

For advisers

Our new
platform

nucleus^o platform

How to complete a bulk switch

 4 minute read



How to complete a bulk switch

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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.

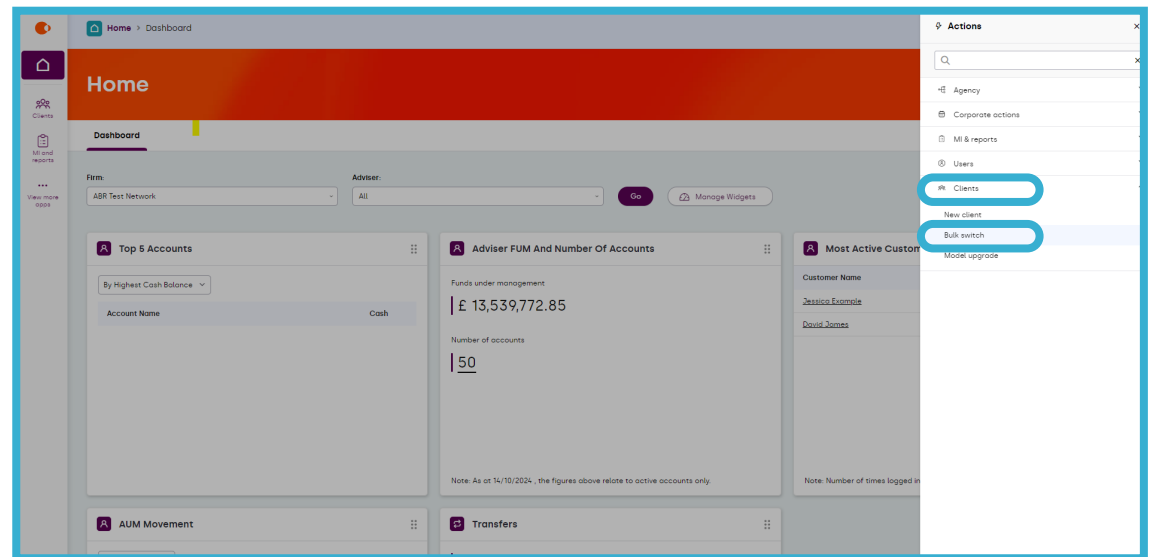
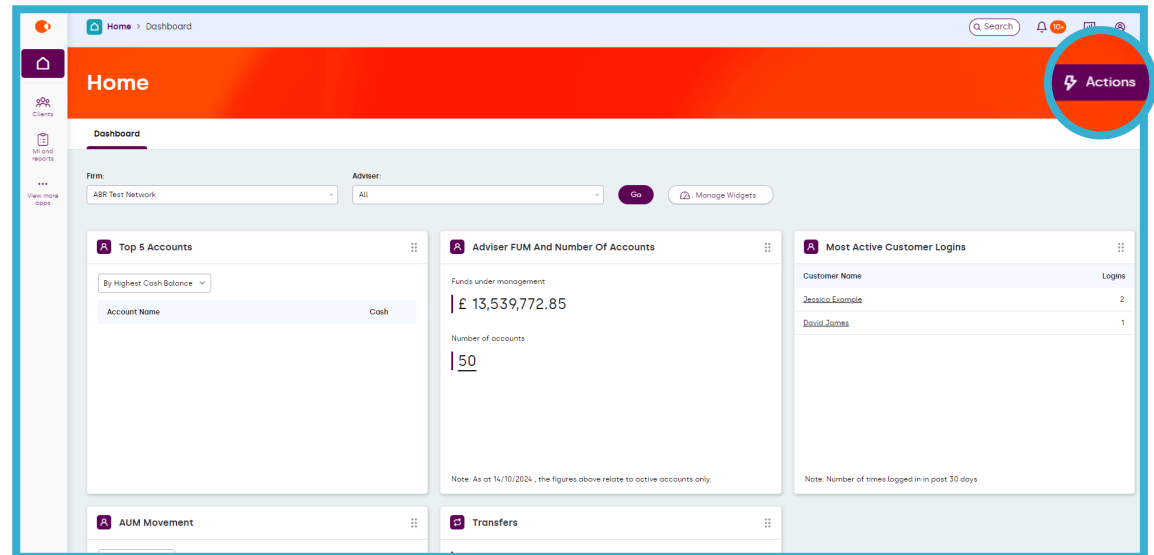


We recommend using the zoom function to view the details on the platform screens in this guide.

How to complete a bulk switch

To start the bulk switch process, from the Advisor dashboard select '**Actions**'.

Select '**Clients**', and then '**Bulk switch**'.



Investments to sell



The bulk switch will exclude any inflight trades.

You're only able to bulk switch one investment at a time.

