

7IM Client Portal: Capital Gains Tax Self Invest user guide

A helpful guide that takes you through the main features of our Capital Gains Tax (CGT) tool designed to help you understand your CGT position

Succeeding together

The logo for 7IM, featuring the number '7' and the letters 'iM' in a stylized, white, sans-serif font.

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CGT overview

Welcome to our new tool designed to help you understand your CGT position. You can use the CGT tool to:

- see the net capital gain or loss realised to date ('Realised gains/losses')
- make decisions on any future gains or losses ('Unrealised gains/losses')
- manage your CGT tax position ('Brought forward allowance').

This guide is designed to help you find your way around the tool and maximise its features. In addition to the Glossary (page 8) we have also included some frequently asked questions (see pages 11 and 12).

We cannot give tax advice but can answer questions about the records that we hold. HMRC have published a Share and Capital Gains Tax Help Sheet explaining the rules around the purchase and sale of shares which is available from www.gov.uk.

1. Accessing the CGT tool

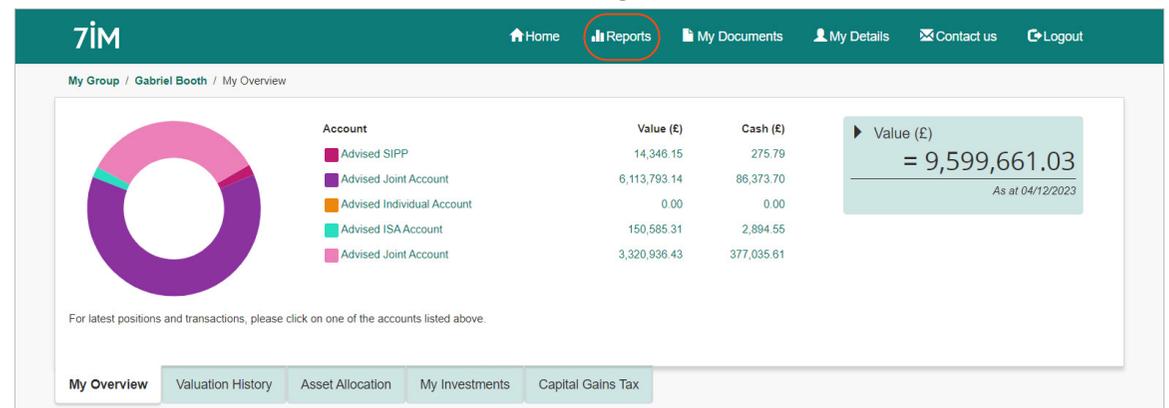
The CGT tool can be accessed via our secure client portal at www.7im.co.uk. Use your usual credentials to login to your portfolio.

You will find the 'Capital Gains Tax' button at the bottom of the home page (see image below). Please note that CGT applies to taxable accounts only excluding ISA, SASS or SIPP. We are not presently able to show CGT information for Corporate or Charity accounts.

2. Accepting terms and conditions

The **first** time you access the CGT tool you will be asked to accept the terms and conditions under which this tool is made available. You will only need to accept this disclaimer the first time that you access the tool. Please bear in mind that we do not offer tax advice nor can we guarantee the accuracy of the data.

Reports button here



My Group / Gabriel Booth / My Overview

Account	Value (£)	Cash (£)
Advised SIPP	14,346.15	275.79
Advised Joint Account	6,113,793.14	86,373.70
Advised Individual Account	0.00	0.00
Advised ISA Account	150,585.31	2,894.55
Advised Joint Account	3,320,936.43	377,035.61

Value (£)
= 9,599,661.03
As at 04/12/2023

For latest positions and transactions, please click on one of the accounts listed above.

My Overview Valuation History Asset Allocation My Investments Capital Gains Tax

Capital Gains Tax - Terms and Conditions

The CGT functionality may include links to third party websites that are controlled and maintained by others. Any such links are not an endorsement of such websites and you acknowledge and agree that we are not responsible for their content or availability.

