

Nucleus platform user guide

Trading – buying, selling, switching and phasing assets

Edition 16

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Introduction

This document describes the process of buying, selling, switching, and phasing assets in the client accounts on the Nucleus platform. This document should be read in conjunction with the functionality user guides where your trade order involves the use of tools such as rebalancing, model portfolios, bulk switching.

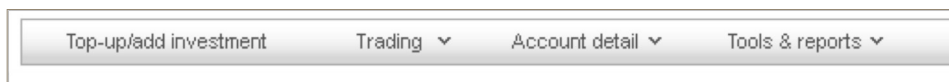
The trade types can be described as:

- Buy: a single transaction for a cash amount to purchase shares or units in a platform asset
- Sell: a single transaction for a cash or unitary amount to redeem shares or units in platform assets to generate cash
- Switch: transactions to sell for a cash or unitary amount to redeem shares or units in platform assets to purchase shares or units in one or more platform assets. The buy trade order(s) of a switch will be made once confirmation is updated for the last sell trade (flagged asset notes will let you know which assets are not eligible to switch on confirm).
- Phased: an instruction that sets up regular buy transactions, using money held in an account's cash deposit asset. The amount, the assets to be purchased and the buy date are all set up within the on-platform phased investing tool. The frequency options available for phased investing are monthly, quarterly, half-yearly and yearly.

1.0 How do you start?

The trading options are accessed via the individual account that you wish to be traded on. From the client's 'wrap summary' page, select the account you wish to trade on by clicking on the account name, which will bring up the account summary.

Once in the account you'll see the options below. The standard trading options are accessed by hovering your cursor over the 'trading' tab, while you'll find the phased investing tool under the account detail tab.



2.0 Buys

By selecting the 'buy' option you can purchase individual assets or allocate an amount to a model portfolio. The figure in the 'available cash' field confirms how much cash the client currently has to invest.

Please note: in order to allocate assets to a model portfolio, the model portfolio must already be linked to the account. For more information on this please see the model portfolio user guide.

Top-up/add investment Trading ▾ Account detail ▾ Tools & reports ▾

Account summary

Product name	Isa	Account number	N123456
Effective date	12/09/2012	Owner	Test Client
Adviser	Nucleus Financial	Available cash £	31527.38

Model portfolio

Model portfolio name	Amount £	Allocate assets
Vanguard Cautious ISA 2012-2013	<input type="text"/>	Allocate assets

Asset selection

Asset	Price £	Amount £	Delete
Cash Account ISA (Cash ISA)	1.000000	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard Emerging Markets Stock Index Acc (IE00B50MZ724)	145.256600	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard FTSE Dev Europe xUK Equity Index Inc (GB00B5B74N55)	121.613400	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard FTSE Developed World xUK Equity Index Acc (GB00B59G4Q73)	151.345600	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard FTSE UK Equity Index Acc (GB00B59G4893)	156.180400	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard Global Bond Index Acc (IE00B50WZR13)	126.832000	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard Japan Stock Index Acc (IE00B50MZ948)	106.594600	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard UK Government Bond Index Acc (IE00B1S75374)	131.626500	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard UK Inflation Linked Gilt Index R Acc (GB00B45Q9038)	122.060300	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard UK Investment Grade Bond Index Acc (IE00B1S74Q32)	70.442300	<input type="text" value="0"/>	<input type="button" value="X"/>
Vanguard US Equity Index Acc (GB00B5B71Q71)	175.060300	<input type="text" value="0"/>	<input type="button" value="X"/>
Total		0	

Search for an asset

Asset search Only listed securities

3.0 Selecting assets to purchase

If you have a model portfolio associated with an account, you've the option to buy against that model portfolio. To do this:

- Enter the amount you wish to buy
- Click the 'allocate asset' button to apply the default model weightings, if you want to change this you can overwrite the amounts