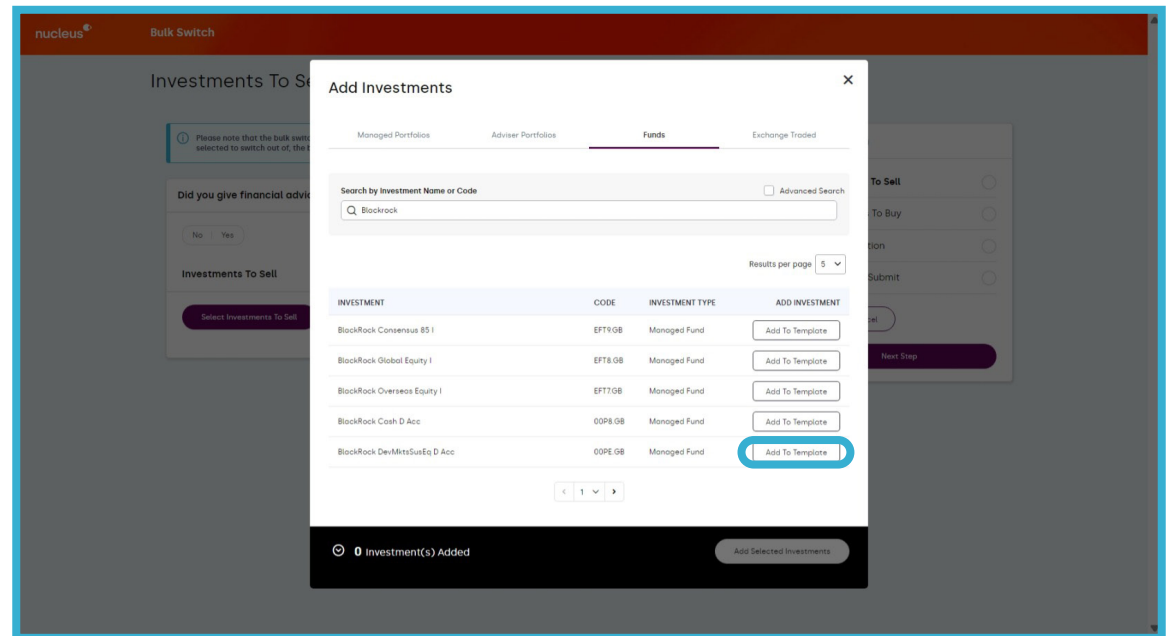
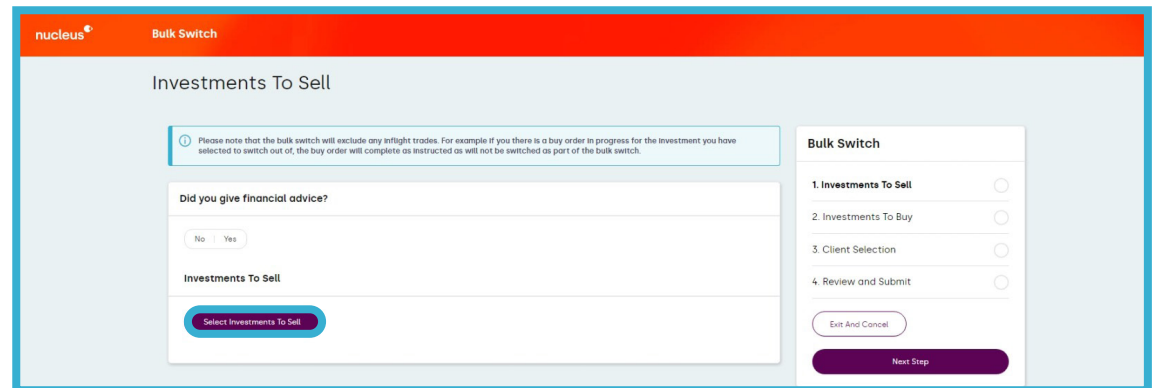
Confirm if financial advice has been provided to your client.

Click **'Select investments to sell'**.

Select the investment type across the headings.

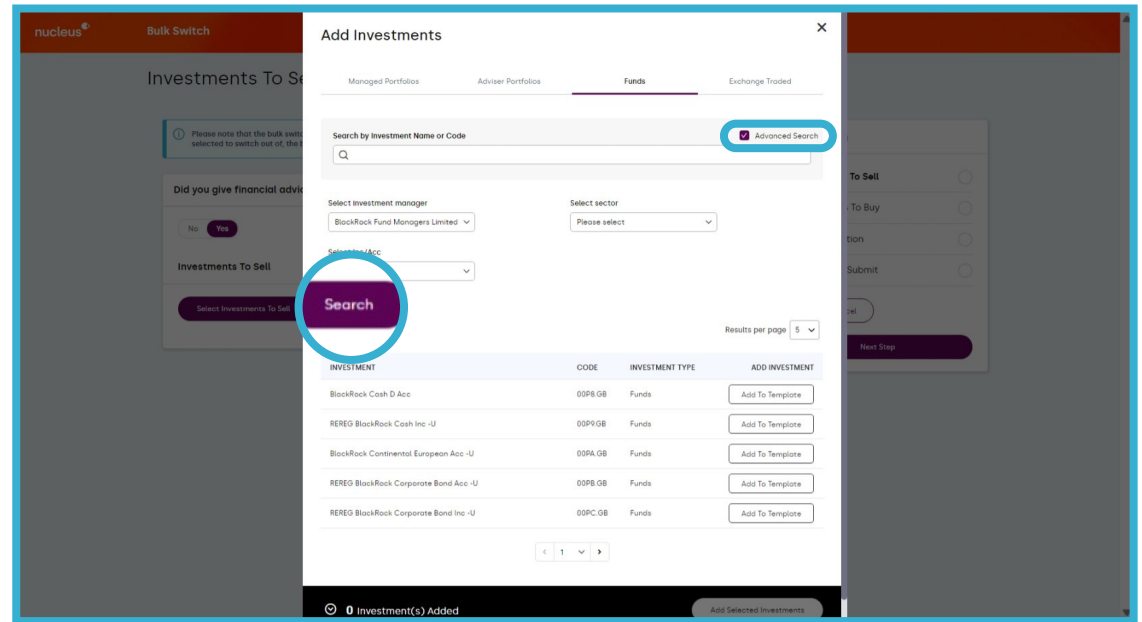
Enter the investment details into the search bar.

Locate the investment and select **'Add to template'**.