In accessing the CGT functionality you agree that you will access the content solely for your or your clients (if you are a financial adviser or other intermediary) personal, non-commercial use. Other than downloading, copying and/or printing pages of the CGT functionality for personal, non-commercial use, none of the content may be downloaded, copied, reproduced, transmitted, stored, sold or distributed without the prior written consent of the copyright holder.

You acknowledge that we may change or remove (temporarily or permanently) the CGT functionality or any part of it without notice without liability. We may also change these Terms and Conditions at any time and your continued use of the CGT functionality following notice of any changes shall be deemed to be your acceptance of such change.

You agree to indemnify and hold 7IM and our employees, contractors and agents harmless from and against all liabilities, legal fees, damages, losses, costs and other expenses in relation to any claims or actions brought against 7IM arising out of any breach by you of these Terms and Conditions or other liabilities arising out of your use of the CGT functionality.

These Terms and Conditions shall be governed by and construed in accordance with the law of England and you hereby submit to the exclusive jurisdiction of the English courts.

Value (£)
= 4,850,751.67
As at 08/12/2023

Decline Accept

CGT summary

3. View CGT Allowances

The first section of the CGT Summary screen contains a summary of your CGT allowances, gains and losses for the current tax year. You can hover over the help icons for a definition of each of the terms.

A pop-up window will open allowing you to add an updated value. Remember to click 'Submit' to save your changes – if you don't click Submit your changes will be lost.

CGT allowances from previous tax years can be found in the 'Realised Gains and Losses' tab, see page 9 – View Realised Gains / Losses for more information.

Your CGT allowances for the current tax year can be seen in the CGT Summary screen in the image opposite. See page 6 of this guide for an explanation of how to amend your CGT allowances.

The screenshot displays the 7iM Capital Gains Tax Summary interface. At the top, there is a navigation bar with 'Home', 'Reports', 'My Documents', 'My Details', 'Contact us', and 'Logout'. Below this, the user's name 'Don Mason' and the page title 'Capital Gains Tax' are visible. The main content area is divided into two tabs: 'CGT Summary' (selected) and 'Realised Gains and Losses'. A 'Need help understanding this?' link is present in the top right of the summary section. Below the tabs, there are 'Export to:' buttons for PDF, Excel, and CSV. The summary table shows the following data:

Current Tax Year	2023 / 2024	CGT Allowance	£6,000.00
Realised Gain/Loss	£0.00	Total Allowable Loss Brought Forward	£0.00
Unrealised Gain/Loss	£251,902.79	Unused Allowable Loss Brought Forward	£0.00
Unused CGT Allowance	£6,000.00		

Below the summary, the 'Unrealised Gain/Loss Positions' section is expanded for 'Mr Don Mason & Mr Sam Hurst - Self Invest Joint Account'. It contains a table with the following columns: Portfolio ID, Quantity, SEDOL, Description, Unit Price (£), CGT Cost (£), Market Value (£), Notional Gain / Loss (£), Notional Gain / Loss (%), and Status.

Portfolio ID	Quantity	SEDOL	Description	Unit Price (£)	CGT Cost (£)	Market Value (£)	Notional Gain / Loss (£)	Notional Gain / Loss (%)	Status
3043	2000019		AMAZON COM INC COM USD0.01	117.5926	279,449.71	357,834.37	78,384.66	21.91	✓
1015	2046251		APPLE INC COM USD0.00001	156.1122	0.00	158,453.83	158,453.83	100.00	✓
259	BYNZGK1		BLOCK INC COM USD0.0000001 CL A	55.1749	50,412.13	14,262.71	-36,149.42	-253.45	✗
11873.05	B41YBW7		FUNDSMITH EQUITY FUND FUNDSMITH EQUITY FUND I ACC	6.3915	403.92	75,886.60	75,482.68	99.47	✗
267	BDVZY27		INTL DISTRIBUTIONS SVCS PLC ORD GBP0.01	2.4410	0.00	651.75	651.75	100.00	✗
345	BL98841		RIVIAN AUTOMOTIVE INC COM USD0.001 CL A	15.1877	30,160.46	5,239.74	-24,920.72	-475.61	✓
				360,426.22	612,329.00	612,329.00	251,902.79		

