PROFESSIONAL ADVISERS ONLY

7IM
Standing Investment Instruction Guide

A useful guide explaining our automatic investment facility

Succeeding together

7IM

Purpose

The purpose of this guide is to help you understand the benefits that a Standing Investment Instruction (SII) can provide to you and your clients, including how you perform and maintain the instructions.

This guide will also highlight some instances to look out for where investments cannot take place automatically and you will need to confirm that the deal should or shouldn't be carried out.

Standing Investment Instruction

A Standing Investment Instruction (SII) allows you to automatically invest new lump sum and cash transfer monies into a set of investments of your choosing.

The SII not only invests money automatically, but it can also be used to carry out cash movements between your chosen dealing portfolios.

If you choose to use a SII, it is important you keep on top of the investment strategy and update this accordingly.

Questions and answers

Will a SII invest everything that is paid into a client's account?

No, the SII is designed to process new monies paid into an account where:

- It is a lump sum payment paid by a client
- It is a lump sum payment paid by an employer (7IM SIPP)
- Any cash transfer payments

If a SII is set up on third party products, such as SIPPs or Bonds, then you can use this process to automatically invest money that has been moved into the 7IM account from the product provider.

The SII will not process the following type of payments:

- Regular payments made by direct debit
- Dividend / distribution payments
- Internal transfers from one 7IM account to another

How do I set up and maintain a SII?

Set up

SIIs can be set up in several different ways; either for new accounts via our online account opening screens (GIA, ISA, 7IM SIPP), or for existing clients via the Manage Investments screen on the 7IM Platform.

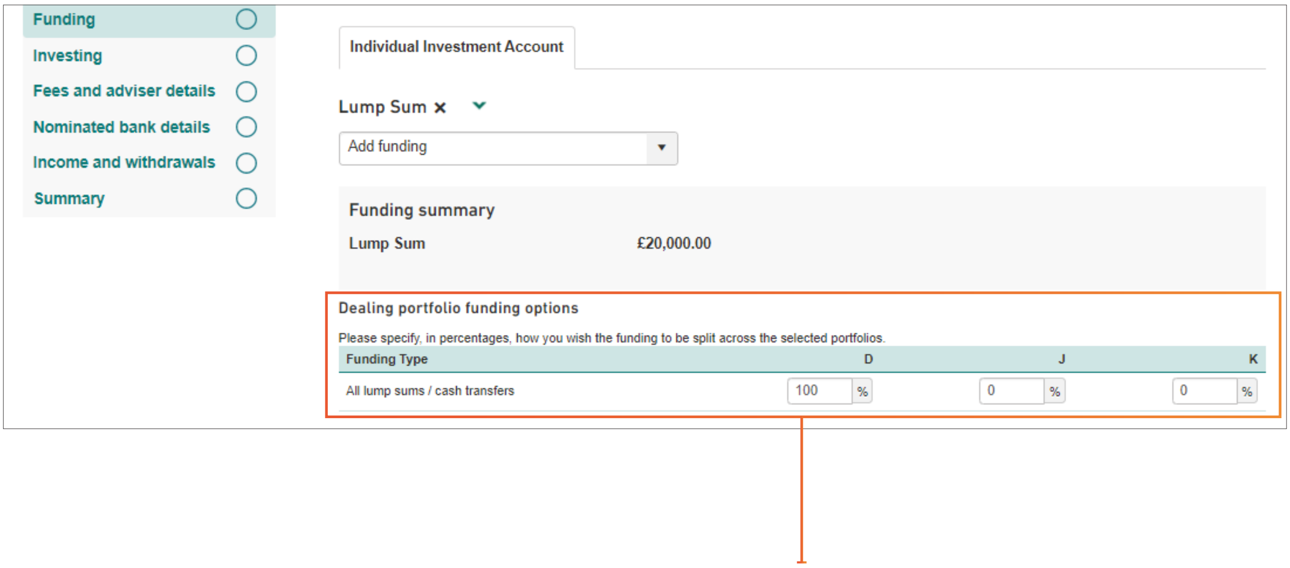
It is important to ensure you maintain the SII if you wish to amend your investment strategy for a client.

Please note: if you have an existing client with closed dealing portfolios you will not be able to add an SII for those portfolios.

New accounts

SIIs can be set up for new accounts during the account opening process via our Account Applications tool accessed on the 7IM Platform.

Within the account opening screens, you will be able to input any automatic cash movements you require within the funding screen as shown below.

