

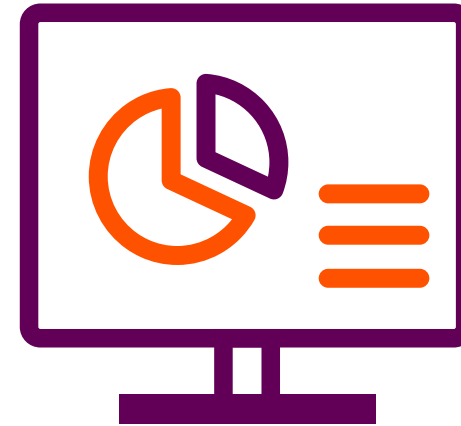
For advisers

Our new  
platform

# nucleus<sup>o</sup> platform

## How to place a one-off or regular sell

 3 minute read



## How to place a one-off or regular sell

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### How to use this document




Important information will look like this.

Key messages

Key messages will look like this.



Useful info will look like this.

 We recommend using the zoom function to view the details on the platform screens in this guide.

## How to place a one-off or regular sell



This guide is demonstrated using an adviser user with master user role permissions. If you have a different user role permission, some functionality may not be available to you.

To place the regular or one-off sell, you first need to find your client. Please refer to the guides on our website to search for a client or create a new client.

Once you've located your client, you can refer to this guide to proceed with placing the sell instruction.

From the client home page, locate the relevant account and select the vertical ellipses (three dots).

A list of actions will appear. To place the sell, select 'Sell'.

### Key message

At any stage you can save and exit the session. To resume the session, navigate to the workflow tab within the client's account.



All trades will take place at the next available trading point for the asset, in line with our order execution policy.

## Placing a one-off sell

Confirm if financial advice has been provided to your client.

Select '**One-off**'.

Select '**Continue**' to move on to the sell investments page.

**Sell investments**

**Set up**

Jane Example  
Client ID: 2005  
Product reference: NJ1001798-001

**Financial advice**

Did you give financial advice to your client in relation to this instruction?

Yes  No

**Set up**

**Order type**

One-off  Regular

**Sell Investments**

1. **Set up**
2. Sell investments
3. Review
4. Declarations
5. Confirmation

Save and exit

Cancel

**Continue**

## Sell investment

Select '%', '£' or 'Units'.



If you wish to sell assets other than those that can be instructed as unit amounts (on platform funds and exchange traded investments), this will need to take place through a separate sale instruction after submission of the unit sells.

Enter a percentage, monetary amount or units for each investment.



'Sell all' will be automatically selected if the order values equal to or greater than 95% of the value of the chosen investment.

### Key message

If a calculation was made on the Capital Gains Scenario Tool, select '**Populate from CGST session**' to pull through the amounts to sell.

Select '**Continue**' to move on to the review page.

**Sell investments**

Jane Example  
Client ID: 2005  
Product reference: NJ1001798-001

**Choose Investments to sell**

Sell order type: One-off  
Action date: 18 Nov 2024

Value type:  %  £  Units

**Order values equal to or greater than 95% of the value of the investment have been amended to sell all orders.**

Investment name	Available to sell	Order amount	Allocation	Sell all
<a href="#">AdiOffPlatform2008</a>	£13.00	£13.00	100 %	<input checked="" type="checkbox"/>
<a href="#">MooreAug22</a>	£1,322.95	£0.00	0 %	<input type="checkbox"/>
<a href="#">Moore1MSep9</a>	£61,875.00	£618.75	1 %	<input type="checkbox"/>
<a href="#">Offplatform2108</a>	£1700	£0.00	0 %	<input type="checkbox"/>
<a href="#">sallyP2off</a>	£1900	£0.00	0 %	<input type="checkbox"/>
<b>Estimated total to sell</b>		<b>£631.75</b>		

[Populate From CGST Session](#)

**Sell Investments**

1. Set up ✓
2. **Sell investments**
3. Review
4. Declarations
5. Confirmation

[Save and exit](#)  
[Cancel](#)  
Continue

## Review

Review the instruction details for accuracy. Use the 'pencil' icon to make any necessary changes.

Select 'Continue' to move on to the declarations page.

**Sell investments** Product reference: NJ1001798-001

### Review

Review	
Sell order type	One-off
Action date	18 Nov 2024

Investments to sell	
Investment	Sell value
AdiOffPlatform2008	£13.00
MooreIMSep9	£618.75
<b>Estimated net order value</b> ⓘ	<b>£631.75</b>

#### Sell Investments

1. Set up ✓
2. Sell investments ✓
3. **Review**
4. Declarations
5. Confirmation

Save and exit

**Continue**

Read through the declarations and tick to confirm completion.

