



aberdeen

For financial adviser use only.

# Elevate help guide Switching investments

[aberdeenadviser.com](https://www.aberdeenadviser.com)

# Step 1: Order setup

## What you will see

The screenshot shows the 'New Work' menu and the 'Order Setup' form. The 'New Work' menu is open, showing 'Investment activities' with 'New investment transaction (Buy/Sell/Switch)' selected. The 'Order Setup' form is below, showing 'Product wrapper' as 'EL1119232-003 EInvest ISA (Active)', 'Order Type' as 'One-Off', 'Action Date' as '05-Sep-2017', and 'Please indicate whether advice was given' as 'Yes'. A 'Next' button is visible at the bottom right. Numbered callouts 1 through 4 point to the 'New investment transaction (Buy/Sell/Switch)' menu item, the 'Product wrapper' dropdown, the 'Next' button, and the 'Next' button respectively.

## 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 '4. Switches' step of a fund switching process. It is divided into three main sections:

- Switch From:** A table listing current investments.
 

Investment	Available Units	Market Value GBP	Order Value	Order Quantity	Switch All
BlackRock Cris European D Acc (00PAL LN)	0.4450	£11.05		0.445 Units 100 %	<input checked="" type="checkbox"/>
M&G Strategic Corp Btl Acc GBP (02FW LN)	0.3510	£4.55			<input type="checkbox"/>
- Switch To:** A search field for the target investment. The 'Find' button is highlighted with callout 2.
- Search for investments:** An 'Investment Selection Tool' showing search results for 'standard life'. The 'Find' button is highlighted with callout 3. A table of search results is shown below:
 

Type	Code	Name	OCF/TER	KIID	Cheapest	Favourite	Action
Investment Fund	0M3P	Stan Life Inv MF Mgd 1111 A	0.80		✓	★	Add
Investment Fund	0M3Q	Stan Life Inv MF Mgd 1111 I	0.80		✓	★	Add

## What you will need to do

- 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.
- In **Switch To**, click **Find**.
- Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.
- Add** the fund you wish to invest in.

## Notes

- 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).
- 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.
- Repeat 2-4 to add more investments.

## Step 4. Switches – cont.

### What you will see

The image shows two screenshots from a software interface. The top screenshot is titled 'Switch To' and has a sub-header 'Investment'. It contains a table with columns 'Investment' and '% Allocation'. The first row shows 'DM3P LN' with a 'Find' button next to it, and a value in the '% Allocation' column. A callout circle with the number '5.' points to the '% Allocation' column header. Below the table is another 'Find' button. The bottom screenshot is titled 'Switch Charges' and has a sub-header 'Adviser Switch Charge'. It shows a value of '0.00 %' in a field. A callout circle with the number '6.' points to this field. At the bottom right of this screen are two buttons: 'Previous' and 'Next ->'. A 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 06PA.LN - BlackRock Cst European ...	-11.05	0.4450	Created
Switch To 0U3P.LN - Stan Life Inv MF Mgt F1 ...	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.

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

**Call us on 0345 600 2399**

Our lines are open 9am to 5pm, Monday to Friday.

As part of our commitment to quality service and security, telephone calls may be recorded.

**Email us at [Elevate\\_Enquiries@aberdeenplc.com](mailto:Elevate_Enquiries@aberdeenplc.com)**

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

**Address**

Elevate, PO Box 6877, Basingstoke, RG24 4RT

For more information visit [aberdeenadviser.com](http://aberdeenadviser.com)

Elevate Portfolio Services Limited is part of Aberdeen Group, which comprises Aberdeen Group plc and its subsidiaries.

Elevate Portfolio Services Limited is registered in England (01128611) at 280 Bishopsgate, London, EC2M 4AG,  
and authorised and regulated by the Financial Conduct Authority.

SLE0127 0126