THE 7IM PLATFORM
DFM USER GUIDE

DFM Model Portfolio Service (MPS)

For DFM use only. It should not be distributed to or relied upon by retail clients.

JUNE 2019

SEVEN Investment Management

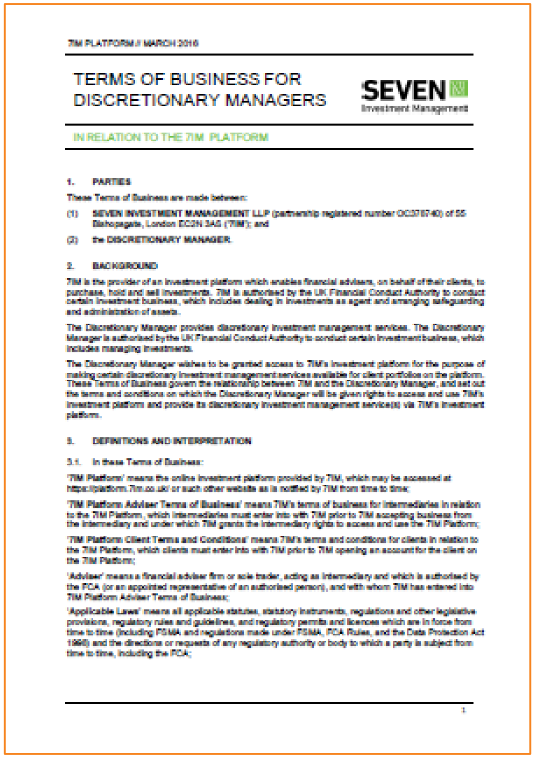
DFM MODEL PORTFOLIOS

DFM Side

JANUARY 2018

SEVEN Investment Management

DFM Terms of Business


7IM PLATFORM // MARCH 2016

TERMS OF BUSINESS FOR DISCRETIONARY MANAGERS

SEVEN Investment Management

IN RELATION TO THE 7IM PLATFORM

1. PARTIES

These Terms of Business are made between:

(1) SEVEN INVESTMENT MANAGEMENT LLP (partnership registered number OC378740) of 55 Bishopsgate, London EC2N 3AS ('7IM'); and

(2) the DISCRETIONARY MANAGER.

2. BACKGROUND

7IM is the provider of an investment platform which enables financial advisers, on behalf of their clients, to purchase, hold and sell investments. 7IM is authorised by the UK Financial Conduct Authority to conduct certain investment business, which includes dealing in investments as agent and arranging safeguarding and administration of assets.

The Discretionary Manager provides discretionary investment management services. The Discretionary Manager is authorised by the UK Financial Conduct Authority to conduct certain investment business, which includes managing investments.

The Discretionary Manager wishes to be granted access to 7IM's investment platform for the purpose of making certain discretionary investment management services available for client portfolios on the platform. These Terms of Business govern the relationship between 7IM and the Discretionary Manager, and set out the terms and conditions on which the Discretionary Manager will be given rights to access and use 7IM's investment platform and provide its discretionary investment management service(s) via 7IM's investment platform.

3. DEFINITIONS AND INTERPRETATION

3.1. In these Terms of Business:

'7IM Platform' means the online investment platform provided by 7IM, which may be accessed at https://platform.7im.co.uk/ or such other website as is notified by 7IM from time to time;

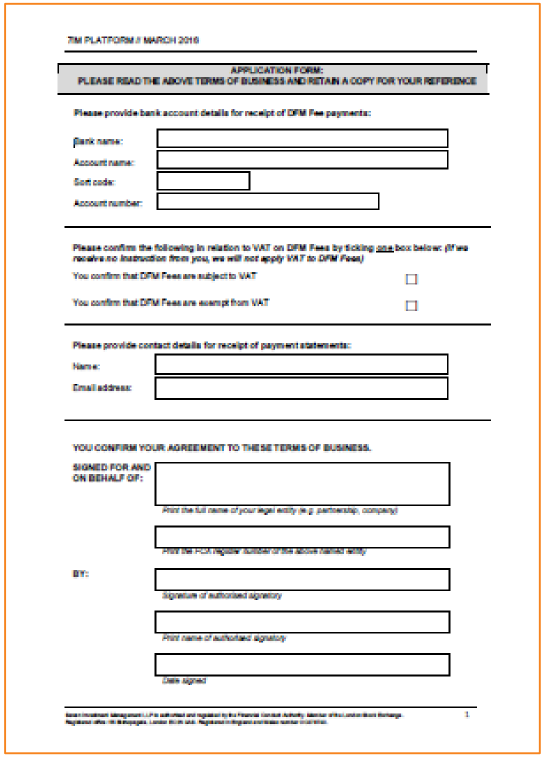
'7IM Platform Adviser Terms of Business' means 7IM's terms of business for intermediaries in relation to the 7IM Platform, which intermediaries must enter into with 7IM prior to 7IM accepting business from the intermediary and under which 7IM grants the intermediary rights to access and use the 7IM Platform;

'7IM Platform Client Terms and Conditions' means 7IM's terms and conditions for clients in relation to the 7IM Platform, which clients must enter into with 7IM prior to 7IM opening an account for the client on the 7IM Platform;

'Adviser' means a financial adviser firm or sole trader, acting as intermediary and which is authorised by the FCA (or an appointed representative of an authorised person), and with whom 7IM has entered into 7IM Platform Adviser Terms of Business;

'Applicable Laws' means all applicable statutes, statutory instruments, regulations and other legislative provisions, regulatory rules and guidelines, and regulatory permits and licences which are in force from time to time (including FSMA and regulations made under FSMA, FCA Rules, and the Data Protection Act 1998) and the directions or requests of any regulatory authority or body to which a party is subject from time to time, including the FCA;

1


7IM PLATFORM // MARCH 2016

APPLICATION FORM:
PLEASE READ THE ABOVE TERMS OF BUSINESS AND RETAIN A COPY FOR YOUR REFERENCE

Please provide bank account details for receipt of DFM Fee payments:

Bank name:

Account name:

Sort code:

Account number:

Please confirm the following in relation to VAT on DFM Fees by ticking one box below: *(If we receive no instruction from you, we will not apply VAT to DFM Fees)*

You confirm that DFM Fees are subject to VAT ☐

You confirm that DFM Fees are exempt from VAT ☐

Please provide contact details for receipt of payment statements:

Name:

Email address:

YOU CONFIRM YOUR AGREEMENT TO THESE TERMS OF BUSINESS.