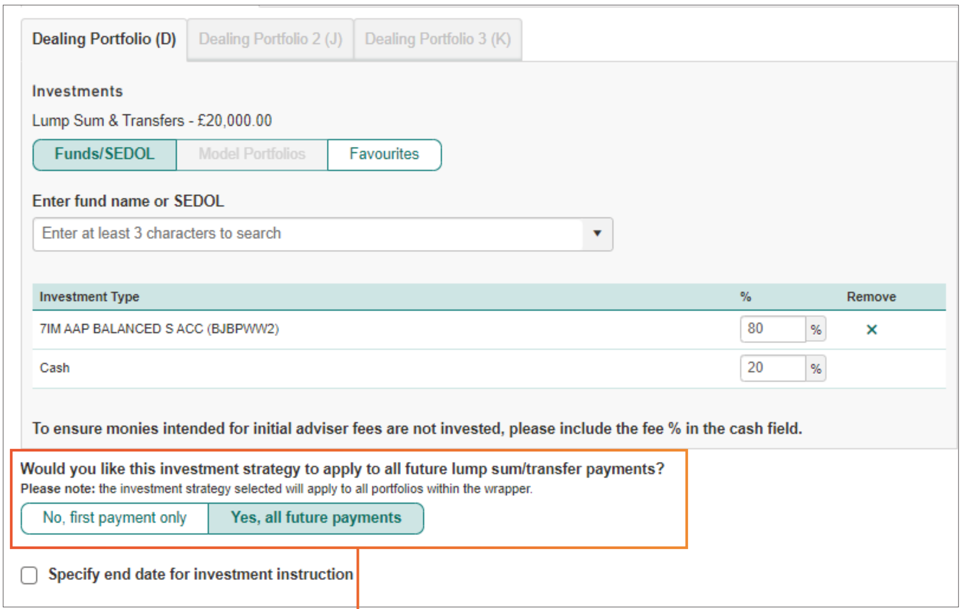


Specify how you want the SII to automatically move new monies as they are received.

Once you have decided if you require any cash movements, you can then input the investments for each portfolio.

Questions and answers
Continued

Selecting each dealing portfolio in turn, you can choose how you would like the new monies to be invested. If you do not want to automatically invest any new monies, you should leave this as 100% cash.



You can specify how long to keep the SII in place for using the options displayed on the screen above.

For example, if you have a client has proceeds of three transfers expected then the following would occur if you selected:

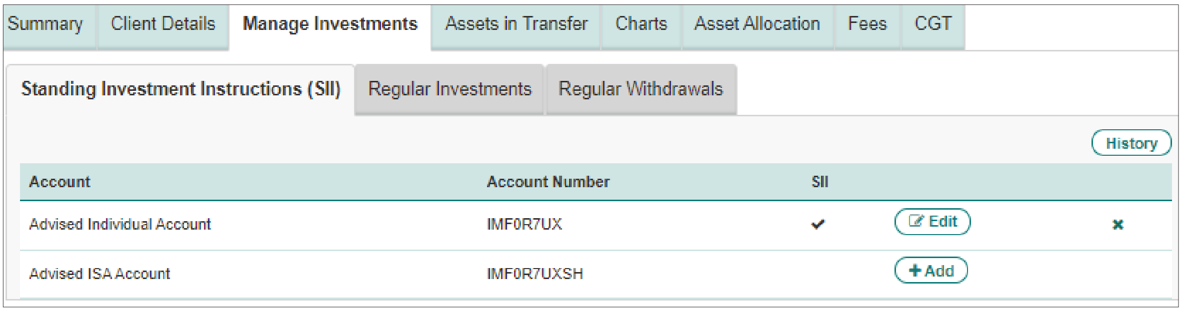
1. **First payment only:** The first transfer payment would get processed automatically and then the SII would stop. Any of the remaining two transfers would need to be processed manually.
2. **All future payments with an end date:** Any transfers received prior to the end date would be processed via the SII process, however the SII will be made inactive once the end date is reached and any transfers received after the end date will need to be processed manually.
3. **All future payments with no end date:** This option will keep on processing any new payments until such time as you decide to stop the SII. So, all three transfers would be processed.

Existing accounts

If you did not set up an SII during the account opening process but wish to do so in future, you can do this via the Manage Investments tab on the 7IM Platform.

Once you have selected your client you will be able to add a new SII, edit or cancel an existing one under the Manage Investments tab.

As stated above, the SII process is automated and it's important you cancel or amend SIIs where they are no longer required.