Model portfolio			
Model portfolio name	Amount £	Allocate assets	
Vanguard Cautious ISA 2012-2013	<input type="text" value="20000"/>	Allocate assets	
Asset selection			
Asset	Price £	Amount £	Delete
Cash Account ISA (Cash ISA)	1.000000	<input type="text" value="1000.00"/>	<input type="button" value="X"/>
Vanguard Emerging Markets Stock Index Acc (IE00B50MZ724)	145.256600	<input type="text" value="600.00"/>	<input type="button" value="X"/>
Vanguard FTSE Dev Europe xUK Equity Index Inc (GB00B5B74N55)	121.613400	<input type="text" value="1400.00"/>	<input type="button" value="X"/>
Vanguard FTSE Developed World xUK Equity Index Acc (GB00B59G4Q73)	151.345600	<input type="text" value="600.00"/>	<input type="button" value="X"/>
Vanguard FTSE UK Equity Index Acc (GB00B59G4893)	156.180400	<input type="text" value="4600.00"/>	<input type="button" value="X"/>
Vanguard Global Bond Index Acc (IE00B50W2R13)	126.832000	<input type="text" value="2200.00"/>	<input type="button" value="X"/>
Vanguard Japan Stock Index Acc (IE00B50MZ948)	106.594600	<input type="text" value="600.00"/>	<input type="button" value="X"/>
Vanguard UK Government Bond Index Acc (IE00B1S75374)	131.626500	<input type="text" value="2400.00"/>	<input type="button" value="X"/>
Vanguard UK Inflation Linked Gilt Index R Acc (GB00B45Q9038)	122.060300	<input type="text" value="1800.00"/>	<input type="button" value="X"/>
Vanguard UK Investment Grade Bond Index Acc (IE00B1S74Q32)	70.442300	<input type="text" value="2800.00"/>	<input type="button" value="X"/>
Vanguard US Equity Index Acc (GB00B5B71Q71)	175.060300	<input type="text" value="2000.00"/>	<input type="button" value="X"/>
Total		20000.00	

If you wish to buy individual assets enter the monetary figure of the amount required in the amount field as shown below. This will default to show any assets the client has already invested in and you can allocate the investment amounts as required.

Model portfolio		
Model portfolio name	Amount £	Allocate assets
2012 Q2 OBSR Balanced	<input type="text"/>	Allocate assets

Asset selection			
Asset	Price £	Amount £	Delete
Cash Account Pension (Cash Pension)	1.000000	<input type="text" value="0"/>	<input type="button" value="X"/>
AXA Framlington UK Select Opps Acc (GB0003501581)	22.640000	<input type="text" value="0"/>	<input type="button" value="X"/>
BlackRock UK Dynamic A Acc (GB0000709062)	1.494000	<input type="text" value="0"/>	<input type="button" value="X"/>
Cazenove European A Acc (GB0007221772)	4.278800	<input type="text" value="0"/>	<input type="button" value="X"/>
Cazenove UK Growth & Income B Acc (GB0032312505)	2.053900	<input type="text" value="1000"/>	<input type="button" value="X"/>
Fidelity South East Asia (GB0003879185)	6.693000	<input type="text" value="0"/>	<input type="button" value="X"/>
Fidelity Strategic Bond Inc (GB00B05NC857)	0.296200	<input type="text" value="0"/>	<input type="button" value="X"/>
First State Global Emerging Markets Leaders A (GB0033873919)	3.838400	<input type="text" value="500"/>	<input type="button" value="X"/>
Invesco Perpetual Global Bond Acc (GB0033028662)	1.143600	<input type="text" value="0"/>	<input type="button" value="X"/>
Jupiter European Special Situations Acc (GB0004911540)	2.270800	<input type="text" value="0"/>	<input type="button" value="X"/>
L&G All Stocks Index Linked Gilt Index Inst Acc (GB0034155605)	0.886000	<input type="text" value="0"/>	<input type="button" value="X"/>
M&G American A Acc (GB0030926843)	11.240500	<input type="text" value="0"/>	<input type="button" value="X"/>
M&G Strategic Corporate Bond A Acc (GB0033828137)	0.926700	<input type="text" value="250"/>	<input type="button" value="X"/>
Old Mutual Global Strategic Bond A Acc (GB00B1XG7J94)	3.250300	<input type="text" value="0"/>	<input type="button" value="X"/>
Royal London UK Government Bond A (GB00B3G6WZ18)	0.882900	<input type="text" value="0"/>	<input type="button" value="X"/>
Schroder Tokyo Acc (GB0007650640)	1.719000	<input type="text" value="0"/>	<input type="button" value="X"/>
Threadneedle American Ret Acc (GB0001530566)	1.199900	<input type="text" value="0"/>	<input type="button" value="X"/>
Threadneedle UK Equity Income Ret Inc (GB0001448900)	0.686600	<input type="text" value="0"/>	<input type="button" value="X"/>
Threadneedle UK Property Acc (GB00B1Q1SR62)	0.884900	<input type="text" value="0"/>	<input type="button" value="X"/>
Total		1750	