SIGNED FOR AND ON BEHALF OF:

Print the full name of your legal entity (e.g. partnership, company)

Print the FCA register number of the above named entity

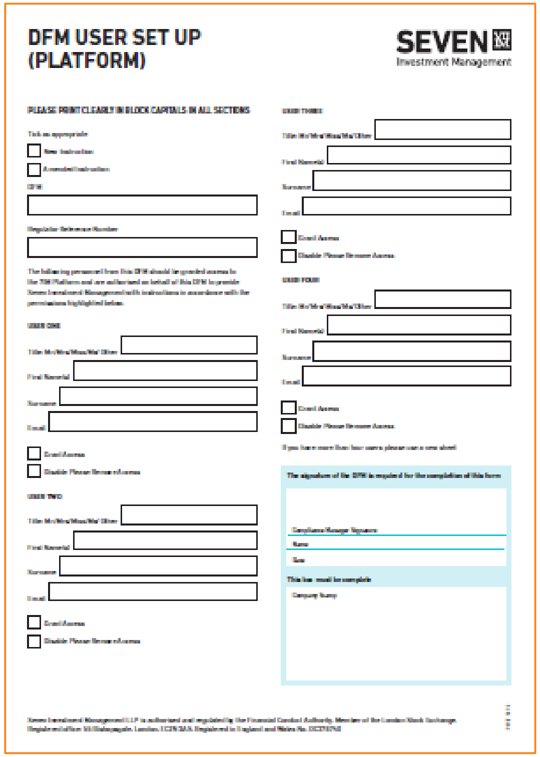
BY:

Signature of authorised signatory

Print name of authorised signatory

Date signed

1


DFM USER SET UP (PLATFORM)

SEVEN Investment Management

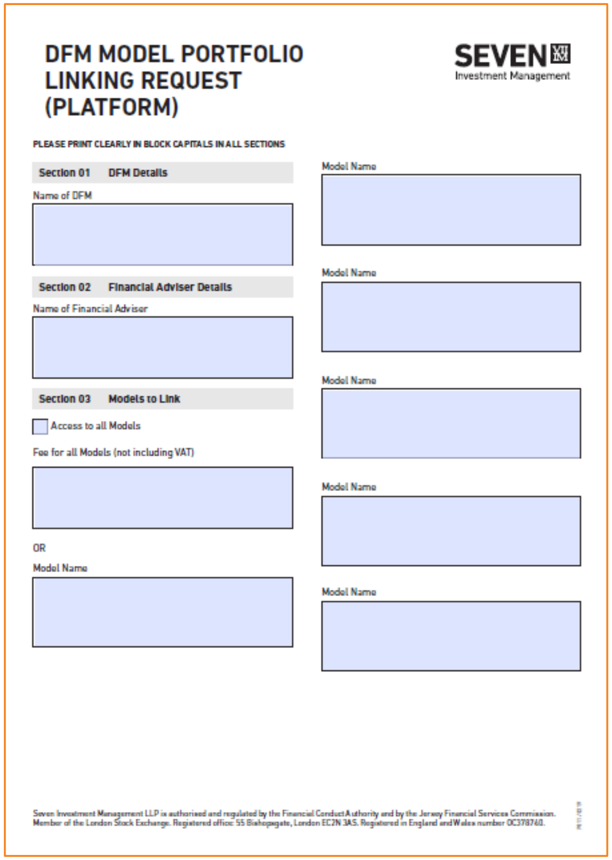
PLEASE PRINT CLEARLY IN BLOCK CAPITALS IN ALL SECTIONS

DFM AGREEMENT WITH 7IM AND PLATFORM USER SET UP (MINIMUM OF 2 USERS)

SEND BACK ORIGINAL SIGNED COPIES TO 7IM

SEVEN Investment Management

Authority to Link Models



DFM MODEL PORTFOLIO LINKING REQUEST (PLATFORM)

SEVEN Investment Management

PLEASE PRINT CLEARLY IN BLOCK CAPITALS IN ALL SECTIONS

Section 01 DFM Details

Name of DFM

Section 02 Financial Adviser Details

Name of Financial Adviser

Section 03 Models to Link

☐ Access to all Models

Fee for all Models (not including VAT)

OR

Model Name

Model Name

Model Name

Model Name

Model Name

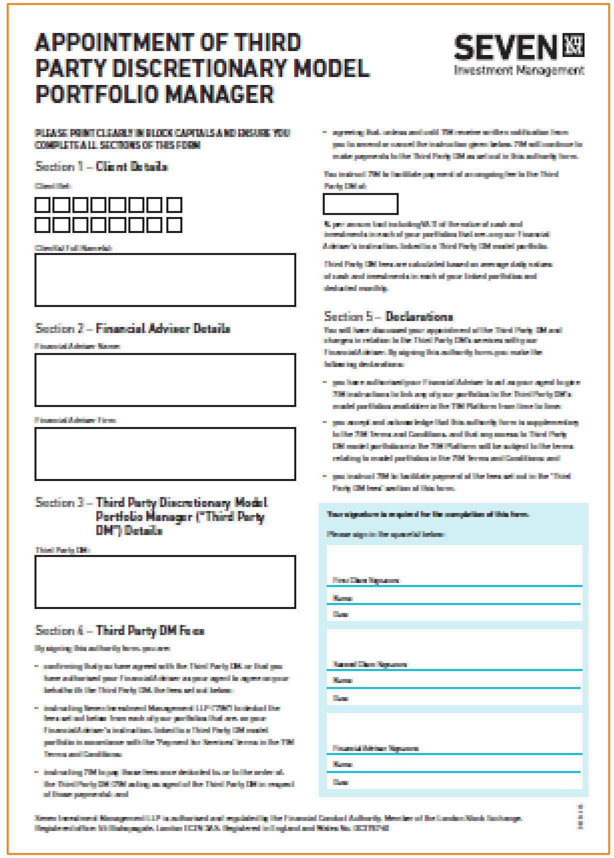
Model Name

DFM SPECIFIES WHICH MODELS ARE AVAILABLE TO THE ADVISER FIRM AND WHAT THE FEE FOR EACH MODEL IS

7IM NEED THIS FORM BACK – CAN BE SUBMITTED BY EMAIL

SEVEN Investment Management

Client Appointment of DFM



APPOINTMENT OF THIRD PARTY DISCRETIONARY MODEL PORTFOLIO MANAGER

SEVEN Investment Management

PLEASE PRINT CLEARLY IN BLOCK CAPITALS AND ENSURE YOU COMPLETE ALL SECTIONS OF THIS FORM

Section 1 – Client Details

Section 2 – Financial Adviser Details

Section 3 – Third Party Discretionary Model Portfolio Manager ("Third Party DM") Details

