

# How to complete a GIA to ISA transfer (individual GIA)

- 1 From the Adviser Zone homepage, search for the investor using their name, investor number, or wrapper ID your client and press 'view.'
- 2 Select the investor's ISA and 'top-up.'

Mr Novia Imp Demo Three  
£490.71 ⓘ

MAINTENANCE ▾ INVESTOR ZONE RESEARCH TOOLS ▾ DOCUMENTS ADD WRAPPER

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### Investor Summary

Active Wrappers	Status Updates																								
<table border="1"> <tr> <td></td> <td>General Investment Account £481.61</td> <td><a href="#">VIEW</a></td> </tr> <tr> <td></td> <td>General Investment Account £0.00</td> <td><a href="#">VIEW</a></td> </tr> <tr> <td></td> <td>General Investment Account £9.10</td> <td><a href="#">VIEW</a></td> </tr> <tr> <td></td> <td>Stocks and Shares ISA £0.00 Remaining ISA Allowance: £20,000.00</td> <td><a href="#">VIEW</a></td> </tr> </table>		General Investment Account £481.61	<a href="#">VIEW</a>		General Investment Account £0.00	<a href="#">VIEW</a>		General Investment Account £9.10	<a href="#">VIEW</a>		Stocks and Shares ISA £0.00 Remaining ISA Allowance: £20,000.00	<a href="#">VIEW</a>	<table border="1"> <tr> <td></td> <td>General Investment Account Top-Up - In Progress 21/12/2023 02:37 PM</td> <td><a href="#">DETAILS</a></td> </tr> <tr> <td></td> <td>SIPP Uncrystallised Top-Up - Completed 15/12/2023 01:47 PM</td> <td><a href="#">DETAILS</a></td> </tr> <tr> <td></td> <td>SIPP Uncrystallised Top-Up - Completed 15/12/2023 01:41 PM</td> <td><a href="#">DETAILS</a></td> </tr> <tr> <td colspan="2"></td> <td><a href="#">VIEW ALL</a></td> </tr> </table>		General Investment Account Top-Up - In Progress 21/12/2023 02:37 PM	<a href="#">DETAILS</a>		SIPP Uncrystallised Top-Up - Completed 15/12/2023 01:47 PM	<a href="#">DETAILS</a>		SIPP Uncrystallised Top-Up - Completed 15/12/2023 01:41 PM	<a href="#">DETAILS</a>			<a href="#">VIEW ALL</a>
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- 3 Under section two, 'investment types', select 'transfer from GIA.'

**1**  
Nickname (Optional)  
No nickname set

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**2**  
Investment Types  
No investments

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**3**  
Regular Withdrawals  
Edit your regular withdrawals.

✓ Investment Types

Select an Investment Type

SINGLE

REGULAR

TRANSFERS

TRANSFER FROM GIA

RE-REGISTRATION

SAVE

- 4 Select the GIA you want to transfer from – this will show you the available cash to transfer. **Please note:** The available cash to transfer includes the whole cash balance and doesn't include our 1% minimum balance or regular withdrawals from the GIA. If you have recently completed a switch to cash in the GIA and the sale of assets hasn't completed, this amount will not show in the available cash.



- 5 Enter the investment amount. If there is not enough available cash, you will need to sell down to fund the difference or reduce the transfer amount.
- 6 Select an adviser initial charge if applicable. This initial charge will be deducted from the ISA. **Please note:** If you wish to deduct the charge from the GIA, you will need to submit an ad hoc charge from the GIA wrapper. To do this go to the GIA, then select 'Maintenance', and 'Ad Hoc Charge'. You can then select 'none' as the adviser initial charge in the ISA top up.
- 7 The options to sell down will appear automatically. You can choose to use some, all, or none of this available cash as well as place a proportionate disinvestment or sale of specific assets.
- 8 Select any regular withdrawals required and click 'next' to see confirmation of the ongoing adviser charge.

### Regular Withdrawals

**ADD A REGULAR WITHDRAWAL**

Withdrawal Frequency

Monthly  Quarterly  Annually

Start Month

Withdrawal Type

Amount  Percentage

Select A Bank Account

Sort Code  Account Number

Account Name

**SAVE**

**BACK** **NEXT**



- 9 Now select how the new funds should be invested in the ISA. You can choose your default investment strategy or select a different strategy. Click 'next' to view and download the documents.

## Documents

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PRE-SALES ILLUSTRATION

ISA APPLICATION SUMMARY

CLIENT REPORT

Documents generating...

SUBMIT

SAVE

BACK

- 10 Select 'submit' to go through the online declaration and 'proceed' to agree.
- 11 On submission, trades will be placed (if selected) and upon settlement of all trades, the proceeds will be moved and invested as per the instructions in the ISA.

If you require this document in an alternative format please contact us.

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