Further assets can be added by using the 'search for an asset' function. Enter the name or part of the name, Isin or Sedol of an asset in the search field:

Search for an asset

Asset search: Only listed securities

A list of matching assets will then be displayed:

The screenshot shows an 'Asset selection' window with a modal titled 'Asset search results' (1 of 7). The modal lists the following assets with their respective actions:

Asset	Action
Fidelity American 1 (GB0003865176)	+
Fidelity American Special Situations (GB0003865390)	+
Fidelity Cash (GB0003367496)	+
Fidelity Cash Acc (GB0003330528)	+
Fidelity China Consumer A Acc (LU0594300336)	+
Fidelity China Focus (LU0200822756)	+
Fidelity Emerging Asia A Acc (GB00B662FD98)	+
Fidelity Emerging Asia Y Acc (GB00B4G7B107)	+
Fidelity Emerging Europe Middle East and Africa (GB00B29TR993)	+
Fidelity Emerging Markets Inst (GB0003368577)	+

The background 'Asset selection' table shows the following data:

Asset	Price £	Amount £	Delete
Cash Account Pension (Cash Pension)	1.000000	0	X
AXA Framlington UK Select Opps Acc (GB0003501581)	22.640000	0	X
BlackRock UK Dynamic A Acc (GB0000709062)	1.494000	0	X
Cazenove European A Acc		0	X
Cazenove UK Growth & Inc		1000	X
Fidelity South East Asia (GE		0	X
Fidelity Strategic Bond Inc (0	X
First State Global Emerging		500	X
Invesco Perpetual Global Bc		0	X
Jupiter European Special St		0	X
L&G All Stocks Index Linkc		0	X
M&G American A Acc (GB0		0	X
M&G Strategic Corporate Bc		250	X
Old Mutual Global Strategic		0	X
Royal London UK Governme		0	X
Schroder Tokyo Acc (GB00		0	X
Threadneedle American Ret		0	X
Threadneedle UK Equity Inc		0	X
Threadneedle UK Property		0	X
Total		1750	

Search for an asset

You can then select the asset you want by using the '+' button. You can also view the fund factsheet by clicking on the asset name. The selected asset is then added to the 'asset selection' list where you can add the amount you wish to buy:

The screenshot shows the 'Asset selection' window with the following data:

Asset	Price £	Amount £	Delete
Cash Account General (Cash General)	1.000000	0	X
Fidelity Cash (GB0003367496)	1.000000	5000	X
Fidelity China Focus (LU0200822756)	2.956000	5000	X
Pictet Global Megatrend Selection P dy (LU0386899750)	97.290000	0	X
Total		10000	

Continue

Once you've entered the amount you wish to buy click on the 'continue' button.