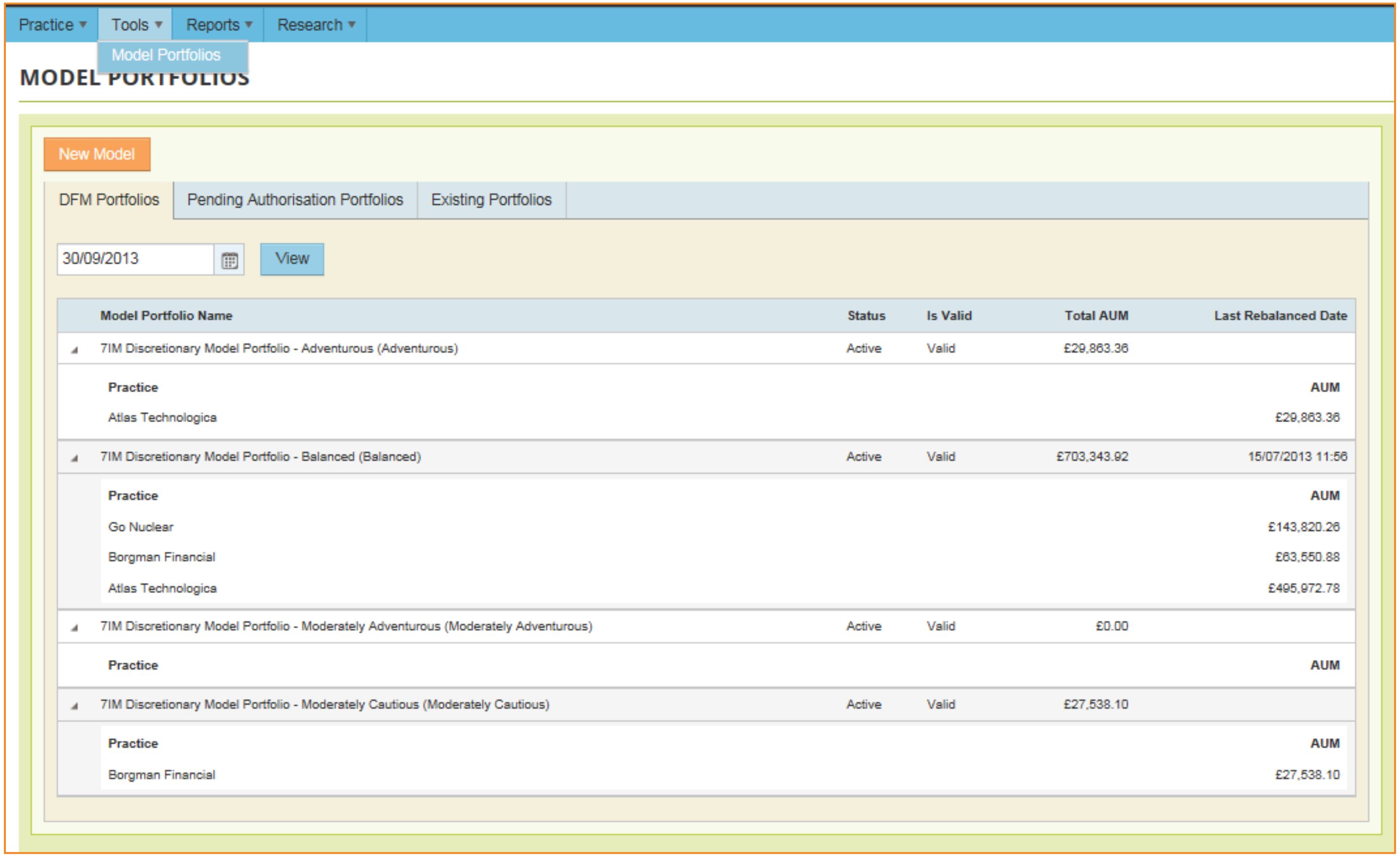
Section 4 – Third Party DM Fees

Section 5 – Declarations

SIGNED BY CLIENT AND ADVISER TO APPOINT THE DFM AND AUTHORISE THE FEES
NO CLIENT CAN BE LINKED TO DFM MODEL UNTIL 7IM HAVE THIS FORM

SEVEN Investment Management

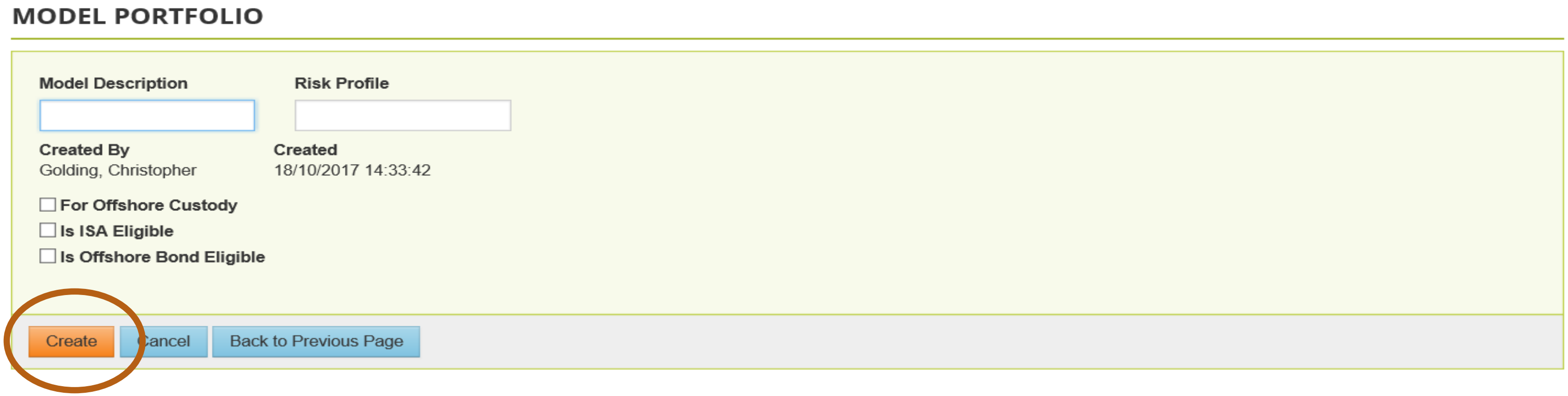
Linked Models & Adviser AUM



SHOWS THE AUM PER MODEL FOR EACH ADVISER FIRM ON THE DATE SELECTED
LAST REBALANCE DATE IS ALSO CONFIRMED IN THE FAR RIGHT COLUMN

SEVEN VII IM
Investment Management

Creating a New Model



- Enter name and risk profile for model
- Model name cannot be changed once the model has been created
- Tick relevant ISA / Offshore Bond eligibility boxes
- If creating a model to be held in offshore custody, you must tick the 'For Offshore Custody' box
- You will not be able to tick the 'ISA Eligible' & 'Offshore Bond Eligible' boxes if you are creating a model for offshore custody

GO TO: **TOOLS > MODEL PORTFOLIOS > NEW MODEL**

SEVEN Investment Management

Either… Add Securities

MODEL PORTFOLIO

NEW PENDING AUTHORISATION

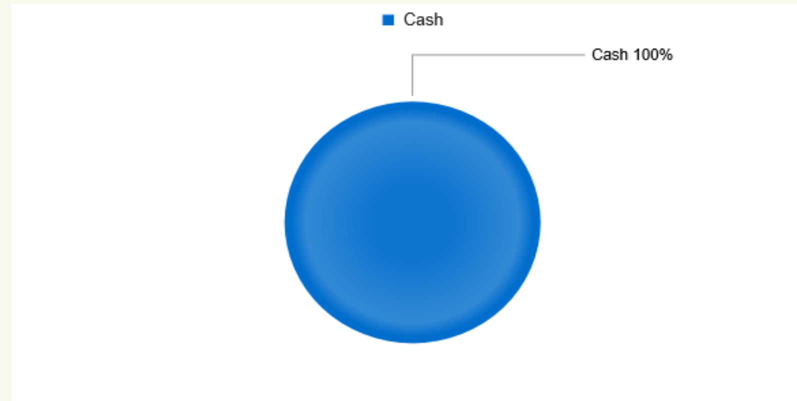
Model Description
Liontrust Balanced 2

Risk Profile
Balanced 2

Created By
Mrs Jasmine Brown

Created
24/01/2018 08:59:43

- [ ] For Offshore Custody
- [x] Is ISA Eligible
- [x] Is Offshore Bond Eligible



*Please note that the sum of assets may not always be exactly 100% as some short positions cannot be included in the pie chart totals.