Select '**Submit**' to place the one-off sell.

**Sell investments**

**Declarations**

Jane Example  
Client ID: 2005  
Product reference: NJ1001798-001

**Disclosures**

- I have appropriate consent from my client(s) to give this instruction on their behalf.
- Confirm all

**Sell Investments**

1. Set up ✓
2. Sell Investments ✓
3. Review ✓
4. **Declarations**
5. Confirmation

Save and exit

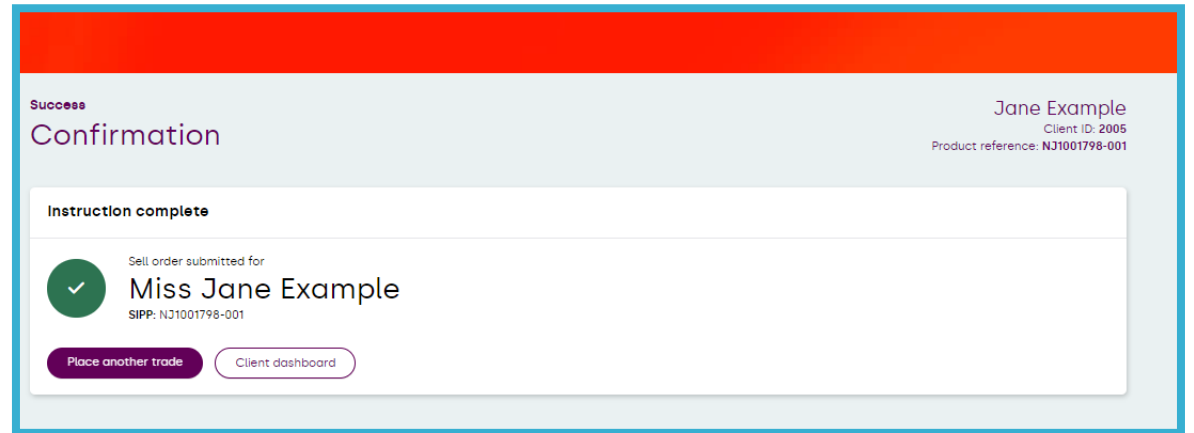
Cancel

**Submit**

## Confirmation

The one-off sell instruction has been submitted.

From here, you can place another trade or return to the client dashboard.



## Placing a regular sell

Confirm if financial advice has been provided to your client.

Select '**Regular**'.

Select a disinvestment date, frequency and the duration.

The disinvestment date should be the date which you'd like to the sell proceeds to be received. Different investment providers' timescale to sell investments and pay the proceeds to us will vary. This could result in proceeds being received after the date you've selected.

The disinvestment date can be any date from 1 - 28 of the month. A regular sell can start the next working day.

The screenshot shows the 'Sell Investments Set up' interface in the Nucleus system. The page title is 'Sell Investments Set up'. In the top right corner, the client name 'Jane Example' is displayed along with 'Client ID: 2005' and 'Product: NJ1001798-001'. The form is divided into two main sections: 'Financial advice' and 'Set up'. In the 'Financial advice' section, there is a question 'Did you give financial advice to your client in relation to this instruction?' with radio buttons for 'Yes' (selected) and 'No'. The 'Set up' section contains three main fields: 'Order type' with radio buttons for 'One-off' and 'Regular' (selected and circled in red), 'Disinvestment date' with a calendar icon and the date '04/10/2024', and 'Frequency' with a dropdown menu set to 'Monthly'. Below these is a 'Continue' dropdown menu with 'Until notified' selected. On the right side of the form, there is a 'Sell investments' sidebar with a progress list: 1. Set up (active), 2. Sell investments, 3. Review, 4. Declarations, and 5. Confirmation. At the bottom of the sidebar are buttons for 'Save & exit' and a large red 'Continue' button, which is circled in red.

Select '**Continue**' to move on to the sell investments page.

## Sell investments

Select '%' or '£'.

Enter a percentage, monetary amount or units for each investment.



'Sell all' will be automatically selected, if the order values are equal to or greater than 95% of the value of the chosen investment.

### Key message

If a calculation was made on the Capital Gains Scenario Tool, select '**Populate from CGST session**' to pull through the amounts to sell.