The 'confirm buy' screen allows you to review the asset(s) and last available asset price that we have. Once you're happy with them, click the 'buy' button. A confirmation message will then appear. If you decide not to buy the asset, click the 'back' button. You'll then be able to remove it from the asset selection.

Asset selection		
Asset	Price £	Amount £
Fidelity Cash (GB0003367496)	1.000000	5000
Fidelity China Focus (LU0200822756)	2.956000	5000
Total		10000

Once confirmed, monies allocated to the buy will be set aside and can be seen as reserved cash. You can also see the transactions in progress on the 'account summary' page. If you'd added a new asset for investment where there's a model added to the account you may need to update the model or exclude the asset from rebalancing to ensure that it's not sold when the account is rebalanced.

The buy instruction creates a trade order that's sent to the respective asset manager for processing. The stages are as follows:

- Awaiting order – the deal has not yet been placed with the fund manager
- Ordered – the deal has been placed with the fund manager
- Reconciled – the deal has been confirmed by the fund manager, a contract note received and input
- Applied – the units have been applied to the client's account

4.0 Sells

The 'sell' page lists the assets held in an account and enables you to fully or partially dispose of them individually or collectively. For each asset you can choose to sell by percentage, by units or by a monetary amount. Please see the screen below.

Please note: You're only able to sell a maximum of 80% from an asset if selling by monetary amount. If more than 80% is required you'll need to sell down by units or percentage. We cap instructions (being submitted as a monetary amount) at 80% to avoid scenarios where market fluctuation results in us having trade instructions for an amount higher than the value of the holding in question.

Sell assets

Account summary

Product name	General	Account number	N191927
Effective date	23/10/2019	Owner	
Adviser		Available cash	£166.61

From

N100000

Sell options

Model portfolio	Allocation method	Amount	
	Pro-rata	0.00 £	<input type="button" value="Allocate assets"/> <input type="button" value="Sell all"/> <input type="button" value="Clear asset values"/>
Certificate selection method		Oldest first	Withdrawal method: Amount

Assets

Asset	Price	Available units*	Available value*	Percentage	Units	Est. amount	Exclude <input type="checkbox"/>
AXA Framlington American Gth Z Acc (GB00B5LXGG05)	£3.542000	21.473	£76.06	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>
AXA Framlington UK Sel Opps Z1 Acc (GB00B7FD4C20)	£1.740000	203.054	£353.31	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
BlackRock UK D Acc (GB00B5YKQK23)	£6.593000	56.042	£369.48	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
BlackRock UK Special Sits D Acc (GB00B3V1C060)	£48.460000	0.819	£39.69	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
ETFs Gold Bullion Securities GBP (GB00B00FHZ82)	£118.320000	10	£1,183.20	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>
Fidelity Strategic Bond Y Dis GBP (GB00B469J896)	£1.271000	6.09	£7.74	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
Investec UK Alpha I Acc (GB00B7LM4J06)	£2.203800	5.665	£12.48	<input type="text" value="0.00"/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

To sell an asset, select the required withdrawal method from the dropdown menu, this will allow you to add the values into the relevant box for that asset.

If selling by percentage or units, the value of the sale will be calculated when you move out of the selected text box. This will enable you to see the approximate value of the sale before confirmation. Note that the amount sold by the asset manager will not be confirmed until typically t+1/ t+2 days.

If selling by unit, you'll also have the ability to select how the units are sold in terms of the certificates issued. They can be sold by youngest first or oldest first methods.

Once you've entered all of the required sells click the 'continue' button.

The confirm sell page allows you to review the sale. If you don't wish to proceed click the 'back' button to make changes.