Import | Save Amendments | Cancel | Back to Previous Page

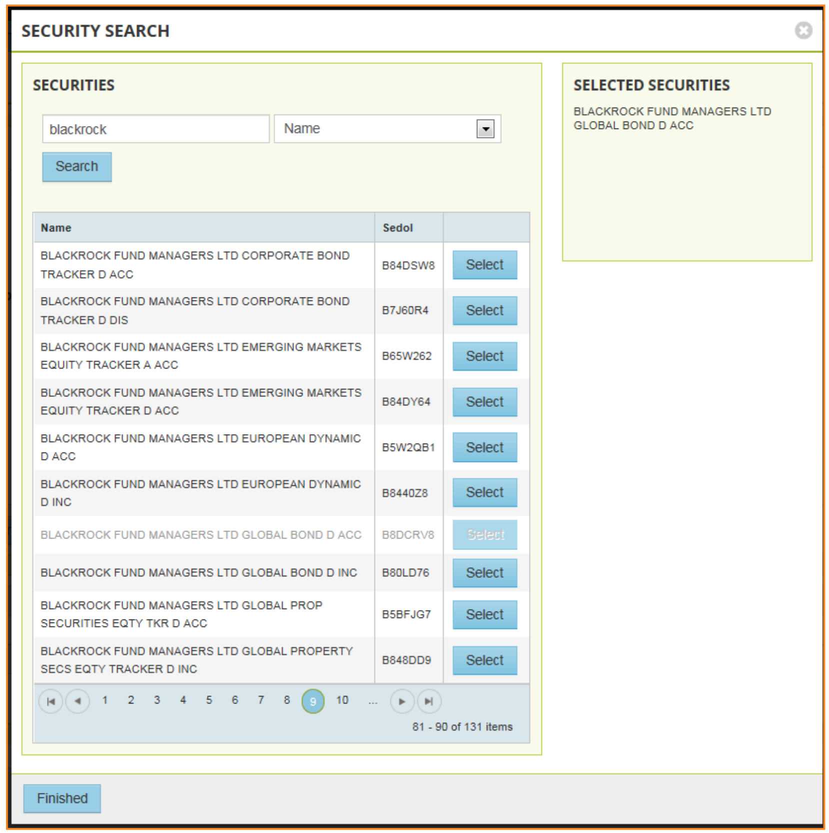
Security Description	Sedol	Currency	Percentage
CASH (GBP)	CASH	GBP	100.00%
			Total: 100%

Add Securities

CLICK ADD SECURITIES BUTTON TO START ADDING FUNDS INTO THE MODEL

SEVEN Investment Management

Security Search



SEARCH AND SELECT ALL SECURITIES REQUIRED FOR THE MODEL. THIS IS BEST DONE BY THE FUND'S SEDOL CODE RATHER THAN BY NAME.

SEVEN
Investment Management

Add Model Percentages

MODEL PORTFOLIO

NEW PENDING AUTHORISATION

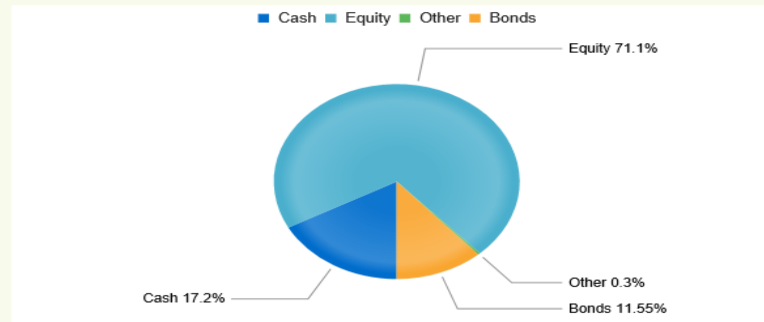
Model Description
Liontrust Balanced 2

Risk Profile
Balanced 2

Created By
Mrs Jasmine Brown

Created
24/01/2018 08:59:43

- [ ] For Offshore Custody
- [x] Is ISA Eligible
- [x] Is Offshore Bond Eligible



*Please note that the sum of assets may not always be exactly 100% as some short positions cannot be included in the pie chart totals.

Import | Save Amendments | Cancel | Back to Previous Page

Security Description	Sedol	Currency	Percentage
ARTEMIS FUND MANAGERS GLOBAL EMERGING MARKETS INSTL GBP ACC	BW9HL13	GBP	22.00%
CAPITA FINANCIAL MANAGERS CF LINDSELL TRAIN UK EQUITY FUND ACC	B18B9X7	GBP	10.00%
CASH (GBP)	CASH	GBP	16.00%
FIDELITY FUNDS ASIAN SPECIAL SITUATIONS Y USD ACC NAV	B2PMB23	USD	15.00%
LEGAL & GENERAL(UNIT TRUST MNGRS) STERLING CORPORATE BOND INDEX I INC	B72V3J9	GBP	12.00%
SCHRODER UNIT TRUSTS ASIAN INCOME Z ACC	B5BJ7M1	GBP	25.00%
			Total: 100%

Add Securities

EDIT (CLICK THE PENCIL ICON) AND ACCEPT (TICK ICON) MODEL PERCENTAGES.
ENSURE THERE IS CASH WITHIN THE MODEL (2% RECOMMENDED) .
SAVE AMENDMENTS.

SEVEN Investment Management

Model Created & Authorised

MODEL PORTFOLIOS

New Model

DFM Portfolios | Pending Authorisation Portfolios | Existing Portfolios

Model Description	Risk Profile	Status	Created
7IM Discretionary Model Portfolio - Adventurous	Adventurous	Active	18/09/2013 12:29:25
7IM Discretionary Model Portfolio - Balanced	Balanced	Active	15/07/2013 11:11:25
7IM Discretionary Model Portfolio - Moderately Adventurous	Moderately Adventurous	Under Review	15/07/2013 11:07:24
7IM Discretionary Model Portfolio - Moderately Cautious	Moderately Cautious	Active	15/07/2013 11:14:47
DFM Ltd (IM)	Cautious	New	30/09/2013 09:24:21
DFM Ltd Aggressive	Aggressive	New	30/09/2013 09:45:05
DFM Ltd Balanced	Balanced	New	30/09/2013 09:18:52
New Model	Demo	Active	20/09/2013 09:52:20

MODEL PORTFOLIOS

New Model

DFM Portfolios | Pending Authorisation Portfolios | Existing Portfolios

Model Description (Pending Authorisation)	Risk Profile	Status	Created
DFM Ltd (IM)	Cautious	New Pending Authorisation	30/09/2013 09:24:21
DFM Ltd Aggressive	Aggressive	New Pending Authorisation	30/09/2013 09:45:06
DFM Ltd Balanced	Balanced	New Pending Authorisation	30/09/2013 09:18:53

MODEL AUTHORISATION IS REQUIRED BY A DIFFERENT USER WHICH IS WHY THERE IS A MINIMUM SET UP REQUIREMENT OF TWO USERS.