CGT summary

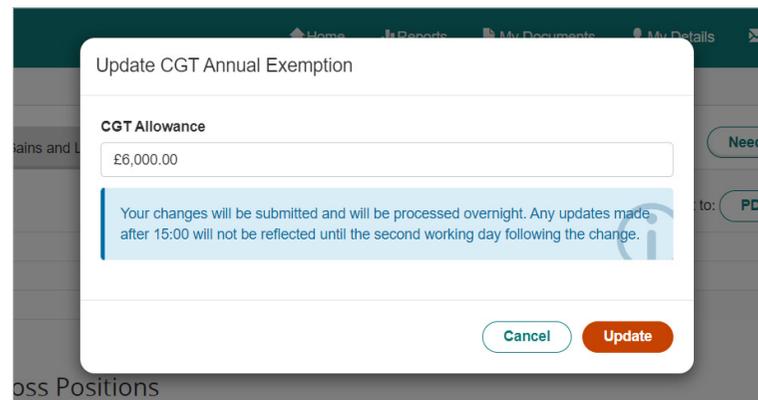
Continued

4. Amend CGT Allowance(s)

Clicking the pencil icon to the right of the values in the table will open a pop-up window (see image below) which allows you to edit the values.

Click 'Update' to send us the edits for processing. Changes are processed overnight. Any amends made before 15:00hrs will be updated the next business day. Changes made after 15:00hrs will be visible on the second business day following the amendment

Remember to click 'Submit' to save your changes.



5. View Unrealised Gains/Losses

The second part of the screen details all of the holdings within each CGT eligible account. These tables on this screen are designed to help you understand what your CGT liabilities might be, if you made a sale. Actual CGT liabilities incurred can be found in the 'Realised Gains and Losses' tab discussed on page 9.

You can export this report into a .pdf or Excel file using the buttons in the top right hand section of the screen.



Click the question mark for more information

Portfolio ID	Quantity	SEDOL	Description	Unit Price (£)	CGT Cost (£)	Market Value (£)	Notional Gain / Loss (£)	Notional Gain / Loss (%)	Status
3043	2000019		AMAZON COM INC COM USD0 01	117.5926	279,449.71	357,834.37	78,384.66	21.91	✓
1015	2046251		APPLE INC COM USD0.00001	156.1122	0.00	158,453.83	158,453.83	100.00	✗
259	BYNZGK1		BLOCK INC COM USD0.0000001 CL A	55.1749	50,412.13	14,262.71	-36,149.42	-253.45	✓
11873.05	B41YBW7		FUNDSMITH EQUITY FUND FUNDSMITH EQUITY FUND I ACC	6.3915	403.92	75,886.60	75,482.68	99.47	✗
267	BDVZYZ7		INTL DISTRIBUTIONS SVCS PLC ORD GBP0.01	2.4410	0.00	651.75	651.75	100.00	✗
345	BL98841		RIVIAN AUTOMOTIVE INC COM USD0.001 CL A	15.1877	30,160.46	5,239.74	-24,920.72	-475.61	✓
				360,426.22	612,329.00	251,902.79			

CGT summary

Continued

6. View book cost (price(s) paid for a holding)

The second half of the screen (see image on page 4) details your current CGT position per account. It includes the gain or loss for each holding that would be liable to CGT after a sale.

The column entitled 'CGT Cost' contains the book cost we have on file. Each of the holdings in this table will have a CGT status flag – seen in the far right hand column. You can use the pencil icon to edit the underlying book costs for a holding to improve the reliability of holdings with a red or amber flag.

Please note that this section will only include holdings liable for CGT*. Visit the 'My Investments' section to see a full list of your portfolio holdings.

*Exempt assets such as Gilts and Qualifying Corporate Bonds (QCBs) are not liable for CGT and therefore will not appear in the Unrealised Gain/Loss table.