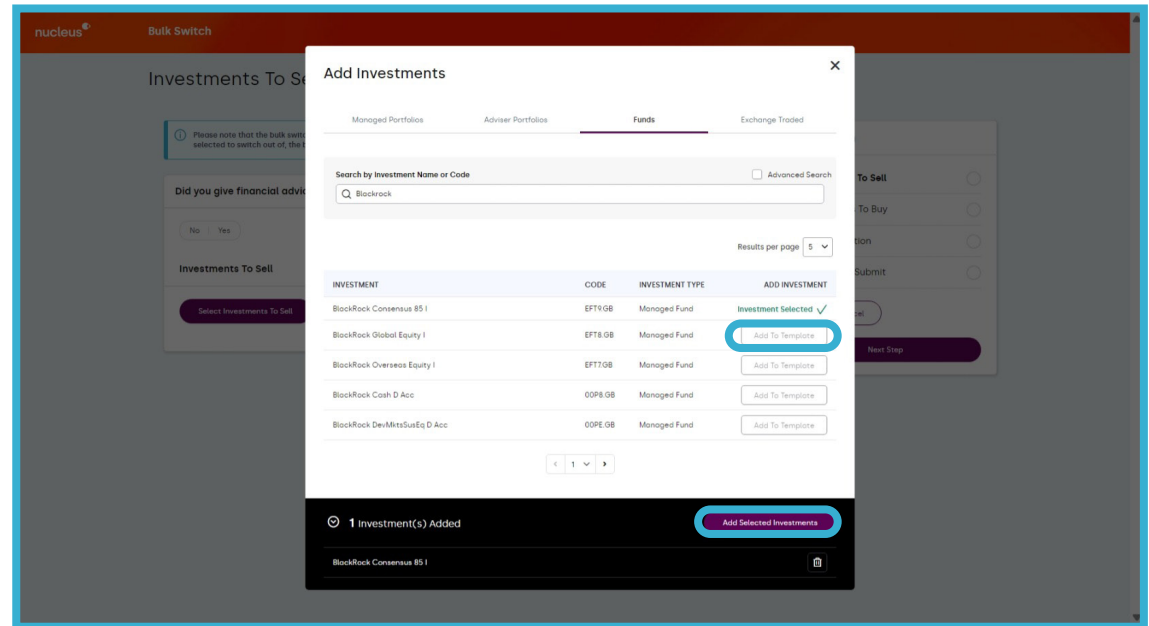
To refine the search select '**Advanced search**'.

You can filter by investment manager, sector, or by share class by using the drop-down list. Then select '**Search**'.



Locate the investment from the search results and select **'Add to template'**.

Once the investment has been added, select **'Add selected investments'**.



Enter a percentage allocation to sell or select 'Sell all' or 'Sell everything'.



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

Select 'Next Step' to move on to the investments to buy page.

nucleus Bulk Switch

Investments To Sell

Please note that the bulk switch will exclude any inflight trades. For example if you there is a buy order in progress for the investment you have selected to switch out of, the buy order will complete as instructed as will not be switched as part of the bulk switch.

Did you give financial advice?

No Yes

Investments To Sell

Select Investments To Sell

Sell Option Percentage

INVESTMENT	% ALLOCATION	SELL ALL
BlackRock Continental European D Acc	5000	<input checked="" type="checkbox"/>

Sell Everything

Bulk Switch

1. Investments To Sell ✓
2. Investments To Buy ✓
3. Client Selection
4. Review and Submit

Exit And Cancel

Next Step

<https://adminte92.fnzc.co.uk/mvc/clients/directory>

Investments to buy

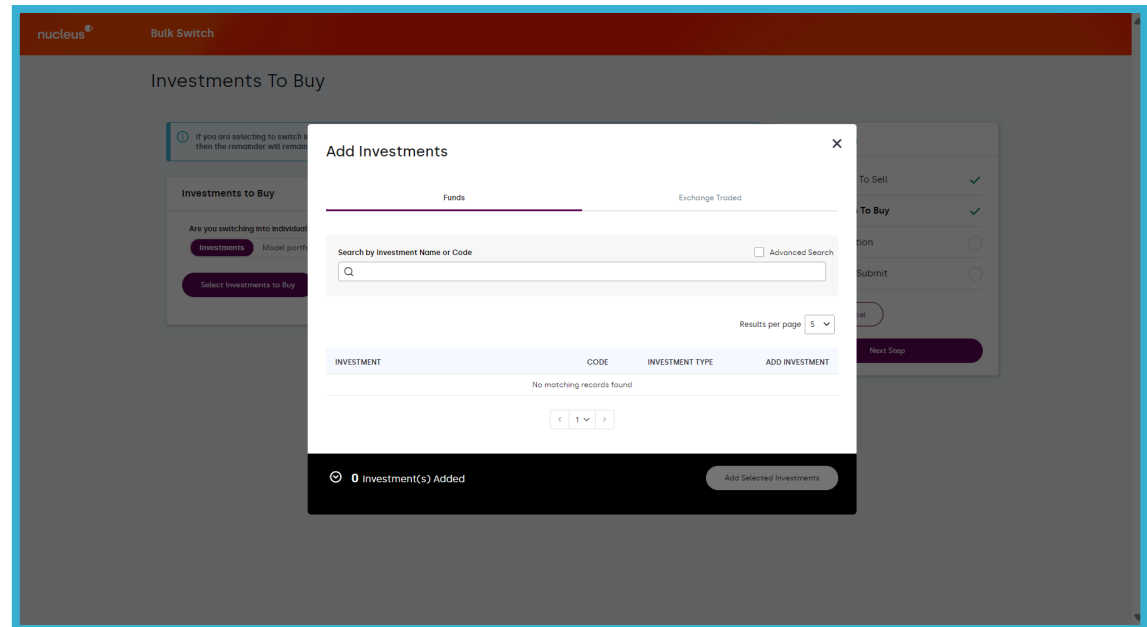
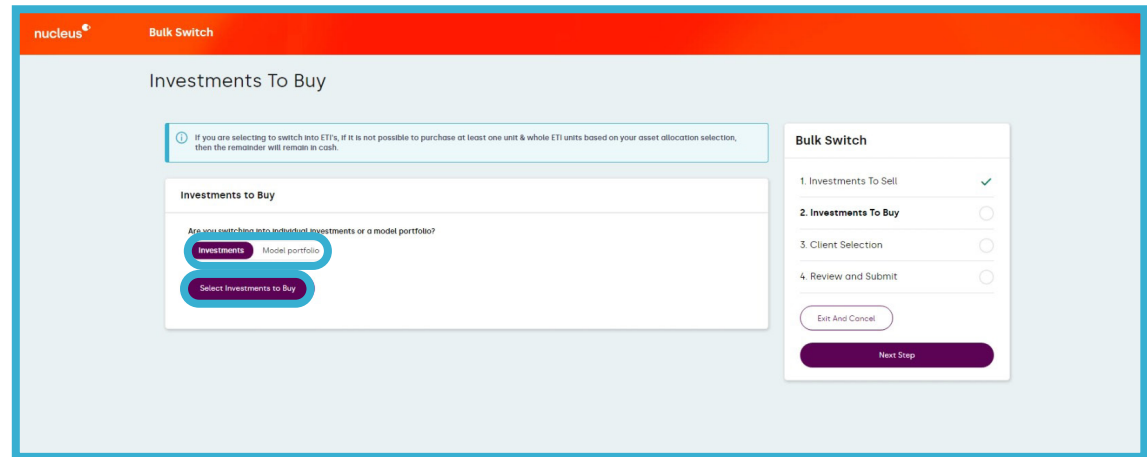
Select '**Investments**' or '**Model portfolios**'.