From

General - N191927

Assets

Asset	Price	Available units*	Available value*	Percentage	Units	Est. amount
LF Majedie UK Equity X Acc. (GB00B88NK732)	£1.711100	148.167	£253.53	39.44	58.442	£100.00
LF Prudential Risk Managed Active 3 P Acc. (GB00BF232727)	£1.356700	560.538	£760.48	13.15	73.708	£100.00
LF Prudential Risk Managed Active 5 P Acc. (GB00BF232C79)	£1.413400	696.578	£984.54	10.16	70.751	£100.00
Total						£300.00

* Available units and Available value take into account any pending transactions on the asset.

Click the 'sell' button to confirm the sale. The following page will confirm the sell instruction has successfully been submitted. The estimated sale amount can then be seen in the reserved cash field.

The sell instruction creates an order that's sent to the respective fund manager for processing. The order has a lifecycle similar to a buy.


Once the trade has been confirmed the cash from the sell will appear in 'uncleared cash' until the fund manager settles the deal with us at which point it will move into 'available cash'.

Proceeds reserved for linked transactions

Where a sell occurs on the account to support a linked transaction, it will be shown in both the 'reserved cash' and 'unsettled cash' fields. The amount will be removed from the 'unsettled cash' field as soon as the trade settles. The 'cash account value' will reflect the correct cash balance at all times.

Linked transactions include auto disinvestment for fees and regular withdrawals, sell and withdrawal, segment surrender and Bed and Isa. For Bed and Isa, the cash generated by the sells on the General account will reflect as unsettled cash on the Isa (the receiving account).

Investments

Asset name (Expand all)	Total cost	Quantity	Last price	Value	% of holding	Excl rebal
Cash account 				£1,699.46	1.33	
Available cash				£140.96	0.11	
Reserved cash				£1,558.50	0.00	
Uncleared cash				£0.00	0.00	
Unsettled cash				£1,558.50	1.22	

5.0 Trade on trade

The introduction of trade on trade allows you to place sells over pending trades as long as there's funds available.

The benefits of trade on trade

- No delay in waiting for a trade to settle. This new platform functionality will allow withdrawals on top of a pending rebalance instruction, auto sell down or regular contribution/withdrawals.
- If a client is taking regular income and an instruction is made to sell down for another purpose, you don't need to wait for the income trade to complete (subject to the availability of the asset and maintaining the minimum cash balance)
- No delay to one-off withdrawals if a regular withdrawal is in progress
- The ability to key two Bed & Isa transactions on a joint General account.

Before trade on trade

Prior to trade on trade a new sell could only be placed when the initial sell had been priced. A user would see a message stating 'Pending transaction exists' blocking any further trades from being placed.

After trade on trade

The introduction of trade on trade has removed this restriction and active boxes now appear which allow the user to key additional trades.

If there's a pending trade, the 'available value' column on the trading screen is the amount of the asset available to sell. This is an estimated amount based on current price and available units. If you're selling by monetary amount there's a tolerance in place to prevent overselling. The available value reduces by the amount you've sold and 25% of the amount sold.

How does trade-on-trade affect a rebalance instruction?

The only change that has been made as a result of trade-on-trade is the ability to place a sell over an existing rebalance. A rebalance can't be placed over pending trades on assets involved in the rebalance instruction, other than AMC unit rebates. Trades on assets which are not involved in the rebalance will continue to have no impact on a rebalance instruction.

6.0 Switches

The switch option is essentially a combined sell and a buy instruction. To instruct a switch first complete the 'switch from' section. Similar to a sell you can select percentage, units or monetary amount.