Questions and answers
Continued

How does it work in practice?

01 The SII process runs daily to identify if there are any new eligible monies.

02 It will then determine if there is an SII in place.

03 Where an SII exists, the process then works out if the deal can be placed or requires action to resolve the query (see the SIIs awaiting action section).

Where new monies can be processed.

04 A

The first part of the process will be to carry out any applicable cash movements.

Once they have been completed the trades are placed.

Where 7IM is unsure if new monies can be processed.

04 B

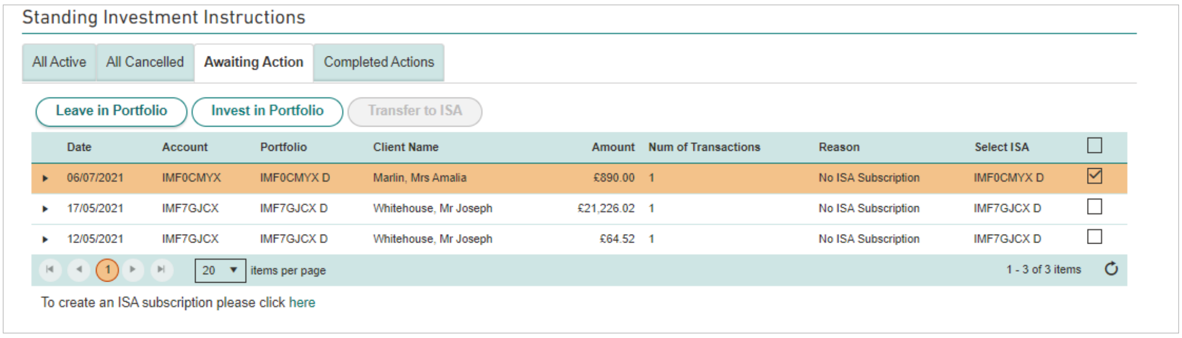
We will not automatically process the SII but ask you to step in and confirm (see SIIs awaiting action section).

Important information

SIIs awaiting action

There are two reasons why we will not automatically invest monies as outlined below. In both scenarios an action will appear on the home dashboard and you will need to step in and confirm if the trade should be placed or not. This should be a simple process that will then re-trigger the investment automatically. Any SIIs awaiting instructions can also be navigated to via the following:

- Transactions **>>** Standing Investment Instruction



01

No ISA subscription set up for linked accounts

When money is received into a GIA that is linked to an ISA, with an available ISA allowance and no subscription, you are required to confirm the trade.

Why: We would not want to invest the money that may be required to fund the ISA.

How to resolve: By clicking on the 'awaiting actions' you will see the reason as 'No ISA subscription'.

Standing Investment Instructions

All Active | All Cancelled | Awaiting Action | Completed Actions

Leave in Portfolio | Invest in Portfolio | Transfer to ISA

Date	Account	Portfolio	Client Name	Amount	Num of Transactions	Reason	Select ISA
07/06/2021	IMF7GYUX	IMF7GYUX D	Morgan, Mrs Rosie	£20,000.00	2	No ISA Subscription	IMF7GYUX D
07/06/2021	IMF7HFDX	IMF7HFDX D	Ross, Mr Gary	£0.00	0	No ISA Subscription	IMF7HFDX D
07/06/2021	IMF7BDBX	IMF7BDBX D	Wallace, Mr Samuel	£25,000.00	1	No ISA Subscription	IMF7BDBX D
04/06/2021	IMF7BVUX	IMF7BVUX D	Brooks, Mr Isaac	£20,000.00	1	No ISA Subscription	IMF7BVUX D
02/06/2021	IMF7EF9X	IMF7EF9X D	Mitchell, Mr Joel	£20,000.00	1	No ISA Subscription	IMF7EF9X D
01/06/2021	IMF7HVBX	IMF7HVBX D	Buckley, Mr John	£20,200.00	2	Amount less than ISA Subscription	IMF7HVBX D

Select the checkbox for the client you are working on and then you have a choice to either:

Ask for the money to be invested in the portfolio

Once selected, this will automatically invest the money into the GIA as per the SII instruction.

This will remove this from your awaiting actions work list.

Use this money for an ISA sub

In that scenario you should ask to leave the money in the portfolio.

This will remove this from your awaiting actions work list.

You should then navigate to the Cash Movements screen then select the ISA sub you require. The SII process will pick the money up that is left in the portfolio and this will be automatically processed on the next working day.