SEVEN Investment Management

MODELS NOW ACTIVE

MODEL PORTFOLIOS

New Model

DFM Portfolios | Pending Authorisation Portfolios | Existing Portfolios

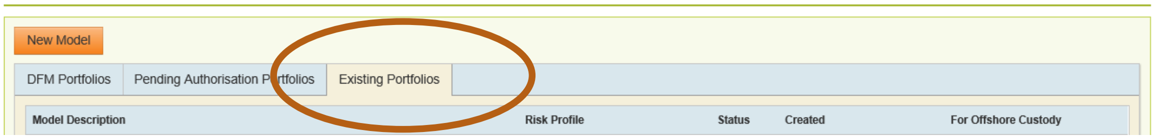
13/11/2017 View

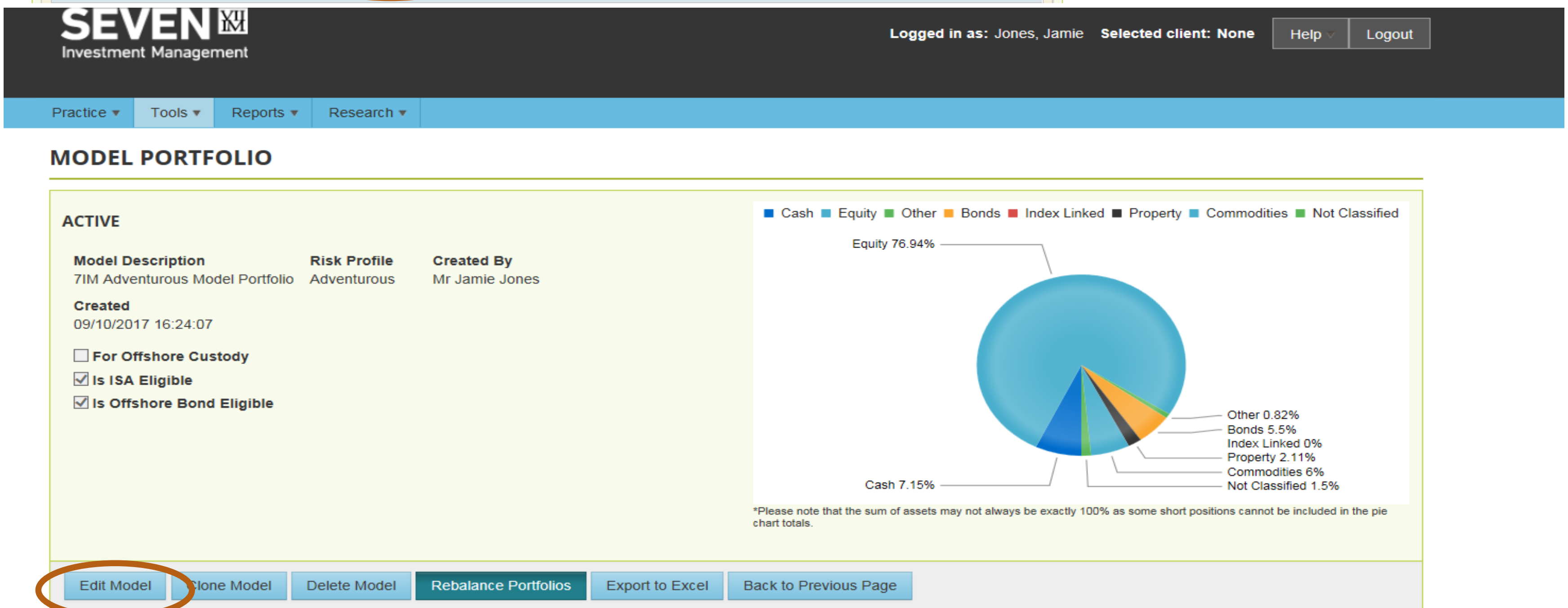
	Model Portfolio Name	Status	Is Valid	Total AUM	Last Rebalanced Date
▸	7IM Adventurous Model Portfolio (Adventurous)	Active	Valid	£2,154,299.05	09/10/2017 17:15
▸	7IM Balanced Model Portfolio (Balanced)	Active	Valid	£34,210,004.20	09/10/2017 17:17
▸	7IM Cautious Model Portfolio (Cautious)	Active	Valid	£1,821,009.57	09/10/2017 17:27
▸	7IM Income Model Portfolio (Income)	Active	Valid	£7,627,150.44	09/10/2017 17:28
▸	7IM Moderately Adventurous Model Portfolio (Moderately Adventurous)	Active	Valid	£11,521,293.01	09/10/2017 17:15
▸	7IM Moderately Cautious Model Portfolio (Moderately Cautious)	Active	Valid	£21,475,282.28	09/10/2017 17:26
▸	7IM Offshore GBP Adventurous Model Portfolio (Adventurous)	Active	Valid	£8,122.78	
▸	7IM Offshore GBP Balanced Model Portfolio (Balanced)	Active	Valid	£2,637,810.13	
▸	7IM Offshore GBP Cautious Model Portfolio (Cautious)	Active	Valid	£241,859.16	
▸	7IM Offshore GBP Income Model Portfolio (Income)	Active	Valid	£0.00	
▸	7IM Offshore GBP Moderately Adventurous Model Portfolio (Moderately Adventurous)	Active	Valid	£0.00	
▸	7IM Offshore GBP Moderately Cautious Model Portfolio (Moderately Cautious)	Active	Valid	£501,463.87	

ONCE AUTHORISED THE MODEL IS SHOWN AS ACTIVE UNDER THE **DFM PORTFOLIOS** TAB AS INDACTED ABOVE

SEVEN Investment Management

Amending Existing Models …….





SELECT **EXISTING MODELS TAB > EDIT**

SEVEN
Investment Management

Amending Existing Models Continued…..

MODEL PORTFOLIO

ACTIVE

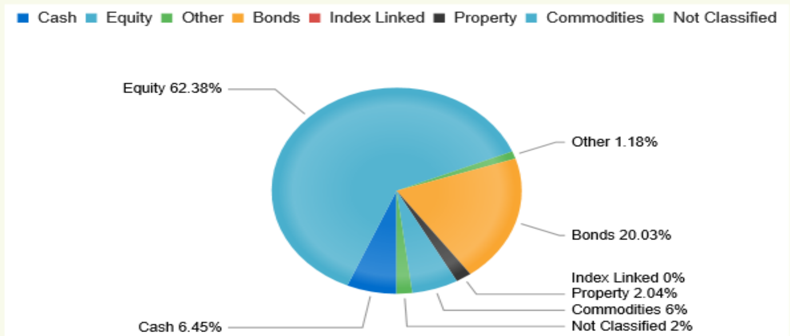
Model Description
7IM Moderately Adventurous Model Portfolio

Risk Profile
Moderately Adventurous

Created By
Mr Robert Deford

Created
09/10/2017 16:23:10

- [ ] **For Offshore Custody**
- [x] **Is ISA Eligible**
- [x] **Is Offshore Bond Eligible**



*Please note that the sum of assets may not always be exactly 100% as some short positions cannot be included in the pie chart totals.