From
N1000000

Switch options

Model portfolio	Allocation method Pro-rata	Amount 0.00 £	Allocate assets	Switch all	Clear asset values
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Certificate selection method: Oldest first Withdrawal method: Amount

Assets

Asset	Price	Available units*	Available value*	Percentage	Units	Est. amount	Exclude
Cash Account General (Cash General)	£1.000000	166.61	£166.61	0.00	0.00	0.00	<input type="checkbox"/>
AXA Framlington American Gth Z Acc (GB00B5LXG026)	£3.542000	21.473	£76.06	65.74	14.116	50.00	<input type="checkbox"/>
AXA Framlington UK Sel Opps ZI Acc (GB00B7FD4C20)	£1.740000	203.054	£353.31	0.00	0.000	0.00	<input type="checkbox"/>
BlackRock UK D Acc (GB00B5YKQK23)	£6.593000	56.042	£369.48	0.00	0.000	0.00	<input type="checkbox"/>
BlackRock UK Special Sits D Acc (GB00B3V1C060)	£48.460000	0.819	£39.69	0.00	0.000	0.00	<input type="checkbox"/>
ETF'S Gold Bullion Securities GBP (GB00B00FH232)	£116.320000	10	£1,183.20	0.00	0	0.00	<input checked="" type="checkbox"/>
Fidelity Strategic Bond Y Dis GBP (GB00B469J896)	£1.271000	6.09	£7.74	0.00	0.00	0.00	<input type="checkbox"/>
Investec UK Alpha I Acc (GB00B7LMJ06)	£2.203800	5.665	£12.48	0.00	0.000	0.00	<input type="checkbox"/>
Investec UK Special Situations I Acc GBP (GB00B1XFJ81)	£1.950100	20.673	£40.31	0.00	0.000	0.00	<input type="checkbox"/>
JPM Emerging Markets A Acc (GB0030881550)	£2.458000	38.249	£94.02	0.00	0.000	0.00	<input type="checkbox"/>
JPM Natural Resources C Inc (GB00B61M0437)	£0.428900	631.524	£270.86	0.00	0.000	0.00	<input type="checkbox"/>
JPM US Equity Income C Acc (GB00B3FJQ482)	£3.036000	2.622	£7.96	0.00	0.000	0.00	<input type="checkbox"/>

The next step is to search for the required asset(s) in the 'switch to' field, this feature works in the same way as searching for an asset when placing a buy.

Once you've added the asset(s) to be switched in you need to allocate the percentage of the switch out proceeds (the figure in the total column beneath the switch out section) to each of the switch in assets.

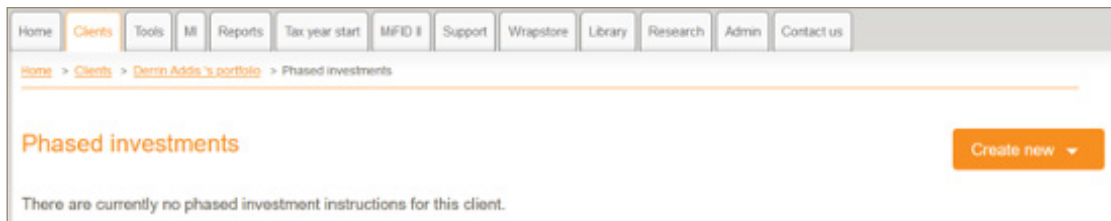
7.0 Switch on confirm

Assets that are daily traded are switched using a 'switch on confirm' process.

In practice this means the 'switch in' part of the deal is ordered once the sells from the 'switch out' request is confirmed by the fund manager – usually within t+2/t+3 days. This reduces the total settlement time for the transaction to complete. For non-daily traded assets, the sells must be fully settled before the buys can be initiated.

8.0 Phased investing

To set up a phased investing instruction, from the client's wrap summary screen click account detail then select phased investing.



Select the 'create new' button and choose the account you'd like to set up with a phased investing instruction.

The button below will show either 'add amount' or 'remove amount', which is dependent upon whether funds are already held in the cash deposit asset. Click on this button to:

- add funds to the cash deposit asset using the available cash on the account; or,
- if there's already cash in that asset, you can choose to move some into the normal cash available balance.

A modal window with a close button (X) in the top right corner. It contains a dropdown menu labeled 'Add/remove amount' with 'Add amount' selected. Below this, it says 'From cash account: £723.70'. There is a text input field labeled 'Amount' and a grey button labeled 'Add amount' at the bottom.

