

Regular investment service user guide

This guide will take you through the steps involved in setting up or amending a regular investment instruction with Sippdeal.

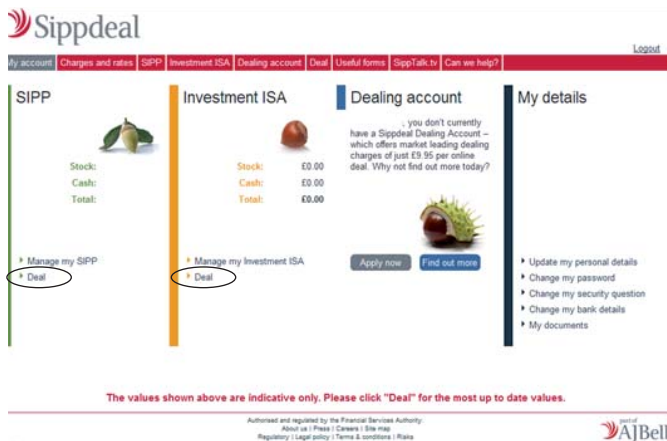
We hope that you find it useful but if after reading it, you have any further questions, then please call our Dealing Services Team on **0845 37 33 479**.

Setting up a regular investment

Step 1

Once you have logged into the secure area of Sippdeal, please click on 'Deal' (as shown below) for the product you would like to regularly invest in.

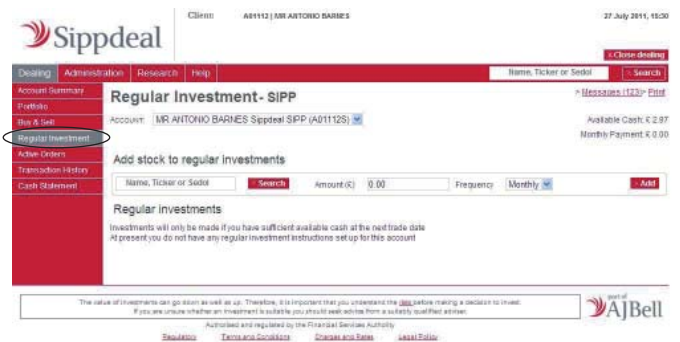
In this example, we are going to set up a regular investment in a SIPP.



The screenshot shows the Sippdeal home page with a navigation menu at the top. The main content area is divided into four columns: SIPP, Investment ISA, Dealing account, and My details. Under the SIPP column, there is a 'Deal' button circled in red. Below the columns, there is a disclaimer: "The values shown above are indicative only. Please click 'Deal' for the most up to date values." At the bottom, it says "Authorised and regulated by the Financial Services Authority." and "AJBell".

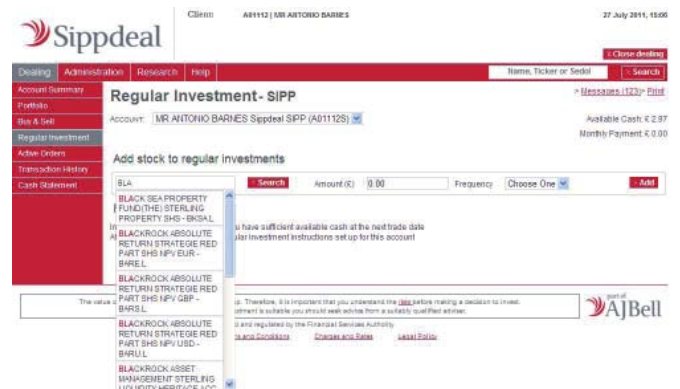
Step 2

Clicking on 'Deal' will open the SIPP product details on the dealing site as shown below. Clicking on the 'Regular Investment' option from the left hand navigation opens the regular investment page.