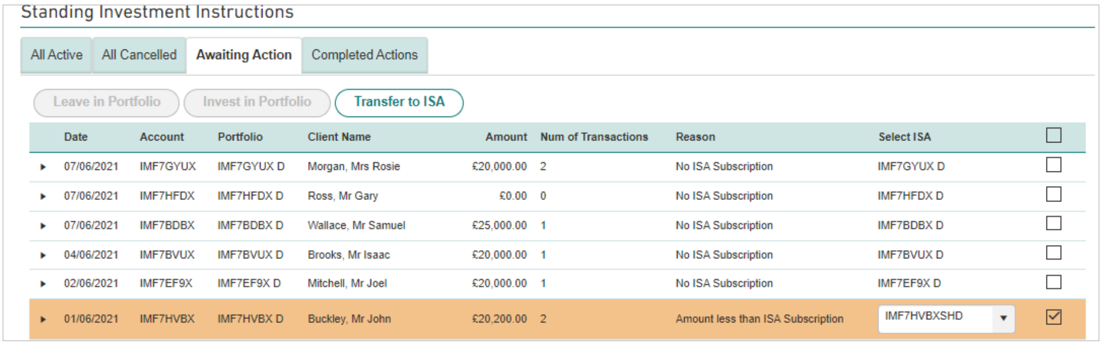
Important information
Continued

02 Money received is less than pending ISA subscription

Where you have a pending ISA sub that was set up via the account opening screens and the money received is less than the pending SII sub.
Please note: if two amounts received on the same day then they are aggregated and the amount is equal to or greater than the ISA sub then this will be processed).

Why: As the money received does not meet the ISA subscription expectations, we ask for you to confirm what should be done.

How to resolve: Select the check box for the client you are working on and then you have a choice to either:


Standing Investment Instructions

All Active | All Cancelled | Awaiting Action | Completed Actions

Leave in Portfolio | Invest in Portfolio | Transfer to ISA

Date	Account	Portfolio	Client Name	Amount	Num of Transactions	Reason	Select ISA	
07/06/2021	IMF7GYUX	IMF7GYUX D	Morgan, Mrs Rosie	£20,000.00	2	No ISA Subscription	IMF7GYUX D	
07/06/2021	IMF7HFDX	IMF7HFDX D	Ross, Mr Gary	£0.00	0	No ISA Subscription	IMF7HFDX D	
07/06/2021	IMF7BDBX	IMF7BDBX D	Wallace, Mr Samuel	£25,000.00	1	No ISA Subscription	IMF7BDBX D	
04/06/2021	IMF7BVUX	IMF7BVUX D	Brooks, Mr Isaac	£20,000.00	1	No ISA Subscription	IMF7BVUX D	
02/06/2021	IMF7EF9X	IMF7EF9X D	Mitchell, Mr Joel	£20,000.00	1	No ISA Subscription	IMF7EF9X D	
01/06/2021	IMF7HVBX	IMF7HVBX D	Buckley, Mr John	£20,200.00	2	Amount less than ISA Subscription	IMF7HVBXSHD	☑

Money not required for the ISA

If the money received is not intended for the ISA, you can either choose to invest or leave the money in the GIA.

Transfer to ISA

If this money is intended for the ISA, double click on the select ISA column and choose the portfolio. The transfer to ISA button will become enabled and then you are required to select.
Please note: if a client is making multiple payments over separate days to fulfill the ISA subscription, you will need to perform one of the actions above for each payment.

New Platform Assets report

The New Platform Assets report provides details of all new monies received the previous day, this then allows you to process any trades you need to.

Due to the SII functionality we have amended the report so that not only will it tell you if there is a SII, but also if it has been processed against the new monies received.

This will enable you to manage your investment processes and determine whether an action needs to take place.

When reviewing the platform assets report you should then look for the following:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
WealthMa	ClientNam	Account	AccountTy	Portfolio	Sedol	Isi	StockNam	Quantity	Currei	Value	TradeDate	SIIActiveW	LinkedToIS	SIIProcessedDate	SIIActiveW	DateSIIEndec	ReportDate
Eva David:	Mr Lucas	Mr Lucas E	Advised IS	IMF7AQW	CASH		CASH (GBI	0	GBP	3335.36	#############	Y	N/A	14/07/2021 08:45	Y		16/07/2021 14:09
Eva David:	Mr Jordar	Mr Jordan	Advised In	IMF0UK7X	CASH		CASH (GBI	0	GBP	1250	#############	N	Y		N		16/07/2021 14:09
Eva David:	Mr David	Mr David I	Advised In	IMF0URYX	CASH		CASH (GBI	0	GBP	1250	#############	N	Y		N		16/07/2021 14:09
Eva David:	Mr Toby I	Mr Toby N	Advised In	IMF0NBGX	CASH		CASH (GBI	0	GBP	1666.65	#############	N	Y		N		16/07/2021 14:09