Key message

Select '**Investments**' to choose funds, or Exchange Traded Funds (ETI). Select '**Model portfolio**' to choose a managed portfolio or an adviser portfolio.

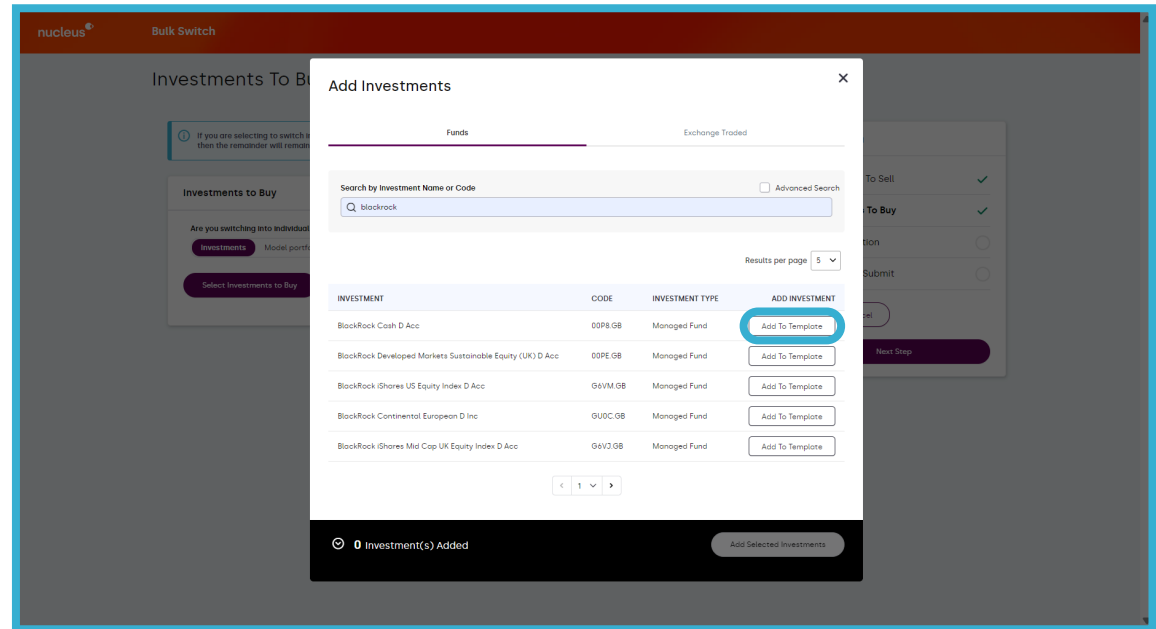
Click '**Select investments to buy**'.

Select the investment type across the headings shown.



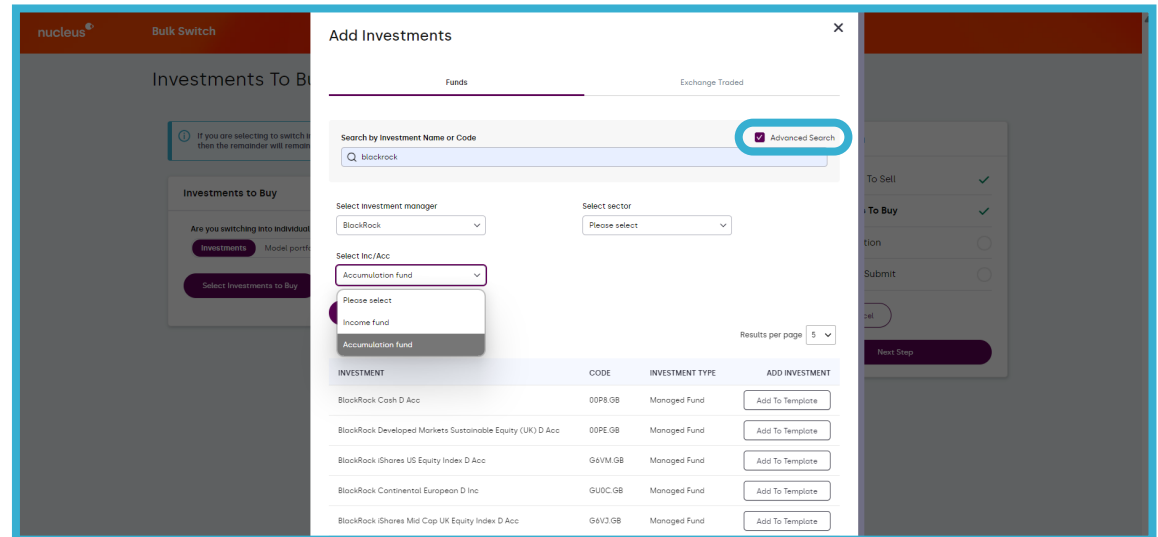
Enter the investment details into the search bar.

Locate the investment and select 'Add to template'.