Once you're happy with your cash deposit balance (which at this point doesn't need to include the whole amount to be invested over the phased term) you are ready to set up your phased investment instruction. You must enter the value of the buy you want to repeat, the frequency, and the start date.

Create phased investment instruction - General N207386

Amount available to phase

You have **£3,722.69** available to phase in your cash deposit balance. ⓘ

Change amount

Phasing details

Regular amount:

Frequency:

Next phase date:

Finally, you must select the assets to be bought with each phase. You can search for an asset's name or ISIN, then add how much of the regular amount is to be used to purchase the asset, in percentage terms. The search functionality will begin searching for the asset after only three characters are entered.

Asset selection

Asset name	Kiids	Amount	Percentage	Delete
Vanguard US Equity Index Acc. (GB00B5B71Q71)		£0.00	<input type="text" value="0"/>	
Total		£0.00	0.00 %	


Clear asset list Print Kiids

Cancel **Next**

You can select a model portfolio linked to your account, as shown below.

Asset selection

You can select individual assets or alternatively use the model portfolio **Paradigm Tracker Balanced**, which is linked to this account.


Select assets
 Use linked model portfolio 





Cancel
Next



Once you've selected all your assets and their percentages equal 100%, click on the 'next' button.

Asset selection

You can select individual assets or alternatively use the model portfolio **Paradigm Tracker Balanced**, which is linked to this account.

Select assets
 Use linked model portfolio 

Asset name	Kids	Amount	Percentage	Delete
Vanguard FTSE Dev Europe ex-UK Equity Index Acc. (GB00B5B71H80)		£250.00	50	
Vanguard US Equity Index Acc. (GB00B5B71Q71)		£250.00	50	
Total		£500.00	100.00 %	

 Clear asset list
 Print Kids

Cancel
Next

With everything now selected, you can review your instruction before submitting it. Click on save/print to create a pdf of your instruction.

Create phased investment instruction - General N207386 summary

Phasing details

Regular amount: **£500.00**

Frequency: **Monthly**

Next phase date: **25/11/2020**

Asset selection

Asset name	Kiids	Amount	Percentage
Vanguard FTSE Dev Europe ex-UK Equity Index Acc. (GB00B5B71H80)		£250.00	50 %
Vanguard US Equity Index Acc. (GB00B5B71Q71)		£250.00	50 %
Total		£500.00	100.00 %

Print Kiids

[Back](#) [Submit](#)

Once submitted, a confirmation message will show that you've been successful, and your phased investment instruction is now in force.

Create phased investment instruction - General N207386 confirmation

Phased investment successfully submitted.

Phasing details

Regular amount: **£500.00**

Frequency: **Monthly**

Next phase date: **25/11/2020**

Asset selection: **Individual assets**

[Download PDF](#) [Phased investments](#)

If you click into phased investing for this client, your instruction will be shown. This can be amended or stopped at any time by selecting the pencil icon (amend) or the bucket icon (end).

[Home](#) > [Clients](#) > [Dermi Adams's portfolio](#) > Phased investments

Phased investments [Create new](#)

Account type	Account no.	Payments	Frequency	Next phase date	Cash deposit balance	Assets
General	N207386	£500.00	Monthly	25 Nov 2020	£3,722.69	View

Please note that if you have an instruction in place for a phased investment into a model portfolio, and that model portfolio is removed or changed during the phasing period, the existing phased investment must be cancelled and a new instruction created.