Select '**Continue**' to move on to the review page.

nucleus

Sell Investments  
Sell investments

Jane Example  
Client ID: 2005  
Product: NJ1001798-001

Choose investments to sell

Sell order type: Regular  
Disinvestment date: 4 Oct 2024  
Frequency: Monthly  
Continue: Until notified

%  £

Investment name	Available to sell	Order amount	Sell all
AzilOffPlatform2008	£13.00	£ 10	<input type="checkbox"/>
MooreAug22	£1,322.95	£ 10	<input type="checkbox"/>
MooreMSeq2	£61,875.00	£ 10	<input type="checkbox"/>
Offplatform2108	£1700	£ 10	<input type="checkbox"/>
sallyPAoff	£1900	£ 10	<input type="checkbox"/>
Estimated total to sell			£50.00

Populate From CGST Session

Sell investments

1. Set up ✓
2. Sell Investments
3. Review
4. Declarations
5. Confirmation

Save & exit

Continue

## Review

Review the instruction details for accuracy. Use the 'pencil' icon to make any necessary changes.

Select 'Continue' to move on to the declarations page.

The screenshot shows the 'Review' stage of a sell investment instruction in the Nucleus system. The page is titled 'Sell Investments Review' and includes client information for Jane Example (Client ID: 2005, Product: NJ1001798-001).

**Review Details:**

Sell order type	Regular
Disinvestment date	4 Oct 2024
Frequency	Monthly
Continue	Until notified

**Investments to sell:**

Investment	Value
AdiOHPatform2008	£1.30
MooreAug22	£264.59
MooreMSep9	£12,375.00
Offplatform2108	£4.25
sallyPAoff	£4.75
<b>Estimated net order value</b>	<b>£12,649.89</b>

**Sell Investments Progress:**

1. Set up ✓
2. Sell investments ✓
3. **Review**
4. Declarations
5. Confirmation

Buttons: Save & exit, Continue

## Declarations

Read through the declarations and tick to confirm completion.

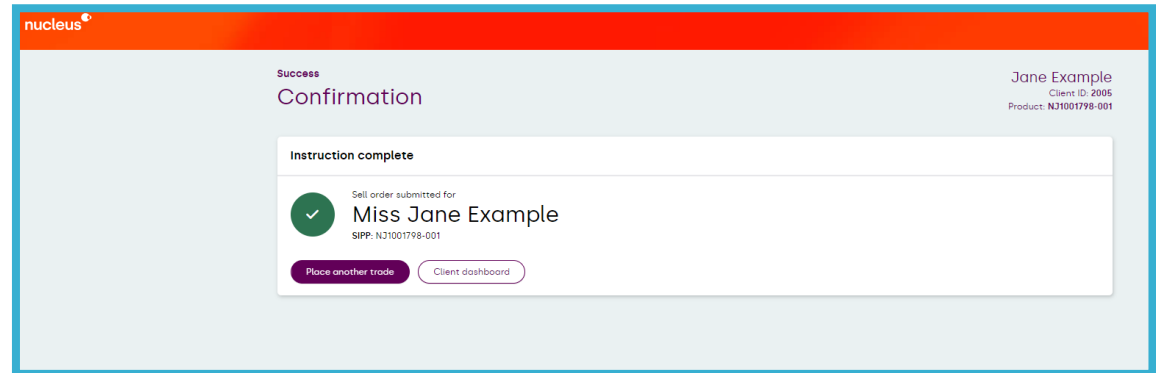
Select **'Submit'** to place the regular sell.


The screenshot shows the 'Declarations' step in the Nucleus system. The page title is 'Sell Investments Declarations'. In the top right corner, the user is identified as 'Jane Example' with 'Client ID: 2005' and 'Product: N31001798-001'. The main content area is divided into two sections: 'Disclosures' and 'Sell Investments'. The 'Disclosures' section contains a single checkbox with the text 'I have appropriate consent from my client(s) to give this instruction on their behalf.', which is currently checked. The 'Sell Investments' section is a progress indicator with five steps: '1. Set up', '2. Sell investments', '3. Review', '4. Declarations', and '5. Confirmation'. The first three steps are marked with checkmarks, while the fourth and fifth are not. Below the progress indicator are three buttons: 'Save & exit', an empty button, and a prominent purple 'Submit' button which is circled in blue.

## Confirmation


The regular sell instruction has been submitted.

From here, you can place another trade or return to the client dashboard.



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**For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 03455 212 414, or via the Typetalk service on 18001 03455 212 414.**

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