Import | Save Amendments | Cancel | Back to Previous Page

Security Description	Sedol	Currency	Percentage
7IM EMERGING MARKETS EQ VALUE C GBP INC	BWBSHQ1	GBP	9.00%
7IM EUROPEAN EX UK EQUITY VALUE C GBP INC	BWBSHS3	GBP	11.00%
7IM UK EQUITY VALUE C GBP INC	BWBSHV6	GBP	6.00%
7IM US EQUITY VALUE C GBP INC	BWBSHX8	GBP	5.00%
BLACKROCK FUND MANAGERS LTD ISHARES MID CAP UK EQUITY INDEX UK D DIS	BNB74C0	GBP	3.00%
BMO UCITS ETF ICAV BARCLAYS GBL HIGH YLD BD GBP DIS HDG	BZ0G2Y0	GBP	4.00%
CASH (GBP)	CASH	GBP	2.00%

AMEND THE PERCENTAGES USING THE PENCIL TOOL AND/OR ADD NEW SECURITIES.
SAVE AMENDMENTS

SEVEN Investment Management

Or... Import Model Portfolio

MODEL PORTFOLIO

NEW PENDING AUTHORISATION

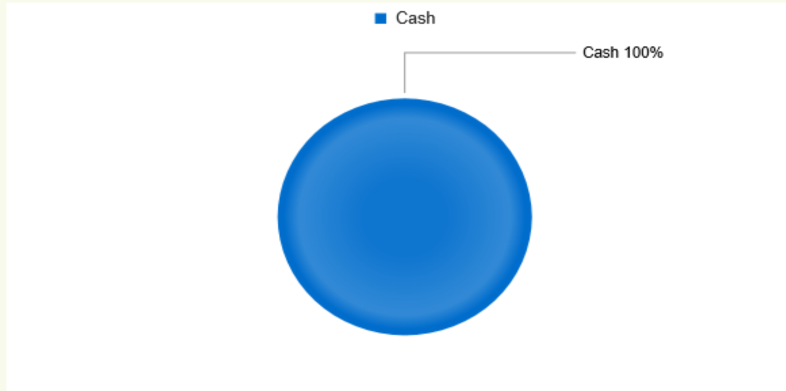
Model Description
Liontrust Balanced 2

Risk Profile
Balanced 2

Created By
Mrs Jasmine Brown

Created
24/01/2018 08:59:43

- [ ] For Offshore Custody
- [x] Is ISA Eligible
- [x] Is Offshore Bond Eligible



*Please note that the sum of assets may not always be exactly 100% as some short positions cannot be included in the pie chart totals.

Import | Save Amendments | Cancel | Back to Previous Page

Security Description	Sedol	Currency	Percentage
CASH (GBP)	CASH	GBP	100.00%
			Total: 100%

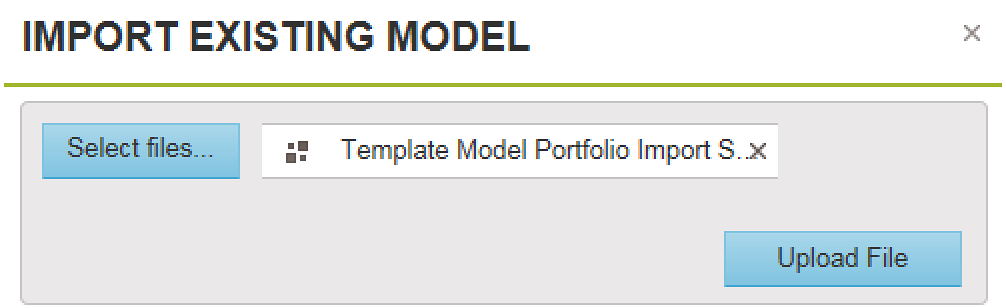
Add Securities

CLICK ON IMPORT BUTTON

SEVEN Investment Management

Import Model Portfolio

Security Description	SEDOL	Currency	Percentage
FUND 1	B5ZX1M7	GBP	4
FUND 2	B2PLJL5	GBP	1
FUND 3	B2PLJQ0	GBP	5
FUND 4	BJGZZ06	GBP	3
FUND 5	B8L14S3	GBP	3
FUND 6	B8KT3V4	GBP	3
CASH (GBP)	CASH	GBP	2



TEMPLATE NEEDS TO BE IN CSV FORMAT WITH THE INFORMATION AS SHOWN ABOVE. IMPORT FUNCTION WILL ONLY WORK IF ALL FUNDS ARE ALREADY LOADED ON THE PLATFORM. IF THEY'RE NOT, PLEASE CONTACT US.

SEVEN Investment Management

Import Model Portfolio

MODEL PORTFOLIO

NEW PENDING AUTHORISATION

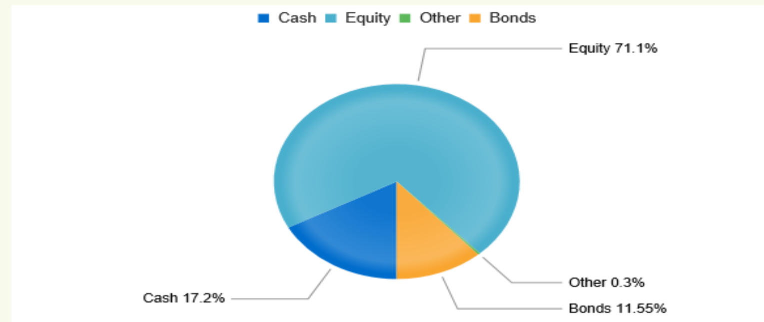
Model Description
Liontrust Balanced 2

Risk Profile
Balanced 2

Created By
Mrs Jasmine Brown

Created
24/01/2018 08:59:43

- [ ] For Offshore Custody
- [x] Is ISA Eligible
- [x] Is Offshore Bond Eligible



*Please note that the sum of assets may not always be exactly 100% as some short positions cannot be included in the pie chart totals.