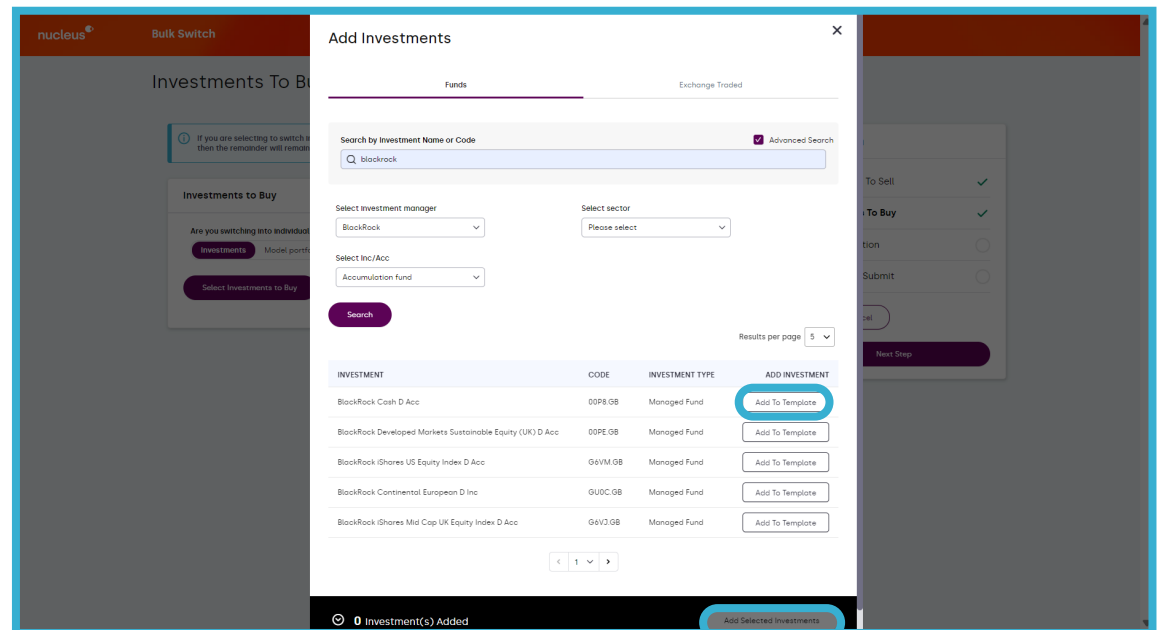
To refine the search select '**Advanced search**'.

You can filter by investment manager, sector, or by share class by using the drop-down list. Then select '**Search**'.



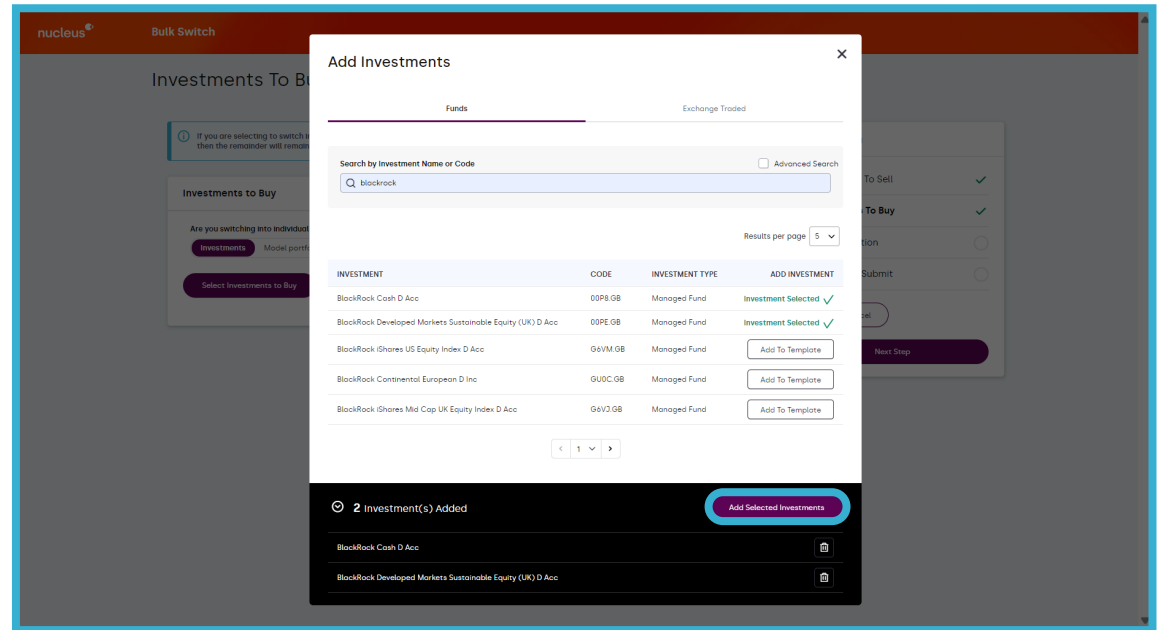
Locate the investment from the search results and select '**Add to template**'.

Once the investment has been added, select '**Add selected investments**'.



You can add multiple investments in one bulk switch.

Once you've added all the required investments select '**Add selected investments**'.



Enter a percentage allocation for each investment. Any value left unallocated will remain as cash on the portfolio.



If you're selecting to switch into ETIs, if it's not possible to purchase at least one unit and whole ETI units based on your asset allocation selection, then the remainder will remain in cash.



You can review a fund's performance over 1–10 years, and review the fund's aims and charges by selecting the fund's name.

If a fund is to be removed select the bin icon to delete it.

Select '**Next Step**'.

nucleus Bulk Switch

Investments To Buy

ⓘ If you are selecting to switch into ETIs, if it is not possible to purchase at least one unit & whole ETI units based on your asset allocation selection, then the remainder will remain in cash.

Investments To Buy

Are you switching into individual investments or a model portfolio?