Clients can only have a maximum of one phased investment instruction per account but they can have it set up on multiple accounts. Each account's instruction will have its own row displayed as above. Here's how a phased investment transaction will look on the transactions screen:

Effective date	Processed date	Description	Units	Price	Fees	Amount	Cash balance
14.08.20	14.08.20	Phased investment					£252.74
14.08.20		Switch out - Cash Deposit	-50	£1.00		-£50.00	
14.08.20		Switch in - Vanguard FTSE Dev Europe ex-UK Equity Index Acc (Awaiting settlement - exp. 14.08.20)	0.1673	£286.9694		£50.00	

9.0 Flagged assets

You'll notice that a number of assets on the platform are flagged – the flag will usually indicate that the asset has some non-standard features. The most common reasons for an asset to be flagged are because the asset has a minimum trade value, or because it only trades weekly or monthly. Other reasons can include restrictions to wrapper availability or where it has been suspended from trading.

Below are some examples of how these look when you hover over the red flag:

Asset ineligible for either Royal London Offshore Bond, Sanlam Onshore Bond or SFA Onshore Bond offering

Please note that, effective from 4th June 2019, the Fund has been suspended from all dealing.

10.0 Trade aggregation

We operate an aggregated approach to executing client orders. All individual client orders are pooled at wrapper type, with similar orders (i.e. a buy and switch in would be similar), from other clients into a single market order.

If an individual client order does not meet the minimum trade value, this will be held until the minimum is reached with other similar orders.

Further information on trade aggregation can be found in our [order execution policy \(0403\)](#).

11.0 Trading fees

Some asset managers have specific charges or fees on their assets when trading. These will be noted on the transactions tab and will also be displayed within client contract notes. These are:

- FM initial charge – upfront fee charged by the asset manager buying units.
- Dilution levy – asset managers may impose a dilution levy to apportion the costs incurred when a need to deal in underlying assets is triggered by investor purchases or redemptions of fund units/shares. This is to prevent these costs diluting the value of units/shares held by continuing investors. Any application of a dilution levy will be reflected as a charge against the amount invested or divested as applicable.
- Exit charge – fee charged by the asset manager selling the units.
- External trade fee – any fee applied to an order by a broker or asset manager (note that this may include the above if not specified by the asset manager). For exchange traded instruments, this will also include:
 - Broker dealing charge
 - Stamp Duty Reserve Tax (SDRT)
 - PTM Levy

12.0 Trading Times

Direct with fund managers – 9am and 11am

Winterflood – 10am and 3pm

Manual dealing only instructions on structured products/fixed term deposits:

Non-electronic direct with fund managers – 10.30am

13.0 Monitoring trades

You can monitor trading progress by creating an 'Alert' from the 'Tools' section on the platform or by accessing the 'Trades outstanding report' available in the Reports section on the platform. User guides are also available for both alerts and reports.

14.0 Cancelling trades

Should you change your mind regarding an instruction that has not yet been executed, we will use reasonable endeavors to cancel the instruction, although we will not be liable if the original instruction progresses to execution.

We can only cancel trades that are 'Awaiting order'.

Raise a top priority Jira under issue type 'Trading' then select 'Cancel trades', adding the account and detail of the trade(s) to be cancelled. Once you have created the Jira, please call your Client Relations Manager directly, or call the team on 0131 226 9535 (Option 2), to ensure it's picked up as quickly as possible for you.

15.0 Requesting new funds on the platform

Should you wish to invest into a fund you're not sure we hold, we recommend checking the 'Funds' report on the platform, this will list all funds we have and what wrappers they are available on. If the fund you're looking for isn't on the report, please raise a Jira to us under issue type 'Trading' then select 'Request a fund'. Complete the Jira with the asset information (fund name and ISIN) and indicate the level of investment and the wrapper(s) you would like it made available for. If you would like us to look at onboarding a Structured product for you, we will require the following:

- Fund name and ISIN
- Product brochure (this will confirm the closing date).



Structured Products that we can make available on the platform, we'll endeavour to open the investment two weeks prior to the closing date.

16.0 Further support

Hopefully you're now aware of the trading process for your clients on the platform. If you need further help, please contact your clients relations manager or click on the live chat button to speak to one of the team.



0131 226 9535



client.relations@nucleusfinancial.com



www.nucleusfinancial.com

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