Import | Save Amendments | Cancel | Back to Previous Page

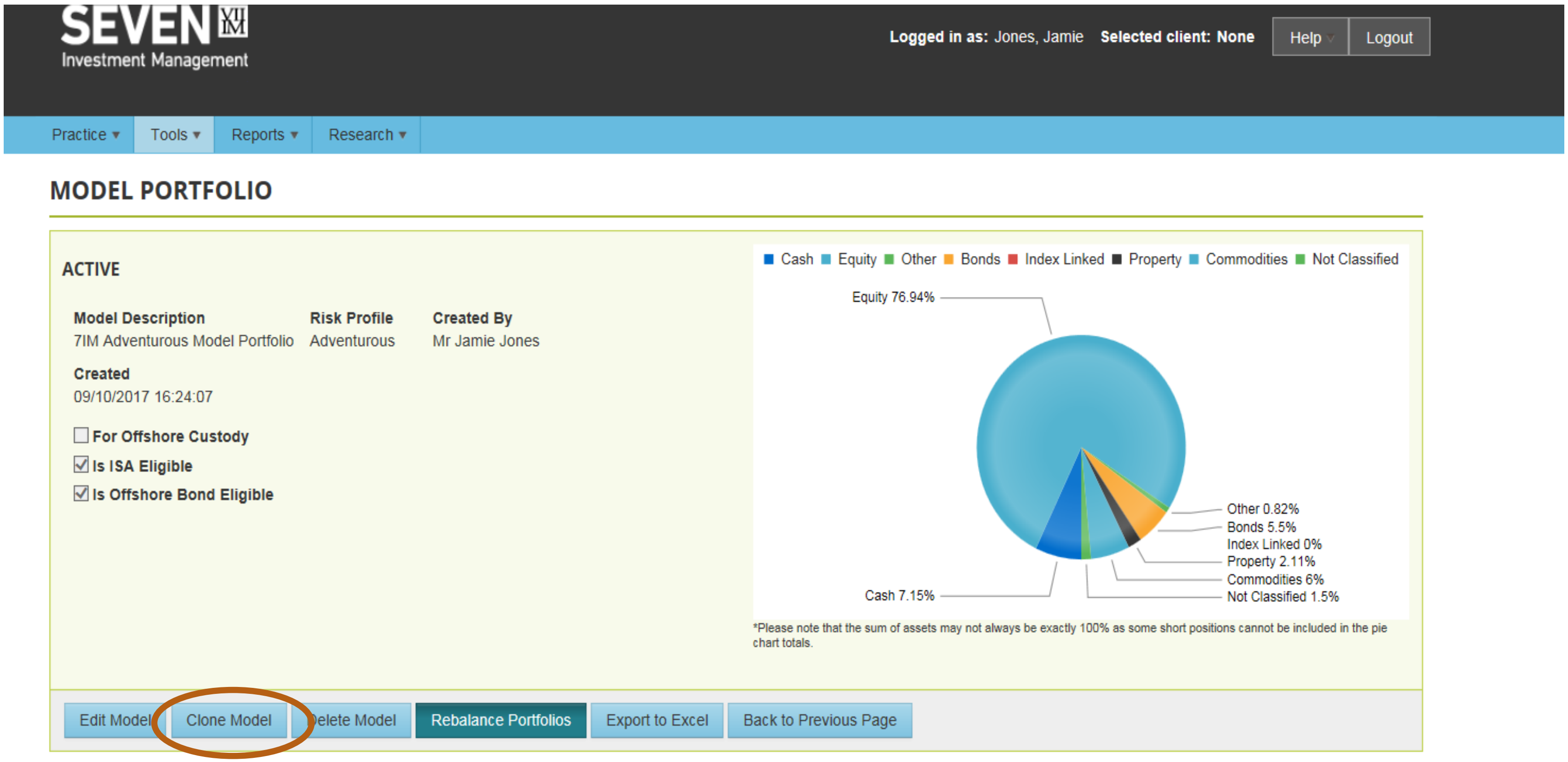
Security Description	Sedol	Currency	Percentage
ARTEMIS FUND MANAGERS GLOBAL EMERGING MARKETS INSTL GBP ACC	BW9HL13	GBP	22.00%
CAPITA FINANCIAL MANAGERS CF LINDSELL TRAIN UK EQUITY FUND ACC	B18B9X7	GBP	10.00%
CASH (GBP)	CASH	GBP	16.00%
FIDELITY FUNDS ASIAN SPECIAL SITUATIONS Y USD ACC NAV	B2PMB23	USD	15.00%
LEGAL & GENERAL(UNIT TRUST MNGRS) STERLING CORPORATE BOND INDEX I INC	B72V3J9	GBP	12.00%
SCHRODER UNIT TRUSTS ASIAN INCOME Z ACC	B5BJ7M1	GBP	25.00%
			Total: 100%

Add Securities

ONCE THE MODEL HAS BEEN SUCCESSFULLY IMPORTED THEN CLICK SAVE AMENDMENTS.

SEVEN Investment Management

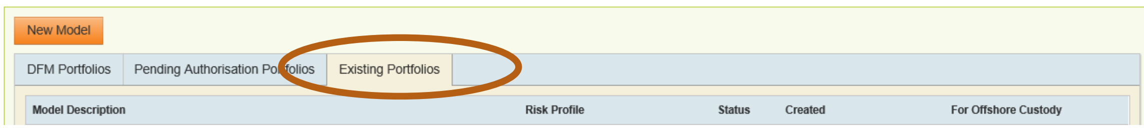
CLONE A MODEL

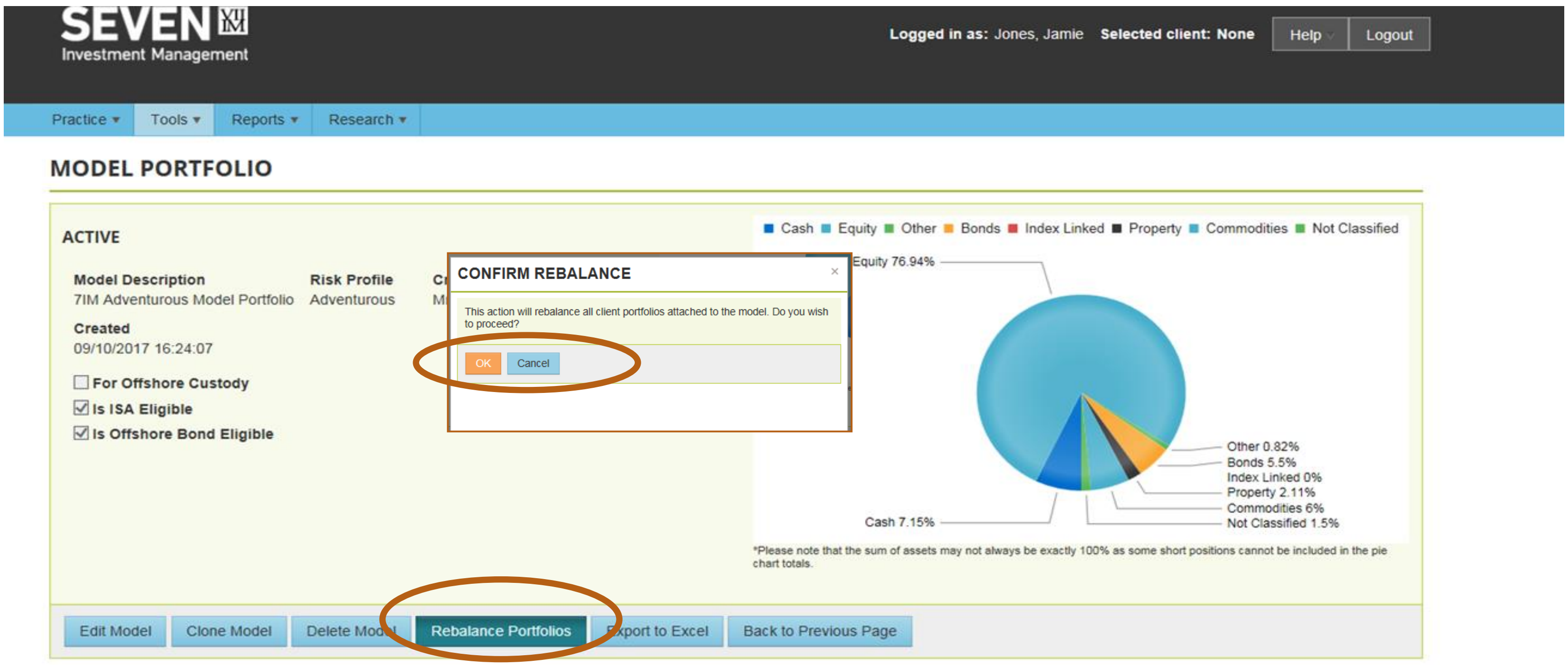


EDIT, CLONE, DELETE
CLONE IS USEFUL WHEN CREATING A SERIES OF MODELS WITH SIMILAR FUNDS AS ONLY THE FUND WEIGHTINGS AND MODEL NAME NEED CHANGING.

SEVEN
Investment Management

TO REBALANCE





SELECT **EXISTING PORTFOLIOS** > **REBALANCE** > **OK** - WILL CREATE REBALANCE TRADES FOR **ALL** CLIENT PORTFOLIOS LINKED TO THE MODEL.
NO PURCHASE TRADES LESS THAN £30 WILL BE DONE.
PLEASE USE INTERNET EXPLORER BROWSER **NOT CHROME** TO DO THIS.

