

# How to complete a GIA to SIPP transfer (Bed and SIPP)

- 1 Before you begin, make sure there is sufficient cash available in the GIA to cover the SIPP top up. To do this, please place a sell for withdrawal in the GIA.
- 2 From the Adviser Zone homepage, search for the investor using their name, investor number, or wrapper ID and press 'view.'
- 3 Select the investor's uncrystallised SIPP, and then press 'top-up.'
- 4 Next, review the pension details if needed and answer the question highlighted below:

The screenshot shows a web form titled 'Pension Details'. On the left, there is a vertical navigation menu with three items: '1 Nickname (Optional)', '2 Pension Details', and '3 Investment Types'. The 'Pension Details' item is selected and highlighted with a blue box. The main content area shows the following fields and options:

- Employed**: A dropdown menu with a '-' symbol.
- Has your client 'flexibly' accessed any of their pension rights?**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Preferred retirement age?**: A text input field containing '65'.
- Do you wish to fully crystallise the investments being made into this pension?**: Radio buttons for 'Yes' and 'No'. This question and its options are highlighted with a blue box.
- Please select whether you want investments into this pension to be crystallised.**: A red error message below the question.

At the bottom of the form, there are three buttons: 'BACK' (left), 'SAVE' (right, green), and 'NEXT' (right, blue).

- 5 Under investment types, select single contribution.
- 6 Select 'investor' from the investment types.
- 7 Enter the investment amount. This will show the tax relief available.
- 8 Select an adviser initial charge if applicable.
- 9 Select the investment source from the drop-down menu. For a GIA to SIPP transfer, select 'other', then enter GIA into the text field. You'll then need to enter the investor's salary and occupation.
- 10 Click next, to be taken to the ongoing charges page.
- 11 Now you can select how the funds should be invested, either your default investment strategy or select a different one.
- 12 Next, download and review the documents and submit.
- 13 Complete the declaration page and select 'proceed' to complete the transfer.
- 14 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.'

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

Wealthtime is a trading name of Novia Financial plc. Novia Financial plc is a private limited company registered in England and Wales. No. 06467886. Registered office: Royal Mead, Railway Place, Bath, BA1 1SR. Novia Financial plc is authorised and regulated by the Financial Conduct Authority. FCA Number 481600.

