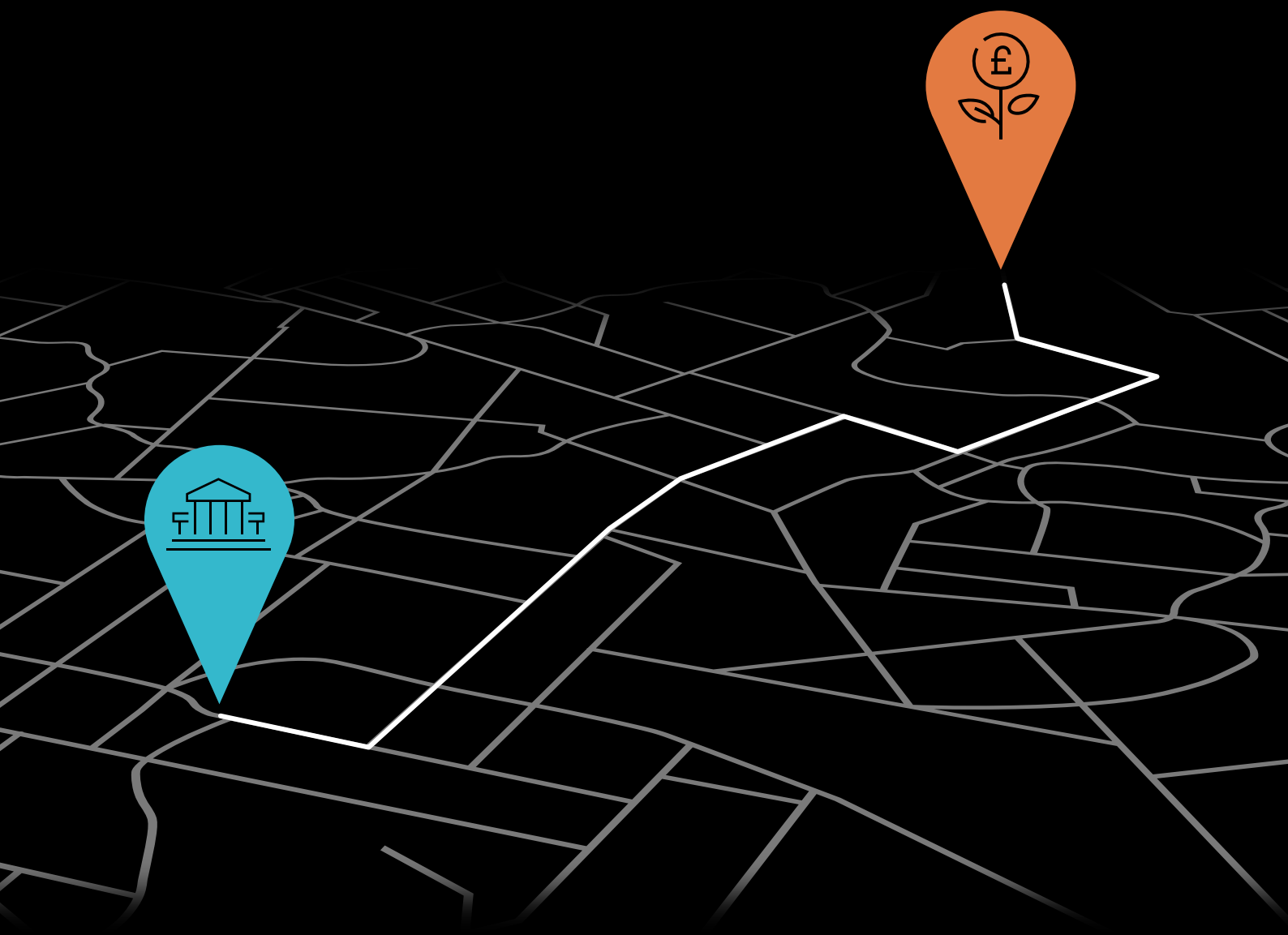


How to complete a GIA to ISA transfer (individual GIA)

Clear instructions,
no detours required





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](#)

[Home](#) > Mr Novia Imp Demo Three

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. 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

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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