CGT Flags

These colour-coded indicator 'flags' are used to help you understand the reliability of the underlying data.



Green

The CGT cost is verified. All underlying book costs are present and all transactions were created by 7IM. For reporting purposes, the CGT cost can be considered accurate.



Amber

The CGT cost is unverified. This may be due to one or a combination of reasons: one or more book cost was not created by 7IM, a corporate action event has taken place, or the transaction precedes 2008. CGT costs marked as amber can be used for reporting purposes, but we are unable to verify their accuracy.



Red

The CGT cost is incomplete. One or more underlying book costs is missing. Therefore this CGT cost cannot be relied upon for reporting purposes.

CGT summary

Continued

7. Amend book costs (price(s) paid for a holding)

Click on the pencil icon to the right of the CGT flag (see page 6) to view the transactions which are included in this value.

Selecting a single holding will open a pop-up window (see image opposite) which allows you to view or edit the CGT (book) cost of a holding. There may be some instances where a book cost is present but not editable. This may be because a corporate action event has occurred.

Remember to click **'Submit'** to send us the changes for processing.

Changes are processed overnight. Any changes made before 15:00hrs will be updated the next business day. Changes made after 15:00hrs will be visible on the second business day following the change.

Selecting a single holding will open a pop-up window which allows you to view or edit the CGT (book) cost of a holding.

The screenshot shows the 7IM Client Portal interface. A pop-up window titled "Update CGT Costs for APPLE INC COM USD0.00001" is open. The pop-up contains a table with the following data:

Transaction Date	Transaction Type	Quantity	CGT Cost
29/01/2021	Assets Transferred In	3030.0000	£0.00
02/02/2021	Assets Transferred In	0.0000	£0.00
16/02/2021	Sale	1000.0000	£0.00
18/02/2021	Assets Transferred In	0.0000	£0.00
18/02/2021	Assets Transferred Out	0.0000	£0.00
18/02/2021	Sale	0.0000	£0.00

Below the table, a message states: "Your changes will be submitted and will be processed overnight. Any updates made after 15:00 will not be reflected until the second working day following the change." A "Close" button is visible at the bottom right of the pop-up.

The background shows the "CGT Summary" page for "Mr Don Mason & Mr Sam Hurs". It includes a table of holdings with columns for Portfolio ID, Quantity, SEDOL, Description, and Notional Gain/Loss (%). The table lists several holdings, including AMAL, APPLE, BYNZGK1, FUNDSMITH EQUITY FUND, and RIVIAN AUTOMOTIVE INC.

Glossary

Allowable Losses Carried Forward

Any losses from previous tax years which have been recorded with HMRC and unused in the current tax year. These will be carried forward to be used in future tax years.

Allowable Losses Brought Forward

Any losses from previous tax years which have been recorded with HMRC.

CGT Allowance

Otherwise known as the 'annual exempt amount'. This is the annual amount of gains you are able to make before you are liable for CGT.

Corporate Action

Any event that brings material change to a company and affects its stakeholders will create a notification called a corporate action. Splits, dividends, mergers, acquisitions and spinoff are all examples of corporate actions which affect shareholders.

Gain Liable for CGT

This is the taxable gain i.e. the chargeable gain that is above the annual exempt amount.

Identification

These are the CGT rules used to calculate the CGT cost of a share/unit.

Section 104 – A Section 104 holding is used to identify a holding which has been purchased over several transactions. The shares/units acquired before the sale date, are pooled together and their cost averaged to create a single 'CGT Cost'.

Following 30 Days (FIFO) – Is a category used to describe shares/units which were acquired in the 30 days following a sale. Sales are matched on a first in first out (FIFO) basis.

Net Chargeable Gain/Loss

The difference between the 'total chargeable gain' and 'total allowable loss'.

Total Chargeable Gain

A sum of all of the gains made during the tax year.

Total Allowable Loss

A sum of all of the losses made during the tax year.

Unused CGT Allowance

Remaining annual exempt amount in the current tax year.