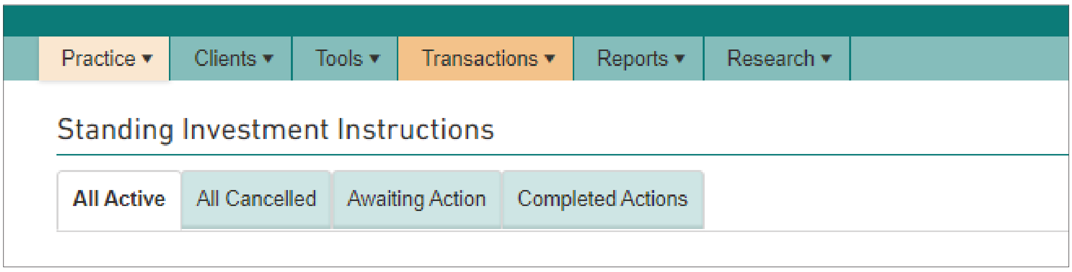
This means that the SII process has run and it has either processed successfully or that the SII is ‘awaiting action’, as described in the previous section.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
ClientN	Accoun	Accoun	Portfol	Sedol	Isin	StockN	Quanti	Curren	Value	TradeDate	SIIActive	LinkedToIS	SIIProcesse	SIIActiv	DateSII
Mr Finley	Mr Finley	Advised Ir	IMF7J9FX	B6QMDC4	GB00B6QN	JUPITER U	7076.89	GBP	10903.36	08/06/2021 00:00	N	Y		N	
Mr Finley	Mr Finley	Advised Ir	IMF7J9FX	B58BQH8	GB00B58B	LINK FUNI	12554.73	GBP	45148.05	08/06/2021 00:00	N	Y		N	
Mr Connc	Mr Conno	Advised Ir	IMF7H79X	B55NGS8	GB00B55N	LINK FUNI	13284.24	GBP	63264.85	08/06/2021 00:00	N	Y		N	
Mr Zak Bc	Mr Zak Bo	Advised Ir	IMF733PX	CASH		CASH (GBI	0	GBP	18000	08/06/2021 00:00	N	N		N	
Mr Kian B	Mr Kian Br	Advised IS	IMF7HHGX	CASH		CASH (GBI	0	GBP	18.69	08/06/2021 00:00	N	N/A		N	

This means that there is not an SII against this client's account and therefore you will need to invest the money manually.

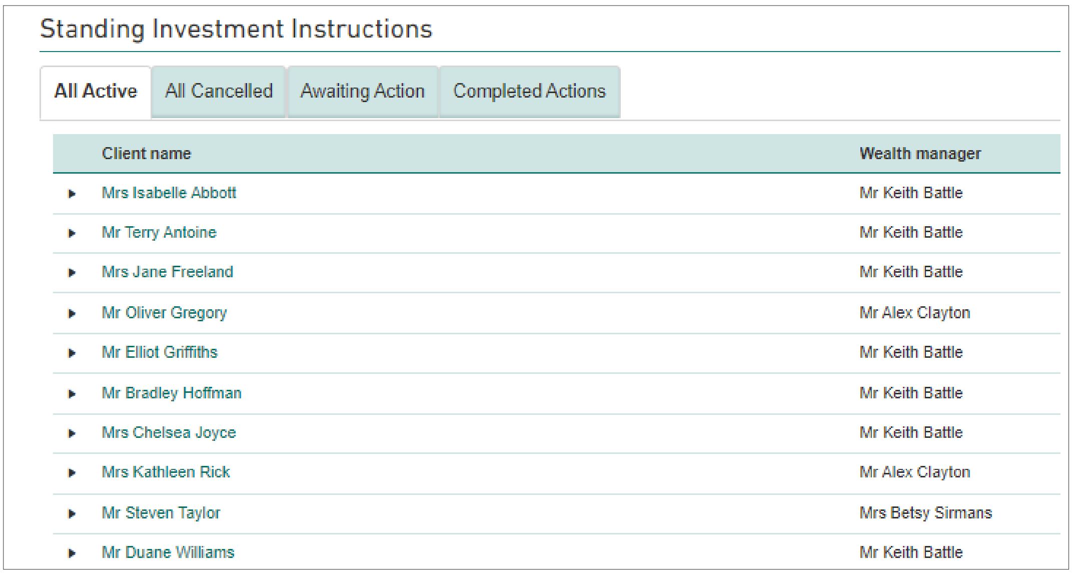
Practice level SII information

From the Standing Investment Instruction screen which is navigated to from the Transactions dropdown, you can view and perform a number of actions.