Investments Model portfolio

Select Investments to Buy

Percentage

INVESTMENT	% ALLOCATION
BlackRock Cash D Acc	35.00
BlackRock Developed Markets Sustainable Equity (UK) D Acc	50.00
Total	85.00%

Bulk Switch

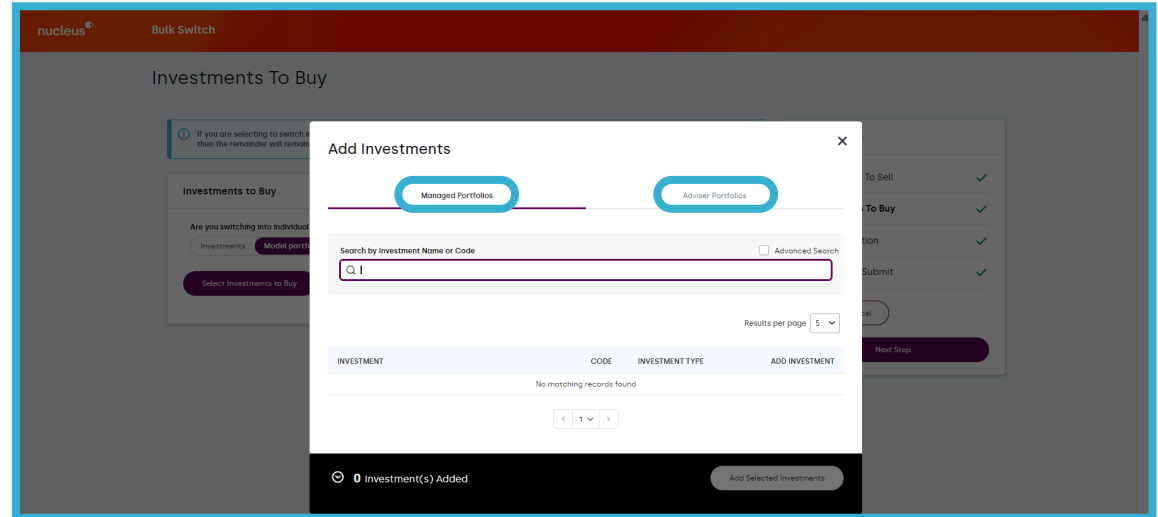
1. Investments To Sell ✓
2. Investments To Buy ✓
3. Client Selection ✓
4. Review and Submit ✓

Exit And Cancel

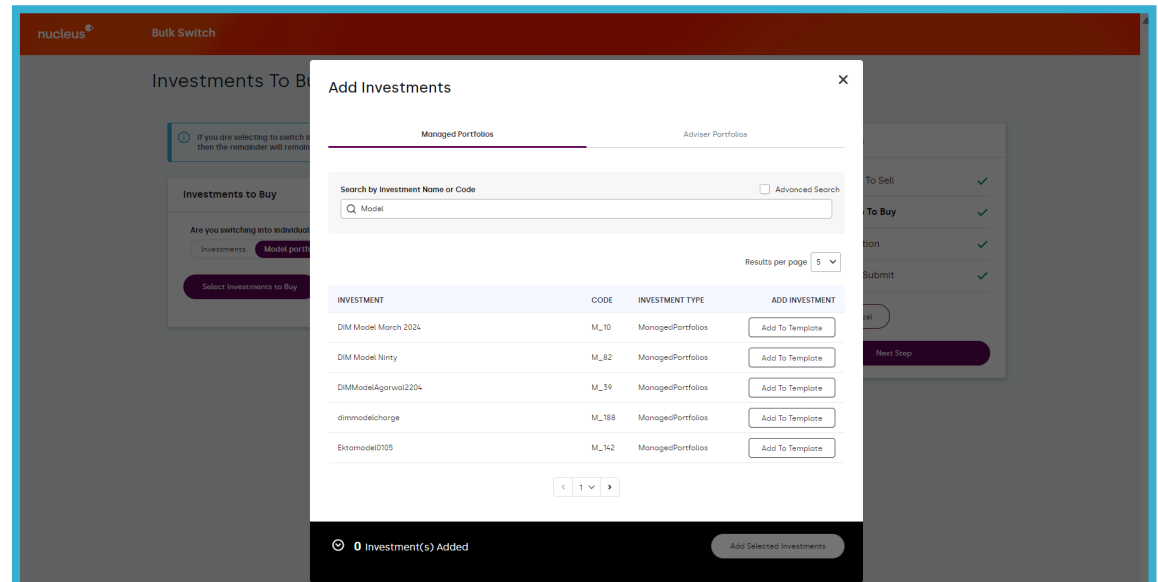
Next Step

Model portfolios

Select **'Managed portfolios'** or **'Adviser portfolios'**.



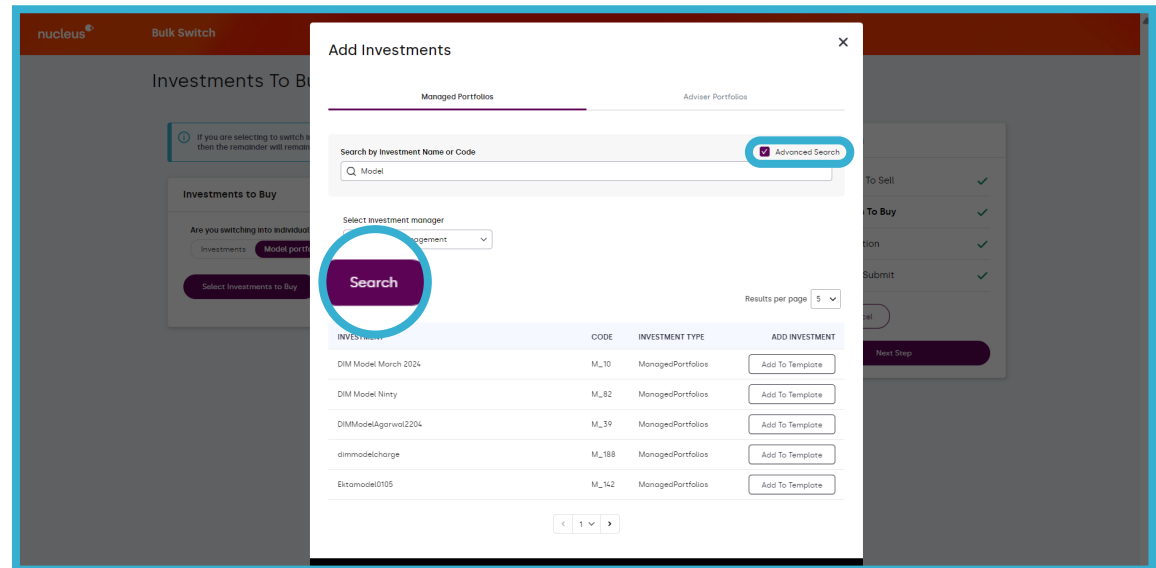
You can find portfolios by searching either the portfolio name or portfolio code.



