purchased at the next valuation point after we receive confirmation of the sale.

Step 5. Confirm

What you will see

Description	Value (GBP)	Quantity	Status
Switch From OBPALN - BlackRock Orb European ...	-11.05	0.4450	Created
Switch To QUSPLN - Stan Life Inv MF Mgt II ...	11.05	15.9820	Created

Estimated Net Order Value: 0.00

Charges Information Document: [Generate](#)

☐ I confirm I have client authority to make this switch and that any existing Ongoing Adviser Charge applies to this wrapper is for the provision of an ongoing service.

What you will need to do

1. Review the information you've entered.
2. Tick the adviser declaration.
3. Click **Confirm**.

Notes

1. Click **Generate** and the hyperlink to view the **Charges Information** document.
3. This records a **Batch ID** and places the trades, which can be viewed in the client's account under **Transactions > Deals**.

Helpful hints

- Where multiple funds are included in a single switch transaction, the 'buys' will only initiate after we have received confirmation of all fund 'sells' from the fund managers.
- Once we have received confirmation of the sale details from the fund manager, we will pre-fund the purchase of the new investment (before full settlement of the 'sell' transaction) meaning your client is back in the market sooner.
- A Contract Note will be produced once the switch is confirmed. The investments switched out of (sold) will be shown in a separate Contract Note as these transactions will complete on different days.
- Where securities have been included in the switch, a trading charge will apply to each separate sale and purchase. For more information, please refer to **Your Guide to Charges**.
- Depending on the fund manager(s) a switch is normally completed within 48 hours, however, further transactions may be restricted until the switch has reached full settlement. You can contact us for details on the progress of the fund switch.

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We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.

If there is anything more you want to know, please contact us.

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Address

Elevate, PO Box 6877, Basingstoke, RG24 4RT

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