

How to complete a GIA to ISA transfer (joint GIA)

Clear instructions,
no detours required





1 From the Adviser Zone homepage, search for the investor using their name, investor number, or wrapper ID and press 'view.'

2 Select the client's ISA and 'top-up.'

Mr Novia Imp Demo Three
£490.71 ⓘ

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Investor Summary

Active Wrappers	Status Updates
<div> General Investment Account £481.61 VIEW</div>	<div> General Investment Account Top-Up - In Progress 21/12/2023 02:37 PM DETAILS</div>
<div> General Investment Account £0.00 VIEW</div>	<div> SIPP Uncrystallised Top-Up - Completed 15/12/2023 01:47 PM DETAILS</div>
<div> General Investment Account £9.10 VIEW</div>	<div> SIPP Uncrystallised Top-Up - Completed 15/12/2023 01:41 PM DETAILS</div>
<div> Stocks and Shares ISA £0.00 VIEW Remaining ISA Allowance: £20,000.00</div>	<div>VIEW ALL</div>

3 Under section two, 'investment types', select 'transfer from GIA'.

1
Nickname (Optional)
No nickname set

2
Investment Types
No investments

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 2% 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. **Please note:** If there is not enough available cash, you will need to sell down to fund the difference or reduce the transfer amount. To sell down, you'll need to place a sell for withdrawal in the GIA. Go to the GIA, select 'Switch', then 'Sell for withdrawal'. If the GIA will be the source of wealth for multiple ISA's, please place one sale to cover all Bed and ISAs. This is because once a sale is placed on an asset, you won't be able to place further sales until the original sale has settled.

6 Select an adviser initial charge if applicable. **Please note:** This initial charge will be deducted from the ISA. If you wish to deduct the charge from the GIA, you will need to submit an ad hoc charge from the GIA wrapper. Go to the GIA, then 'Maintenance', then 'Ad Hoc Charge'. You can then select 'none' as the adviser initial charge in the ISA top up.

7 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





- 8 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

PRE-SALES ILLUSTRATION

ISA APPLICATION SUMMARY

CLIENT REPORT

Documents generating...

SUBMIT

SAVE

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- 9 Select 'submit' to go through the online declaration and 'proceed' to agree

- 10 Please send a Secure Email requesting that '£x amount is moved from wrapper XXXXX to wrapper YYYYYY and invested as per the instructions in the Top Up.'

- 11 When there is sufficient available cash in the GIA, the cash will be moved to the ISA 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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