You can refine the search by selecting **'Advanced search'**.

You can then filter by name, but also the investment manager for managed funds, or fund status (open, or closed to new business) on adviser portfolios using the drop-down menu.

Then select **'Search'**.

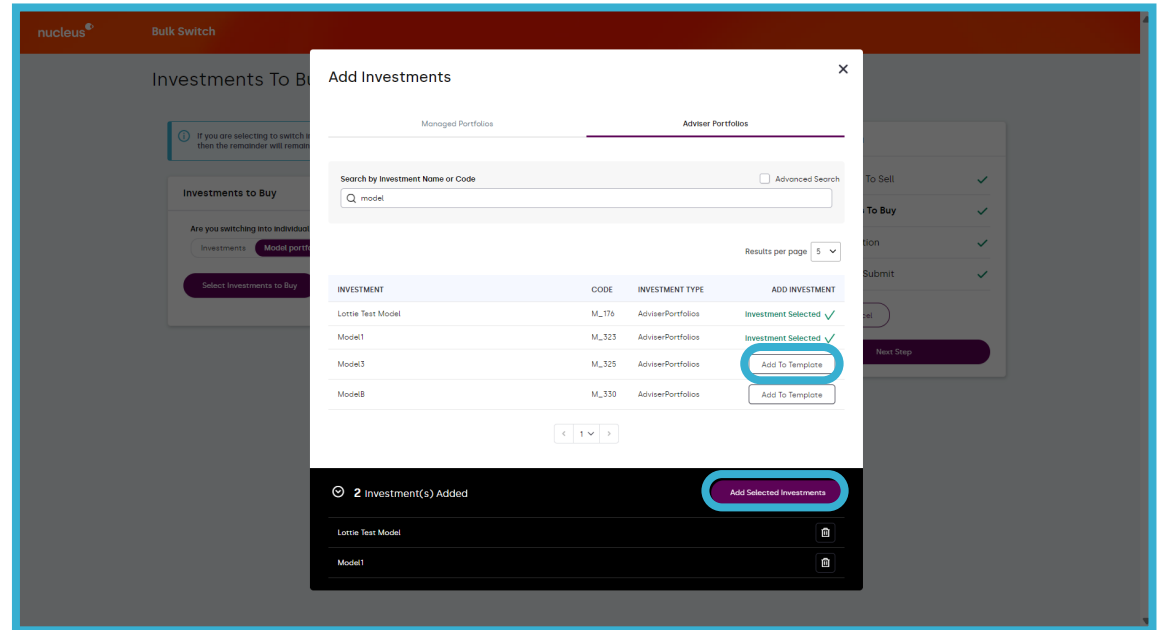


Results are then displayed. You can add a portfolio by selecting **'Add to template'**.

Key message

Selecting more than one portfolio will allow you to review the portfolio's investments in more detail, prior to selection on the allocation page.

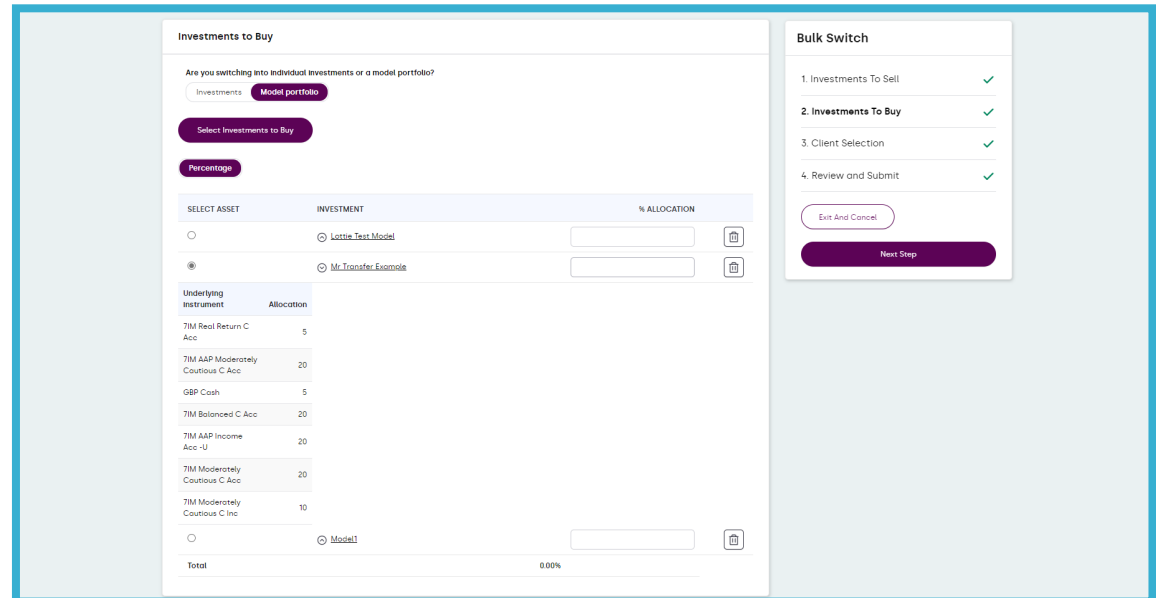
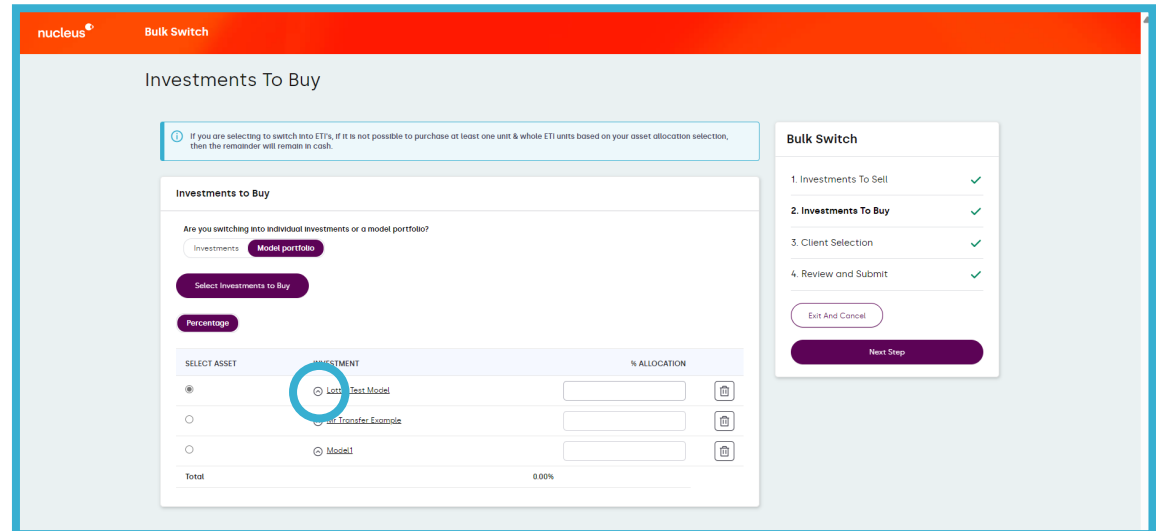
Once all choices have been added select **'Add selected investments'**.