Realised Gains & Losses

8. View Realised Gains/Losses

The Realised Gains and Losses tab is where you can find the reports you'll need for your annual self-assessment tax return.

You can export this report into a PDF or Excel file using the buttons in the top right hand section of the screen.

This screen has a similar layout to the CGT Summary screen described earlier in this guide. Please bear in mind however that the values shown in this screen refer to actual CGT liabilities (i.e. those which have already been incurred) because of a sale that has been made. Therefore you will not be able to edit the values seen here.

The first section of the screen contains an overview of your CGT allowances and gains/losses for the selected tax year. Use the drop down selection to view previous tax years. You can hover over the help icons for a definition of each of the terms.

The second section of the screen details the accounts and sales which have been used to calculate the 'Gain Liable for CGT'. A section 104 holding is used to identify a holding which has been purchased over several transactions. The Shares / Units acquired before the sale date, are pooled together and their cost averaged to create a single 'CGT Cost'. Following 30 Days (FIFO) is a category used to describe shares / units which were acquired in the 30 days following a sale. Sales are matched on a first in first out (FIFO) basis.

More detail on these two rules is available in the **Share & Capital Gains Tax Help Sheet** available from the HMRC section of www.gov.uk.

If you believe the information found on this screen or in your report is incorrect, please contact your Financial Adviser or Relationship Manager, details of which can be found on the 'My Details' page of the secure client platform.

The screenshot shows the 7IM Client Portal interface for the 'Realised Gains and Losses' report. The user is logged in as 'Henrietta Estrada' and is viewing the 'Capital Gains Tax' section. The report is for the tax year 2023/2024. The summary table shows the following values:

Item	Value (£)
Allowable Losses Carried Forward	-£51,661.78
Allowable Losses Brought Forward	-£12,817.46
Total Chargeable Gain	£8,895.73
Total Allowable Loss	-£47,740.05
Net Chargeable Gain/Loss	-£38,844.32
CGT Allowance	£8,000.00
Unused CGT Allowance	£6,000.00
Gain Liable for CGT	£0.00

The detailed transaction table below shows the following data:

Transaction	Trade Date	Portfolio ID	Identification	Quantity	CGT Cost (£)	Proceeds (£)	Realised Gain/Loss (£)	Thirty Day
B2PF8D2 - EDENTREE INVESTMENT FUNDS SERIES 1 EDENTREE RESPONSIBLE & SUST STG BD B DIS								
Sale	17 May 2023		Section 104 holding	27692.168	32,067.99	26,454.33	-5,613.66	
Sale	17 Aug 2023		Section 104 holding	1444.096	1,672.29	1,329.72	-342.56	
Sale	20 Nov 2023		Section 104 holding	11969.493	13,860.87	11,429.67	-2,431.20	
Total					47,601.15	39,213.73	-8,387.43	

Reports

9. Download a CGT report

Reports can be exported as either Excel or PDF files.

There are two ways to generate your CGT reports.

1. You can download your CGT reports from the CGT Summary' or 'Realised Gains/Losses' tab. The image adjacent and on page 9 highlight the buttons which can be used to generate a downloadable file.

2. Use the 'Reports' link available at the top of the client platform, to the right of the 'Home' button, to access the report generator area. Navigate to the CGT tab, see the image below and select the report type.

If you select the 'Realised Gain/Loss Report' type you will also have the option to set the tax year you would like the report to cover.

Depending on when your account was opened, you will be able to generate a CGT report from 2007/2008 to the current tax year, see the image below.

You can also generate and export Portfolio Valuations and Transaction Reports in this area of the site.

The screenshot shows the 7IM client portal interface. At the top, there is a navigation bar with the 7IM logo and links for Home, Reports, My Documents, My Details, Contact us, and Logout. Below this, the breadcrumb trail reads 'My Group / Henrietta Estrada / Reports'. The main content area has three tabs: Transactions, Positions, and Capital Gains Tax. Under the Capital Gains Tax tab, there are two report options:

- Unrealised Gain/Loss Report**
This report shows the potential chargeable gain/loss for the current tax year.
- Realised Gain/Loss Report**
This report details the gain or loss for each holding held within your taxable accounts, as at tax year end. Only assets subject to CGT are included.