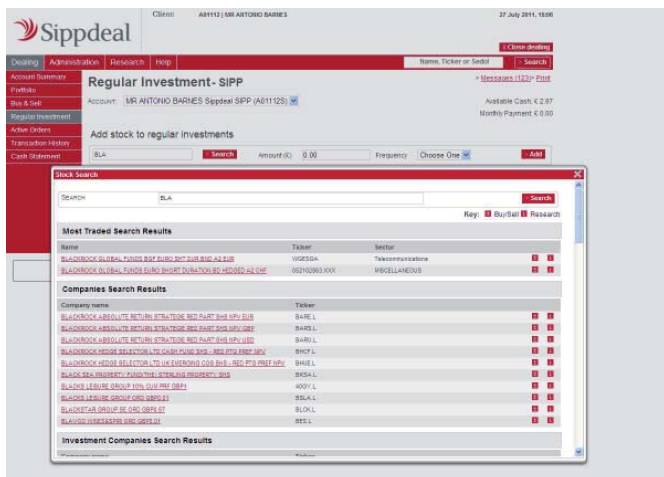
The screenshot shows the 'Regular Investment - SIPP' page. The left-hand navigation menu has 'Regular Investment' highlighted. The main content area shows 'Add stock to regular investments' with a search bar and a 'Search' button. Below the search bar, there is a list of 'Regular investments' with a disclaimer: "Investments will only be made if you have sufficient available cash at the next trade date. If present you do not have any regular investment instructions set up for this account." At the bottom, it says "Authorised and regulated by the Financial Services Authority." and "AJBell".

You can select a stock to regularly invest in by entering its name, ticker or Sedol number. If you enter just the first 3 characters of the stock, then a list of 10 options will appear, as shown below.



The screenshot shows the 'Regular Investment - SIPP' page with a dropdown list of stock options for the search term 'SEA'. The list includes: BLACK SEA PROPERTY FUNDING; STERLING PROPERTY SHS - BKSL; BLACKROCK ABSOLUTE RETURN STRATEGIE RED PART SHS NPV EUR - SHREL; BLACKROCK ABSOLUTE RETURN STRATEGIE RED PART SHS NPV GBP - SHRSL; BLACKROCK ABSOLUTE RETURN STRATEGIE RED PART SHS NPV USD - SHRLL; and BLACKROCK ASSET MANAGEMENT STERLING NPV NPV ABSOLUTE SH*. At the bottom, it says "Authorised and regulated by the Financial Services Authority." and "AJBell".

Alternatively, if you click on the 'Search' button, the most traded results will appear for the 3 characters you entered – as shown below.



Step 3

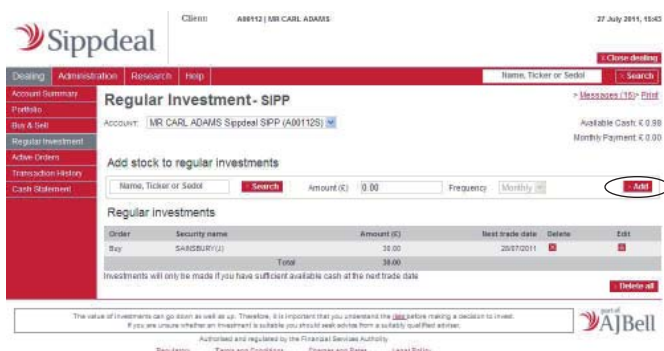
Select the stock you want to invest in (in this example Sainsbury) and the amount you want to invest (which must be a minimum of £25). The frequency of the investment will always be monthly.

Clicking on the 'Add' button includes the stock in your list of regular investments.

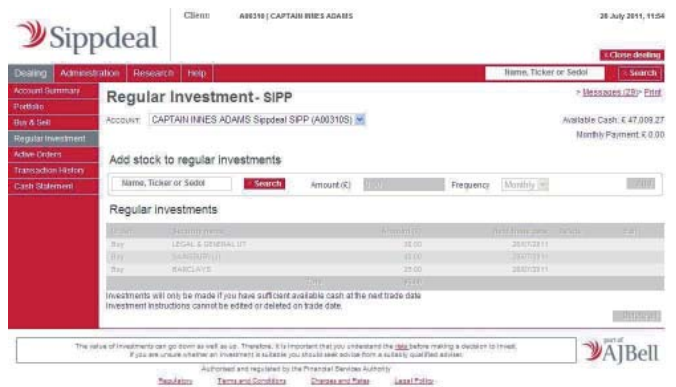


Step 4

As you can see below, Sainsbury is now included in the regular investment order list and the next trade date is also shown.



On trading day, which is the 10th calendar day of the month (or the next working day), the regular investment order list is 'greyed' out until the orders are dealt – as shown below.