You now have the option to review the chosen portfolios.

Select the investment name to view the fund performance, aim and charges. You can also view additional documents related to the fund under the 'Aim' header on this page.

You can also see a detailed breakdown of how the fund is split by selecting the small arrow to the left of the fund name.



Select the small dot on the left on the fund under select asset and state how much of the sale value should be allocated to the new investment.

Select **'Next step'**.

The screenshot shows the 'Investments To Buy' step in the Bulk Switch process. At the top, there is a note: "If you are selecting to switch into ETIs, it is not possible to purchase at least one unit & whole ETI units based on your asset allocation selection, then the remainder will remain in cash." Below this, there are two radio button options: "Investments" and "Model portfolio", with "Model portfolio" selected. A "Select Investments to Buy" button is visible. Below that, there is a "Percentage" section with a table for selecting assets and their allocations.

SELECT ASSET	INVESTMENT	% ALLOCATION
<input checked="" type="radio"/>	Lettre Text Model	85.00
<input type="radio"/>	M Transfer Example	
<input type="radio"/>	Model	
Total		85.00%

On the right side, there is a "Bulk Switch" progress indicator showing four steps: 1. Investments To Sell (checked), 2. Investments To Buy (checked), 3. Client Selection (checked), and 4. Review and Submit (checked). At the bottom right, there are "Exit And Cancel" and "Next Step" buttons.

All eligible clients will be displayed. Review each client and select as appropriate

Select the **'Switch'** box to switch the client.

Select the **'Redirect'** box to redirect future investments into this fund selection.

Select **'Next step'**.

The screenshot shows the 'Client Selection' step in the Bulk Switch process. It features a "Bulk Switch Client Selection" section with a list of clients and their details. A table shows the results of the client selection process.

Client	Sub-Account	Adviser	Switch	Redirect
Example	General Investment Account (N31000100-001)	ZM Test Adviser	<input checked="" type="checkbox"/>	<input type="checkbox"/>

On the right side, there is a "Bulk Switch" progress indicator showing four steps: 1. Investments To Sell (checked), 2. Investments To Buy (checked), 3. Client Selection (checked), and 4. Review and Submit (checked). At the bottom right, there are "Exit And Cancel" and "Next Step" buttons.

Review

All eligible clients will now be displayed on the client selection. Review each client and select as appropriate.

To download the supporting documents select the document.

Read through the declarations and tick to confirm completion.

Select '**Submit**' to complete the bulk switch.

Review and Submit

Financial advise given

No Yes

Investments To Sell

INVESTMENT	SELL ALL	SALE PERCENTAGE
BlackRock Continental European D Acc		50.00%

Investments To Buy

INVESTMENT	ALLOCATION
BlackRock Cash D Acc	35.00%
BlackRock Developed Markets Sustainable Equity (UK) D Acc	50.00%
Cash	15.00%
Total	100.00%

Bulk Switch

- Investments To Sell ✓
- Investments To Buy ✓
- Client Selection ✓
- Review and Submit** ✓

Exit And Cancel

Documents

Supporting documents to be sent to the Customer

- Target Market Information
- Key Information Document

Declarations

Information provided

I understand it's my responsibility to complete and send any additional information required to Nucleus in relation to this application as shown in the previous 'Documents' page or as otherwise required.

Disclosure

I've provided my client(s) with all required regulatory disclosure documents including, as applicable, a key features illustration, Key Information Documents (KIDs)/Key Investor Information Documents (KIID)/Key Investor Information documents (NURS KII), and cost and charges documents for the relevant product and/or investment.

I confirm that my client(s) are eligible, under the terms in accordance with applicable law and regulation and the terms of the relevant investment provider or issuer, to invest in the chosen investment(s).

I've told my client(s) about their cancellation rights in relation to buying collective investments.

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

Confirm all.

Exit And Cancel

Submit

The bulk switch has been successfully submitted.

nucleus Bulk Switch

Review and Submit

✓ Bulk Switch successfully created

Financial advise given

No Yes

Investments To Sell

INVESTMENT	SELL ALL	SALE PERCENTAGE
BlackRock Continental European D Acc		50.00%

Investments To Buy


INVESTMENT	ALLOCATION
BlackRock Cash D Acc	35.00%
BlackRock Developed Markets Sustainable Equity (UK) D Acc	50.00%
Cash	15.00%
Total	100.00%

Bulk Switch

1. Investments To Sell ✓
2. Investments To Buy ✓
3. Client Selection ✓
4. Review and Submit ✓

Exit

Back to dashboard

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