Below the report options, there is a 'Tax Year' dropdown menu currently set to '2023 / 2024'. At the bottom right of the form, there is an 'Export to:' section with buttons for PDF, Excel, and CSV.

Download the 7IMagine App

10. View your CGT in 7IMagine

Our award winning app – 7IMagine – now displays the current CGT status for Self Invest clients in the 'My Summary' section.

You will be able to view your unused CGT allowance and unrealised gains for the current tax year. You will need to log in to the secure client platform to make any changes or generate a report; you can't update any CGT information directly into 7IMagine.



Frequently asked questions

We hope that this guide has been a helpful introduction to our CGT tool. This section contains some frequently asked questions.

I have changed a book cost but I cannot see the updated value on screen or in my reports?

Changes are processed overnight. Any changes made before 15:00hrs will be updated the next business day. Changes made after 15:00hrs will be visible on the second business day.

I have provided a missing book cost, why hasn't my status changed from amber (potentially unreliable) to green (reliable)?

Adding in a missing book cost will improve the reliability of your CGT report. However, the status will not change from amber or green because the green (reliable) CGT status is only applied if all underlying book costs are present and were provided by 7IM.

Can I access the CGT tool in 7IMagine?

The full range of functionality is only available via the client platform. You will be able to see the unused CGT allowance and unrealised gains position, for the current tax year, in the summary screen of 7IMagine.

I can't see the CGT button. Who should I contact?

Not all accounts are eligible for CGT. Nontaxable accounts e.g. ISA and SIPP accounts for example are CGT exempt and therefore you will not be able to view these within the tool. Nor will you be able to generate a CGT report for them.

I do not have access to the tool / I cannot generate a report. Who should I contact?

If you believe that an account is missing from the report please contact us. Please note that not all accounts are eligible for CGT. Nontaxable accounts e.g. ISAs and SIPPs are CGT exempt. Therefore you will not be able to view these within the tool. Nor will you be able to generate a CGT report for them.

How can I export / print my CGT report?

You can export your report in Excel or PDF format from any of the CGT screens or the report generator. Use the buttons found in the top right of the screen to generate a report of unrealised or realised gains/losses. The report generator found in the 'Reports' area also allows you to select the tax year and file format. See pages 8 or 9 for a more detailed explanation.

How can I access a report for a previous tax year?

The 'Realised Gain/Loss' tab (page 9) explains how to view CGT reports for previous tax years. You can also use the 'Reports' tab to generate these reports (please see page 10 for a detailed explanation). Realised Gain/Loss Reports are available from 2008/2009 onwards.

Some of my CGT costs have an amber status. Can I still use this report to complete my Self-Assessment tax return?

Yes, the status of CGT costs refers to the reliability of the data. Whilst 7IM cannot guarantee the reliability of the data, you can use the details to complete your Self-Assessment return.

I need to complete my tax return. Where can I find the information I need to complete my annual Self-Assessment form??

This information, for the current and previous tax years, is available via the 'Realised Gains and Losses' tab. Please see page 11 for an explanation. Use the PDF and Excel buttons to download the report you see on screen. You can also generate a report for the current and previous tax year using the 'Reports' tab – see page 10.

Frequently asked questions

Continued

Why can't I edit one of my book costs?

There may be some instances where a book cost is present but not editable. This may be because a corporate action event has occurred. Please contact the Self Invest team if you would like more detail.

I believe some of the information in my report is incorrect, what should I do?

You can contact the Self Invest team via email at **selfinvest@7im.co.uk**. Please note that transactions pre-dating 1 January 2008 and / or involving a corporate action event being applied may not be viewable and / or editable. The Self Invest team will be able to help you with this.

I have more questions about my tax. Who should I contact?

7IM does not provide tax advice. Please consult your Accountant or Tax Adviser.