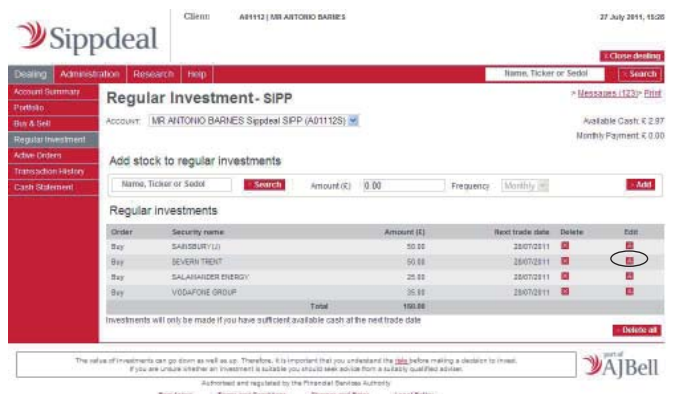


Editing regular investments

Regular investment orders can be edited at anytime.

For the changes to be included in the regular investment orders placed on the 10th calendar day of the month (or the next working day), amendments can be made up to midnight on the 9th calendar day of each month (or midnight on the day before dealing day).

If you would like to change the amount you invest each month in one of your stocks or investments, then you simply need to click on the 'Edit' button next to the investment – as shown below. In this example Severn Trent will be amended.



Clicking 'Edit' deletes the investment from the regular investment order list and moves it to the 'Add stock to regular investment' section of the page – as shown below. At this point, Severn Trent is no longer one of your regular investment orders.

Once the amount to be invested has been amended (in this example from £50 to £500), clicking 'Add' then places Severn Trent into the regular investment order list.

Client: AB112 | MR ANTONIO BARNES 27 July 2015, 16:29

Account Summary: Regular Investment - SIPP

Account: MR ANTONIO BARNES Sippdeal SIPP (A0112S) Available Cash: € 2.97 Monthly Payment: € 0.00

Add stock to regular investments

Regular investments

Order	Security name	Amount (€)	Next trade date	Delete	Date
Buy	SARGOURY (L)	50.00	28/07/2015	<input type="checkbox"/>	
Buy	SALAMANDER ENERGY	25.00	28/07/2015	<input type="checkbox"/>	
Buy	VEGAFORE GROUP	35.00	28/07/2015	<input type="checkbox"/>	
Total		110.00			

Investments will only be made if you have sufficient available cash at the next trade date

Deletion all

Deleting regular investments

There are 2 options to delete regular investments – as shown below. Clicking the 'Delete' button next to the investment will simply remove it from the order list.

Client: AB112 | MR CARL ADAMS 27 July 2015, 16:23

Account Summary: Regular Investment - SIPP

Account: MR CARL ADAMS Sippdeal SIPP (A0112S) Available Cash: € 0.00 Monthly Payment: € 0.00

Add stock to regular investments

Regular investments

Order	Security name	Amount (€)	Next trade date	Delete	Date
Buy	SARGOURY (L)	30.00	28/07/2015	<input type="checkbox"/>	
Buy	SEVERN TRENT	100.00	28/07/2015	<input type="checkbox"/>	
Buy	SALAMANDER ENERGY	25.00	28/07/2015	<input type="checkbox"/>	
Buy	VEGAFORE GROUP	35.00	28/07/2015	<input type="checkbox"/>	
Total		190.00			

Investments will only be made if you have sufficient available cash at the next trade date

Deletion all

Clicking the 'Delete all' button will remove all the orders in the list.

Client: AB112 | MR ANTONIO BARNES 27 July 2015, 16:29

Account Summary: Regular Investment - SIPP

Account: MR ANTONIO BARNES Sippdeal SIPP (A0112S) Available Cash: € 2.97 Monthly Payment: € 0.00

Add stock to regular investments

Regular investments

Investments will only be made if you have sufficient available cash at the next trade date

At present you do not have any regular investment instructions set up for this account.

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Sippdeal, Sippdealxtra and Sippcentre are platforms provided by A J Bell Management Limited. A J Bell Platinum SIPP is provided by A J Bell Management Limited. A J Bell Platinum SSAS is provided by A J Bell Limited.

The companies listed in the adjacent table are all registered in England and Wales at Trafford House, Chester Road, Manchester M32 0RS.

Company	Company Number	VAT Number
A J Bell Holdings Limited	4503206	833 5478 13
A J Bell Management Limited	3948391	759 3531 03
A J Bell Limited	3091664	639 0316 44
A J Bell Securities Limited	2723420	918 4226 21