All Active

The first screen shows, in alphabetical order by surname, all live SIIs for your practice.



Client name	Wealth manager
Mrs Isabelle Abbott	Mr Keith Battle
Mr Terry Antoine	Mr Keith Battle
Mrs Jane Freeland	Mr Keith Battle
Mr Oliver Gregory	Mr Alex Clayton
Mr Elliot Griffiths	Mr Keith Battle
Mr Bradley Hoffman	Mr Keith Battle
Mrs Chelsea Joyce	Mr Keith Battle
Mrs Kathleen Rick	Mr Alex Clayton
Mr Steven Taylor	Mrs Betsy Sirmans
Mr Duane Williams	Mr Keith Battle

By selecting the dropdowns you will see:

Mrs Kathleen Rick — Mr Alex Clayton

Account	Account type	End date
IMF7GY3X	Advised Individual Account	30/06/2021
IMF7GY3XSH	Advised ISA Account	30/06/2021

Mrs Kathleen Rick — Mr Alex Clayton

Account	Account type	End date
IMF7GY3X	Advised Individual Account	30/06/2021

Portfolio	Split	Assets	% allocated
D	51.00%	Cash	6%
		HSBC GLOBAL ASSET MANAGEMENT UK GLOBAL STRATEGY BALANCED PORTFOLIO C ACC	94%
J	49.00%	Waverton Balanced Portfolio	100%

Account	Account type	End date
IMF7GY3XSH	Advised ISA Account	30/06/2021

Portfolio	Split	Assets	% allocated
SHD	51.00%	Cash	6%
		HSBC GLOBAL ASSET MANAGEMENT UK GLOBAL STRATEGY BALANCED PORTFOLIO C ACC	94%
IJD	49.00%	Waverton Balanced Portfolio	100%

All Cancelled

This screen simply plays back all SIIs that have been cancelled, including who cancelled them and the date they carried it out.

All Active | **All Cancelled** | Awaiting Action | Completed Actions

From: 21/05/2021 To: 21/06/2021 View Export To Excel

Client name	Account	Portfolio	Cancelled by	Date cancelled
Mr Jose Petersen	IMF7G3XY	D	Mr Keith Battle	15/06/2021
Mr Jose Petersen	IMF7G3XY	D	Mr Keith Battle	15/06/2021

Practice level SII information

Continued

Awaiting Action

This screen shows any awaiting SII actions. The reasons for these are outlined in the important information section.

Standing Investment Instructions

All Active | All Cancelled | Awaiting Action | Completed Actions

Leave in Portfolio | Invest in Portfolio | Transfer to ISA

Date	Account	Portfolio	Client Name	Amount	Num of Transactions	Reason	Select ISA
06/07/2021	IMF0CMYX	IMF0CMYX D	Marlin, Mrs Amalia	£890.00	1	No ISA Subscription	IMF0CMYX D
17/05/2021	IMF7GJCX	IMF7GJCX D	Whitehouse, Mr Joseph	£21,226.02	1	No ISA Subscription	IMF7GJCX D
12/05/2021	IMF7GJCX	IMF7GJCX D	Whitehouse, Mr Joseph	£64.52	1	No ISA Subscription	IMF7GJCX D

1 | 20 items per page | 1 - 3 of 3 items

To create an ISA subscription please click here

Completed Actions

This screen shows all completed SII actions.

All Active | All Cancelled | Awaiting Action | Completed Actions

Date	Account	Portfolio	Client Name	Amount	Num of Transactions	Outcome	Completed By	Completed Date
17/05/2021	IMF7GJCX	IMF7GJCX D	Mitchell, Mrs Kiera	£21,226.02	1	Invest In Portfolio	Davidson, Mrs Eva	16/07/2021
12/05/2021	IMF7GJCX	IMF7GJCX D	Mitchell, Mrs Kiera	£64.52	1	Invest In Portfolio	Davidson, Mrs Eva	16/07/2021

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