SEVEN
Investment Management

Fee Statements

STATEMENTS

Start date: 30/09/2012 **End date:** 30/09/2013 Update Statements

Statement Type	Period	Created	Comments	Download Statement
Ongoing Payment	July 2013	20/08/2013		
Ongoing Payment	June 2013	16/07/2013		
Ongoing Payment	May 2013	19/06/2013		

1 - 3 of 3 items

SEVEN Investment Management

ONGOING PAYMENTS MONTHLY STATEMENT

		June 2016
PAYMENT BY BACS*	£	45.67

		Platform
Calculated Payment	£	42.88
Vat on Items Above	£	8.57
Total Payable	£	**51.45**

Carried Forward

Carried Forward This Month	£	5.78
Previous Months Carried Forward	£	0.00
Total Carried Forward	£	5.78

**Please see attached sheets for full breakdown*

Fees paid monthly in arrears

DFM Fee Calculations (For period)

Practice	Wealth Manager	Model	Average Qualifying Asset Balance For Period (£)	Annual Payment Rate(%)					VAT on Amount Paid (£)	Carried Forward including VAT (£)	VAT on Amount Not Paid (£)	Reason
			144,774.49					19	6.03	-	-	
Sample Practice	Sample WM	7IM Discretionary Model Portfolio - Balanced (Balanced)	144,774.49	0.25	36.19	6.03	42.22	36.19	6.03	-	-	

AVAILABLE AS AN EXCEL DOWNLOAD: PRACTICE > STATEMENTS

% FEE BASED ON AVERAGE VALUE OF ACCOUNTS DURING THE MONTH. DEDUCTED AND PAID OUT **AROUND 20TH EACH MONTH** (EG FEES FOR JUNE PAID 20TH JULY)

SEVEN Investment Management

Communication With IFA Users

It is important that any IFA firm using your models is aware of when any rebalances are going to happen.

- To avoid trading on client accounts in the period leading up to a DFM rebalance (otherwise client will get excluded from rebalance)
- To know whether to 'manually' invest any top-up cash or let it get swept up in the DFM rebalance
- To know whether to de-link an account if they don't want a rebalance to affect a client (eg if selling for withdrawals)
- To know whether any extra cash needs to be ring-fenced in a sub-account to avoid being invested

WE STRONGLY RECOMMEND AT LEAST A FEW DAYS NOTICE IS GIVEN TO THE IFA USER FIRMS PRIOR TO A REBALANCE TAKING PLACE SO THAT THEY CAN PREPARE FOR IT.

SEVEN VII IM
Investment Management

Corporate Action Notifications

1. Any CA notifications affecting the investments in the DFM model will be sent by 7IM to the DFM for a decision.
2. DFM to advise 7IM on appropriate course of action.
3. DFM can forward to IFA if CA is client specific.

SEVEN Investment Management

DFM MODEL PORTFOLIOS

Adviser Side

Client Appointment of DFM

APPOINTMENT OF THIRD PARTY DISCRETIONARY MODEL PORTFOLIO MANAGER

SEVEN Investment Management

PLEASE PRINT CLEARLY IN BLOCK CAPITALS AND ENSURE YOU COMPLETE ALL SECTIONS OF THIS FORM

Section 1 – Client Details

Section 2 – Financial Adviser Details

Section 3 – Third Party Discretionary Model Portfolio Manager ("Third Party DM") Details

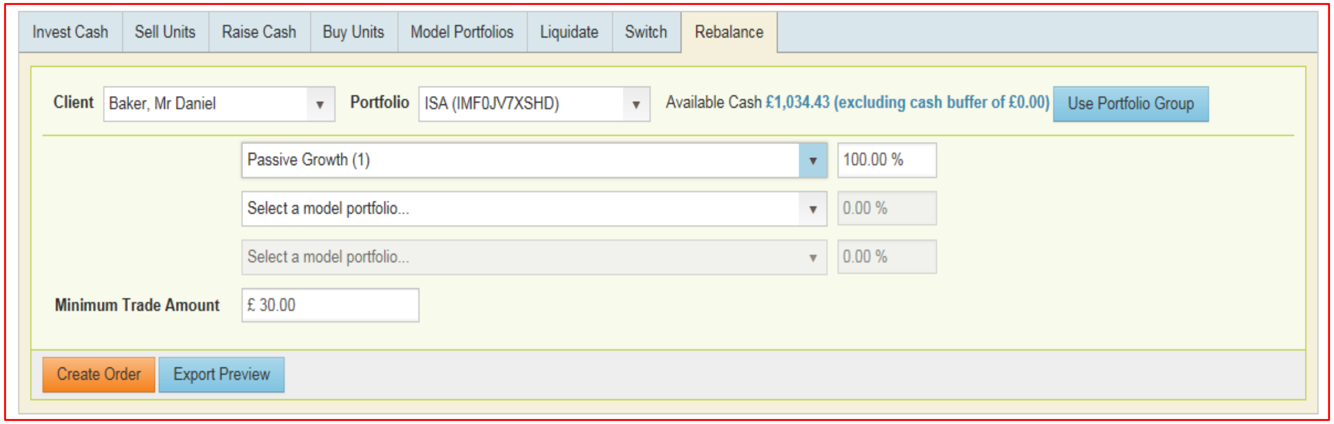
Section 4 – Third Party DM Fees

Section 5 – Declarations

SIGNED BY CLIENT AND ADVISER TO APPOINT THE DFM AND AUTHORISE THE FEES
NO CLIENT CAN BE LINKED TO DFM MODEL UNTIL 7IM HAVE THE **ORIGINAL** OF THIS FORM AND FLAGGED THE CLIENT ON 7IM SYSTEMS

SEVEN Investment Management

Linking to a DFM - Rebalance



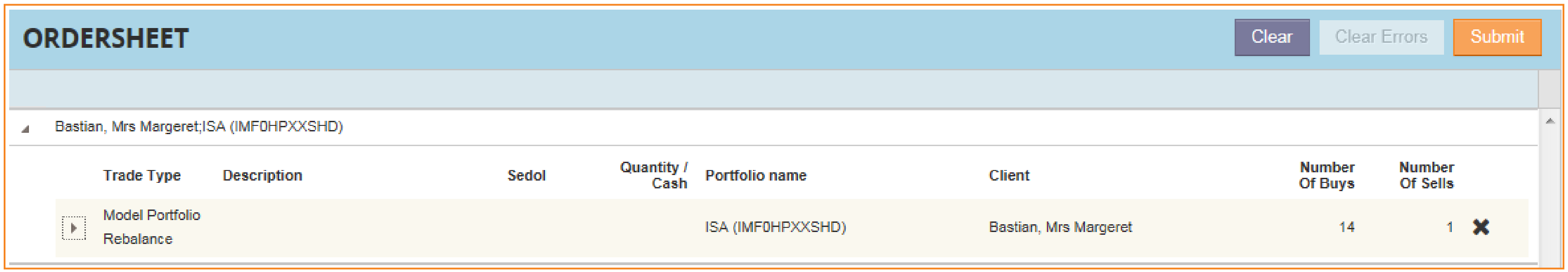
TRANSACTIONS > INSTRUCTION TO DEAL > REBALANCE

SELECT CLIENT, ACCOUNT AND RELEVANT MODEL – THEN "CREATE ORDER"

IF NO AUTHORITY FORM HAS BEEN SENT TO 7IM AN ERROR MESSAGE WILL SHOW

SEVEN Investment Management

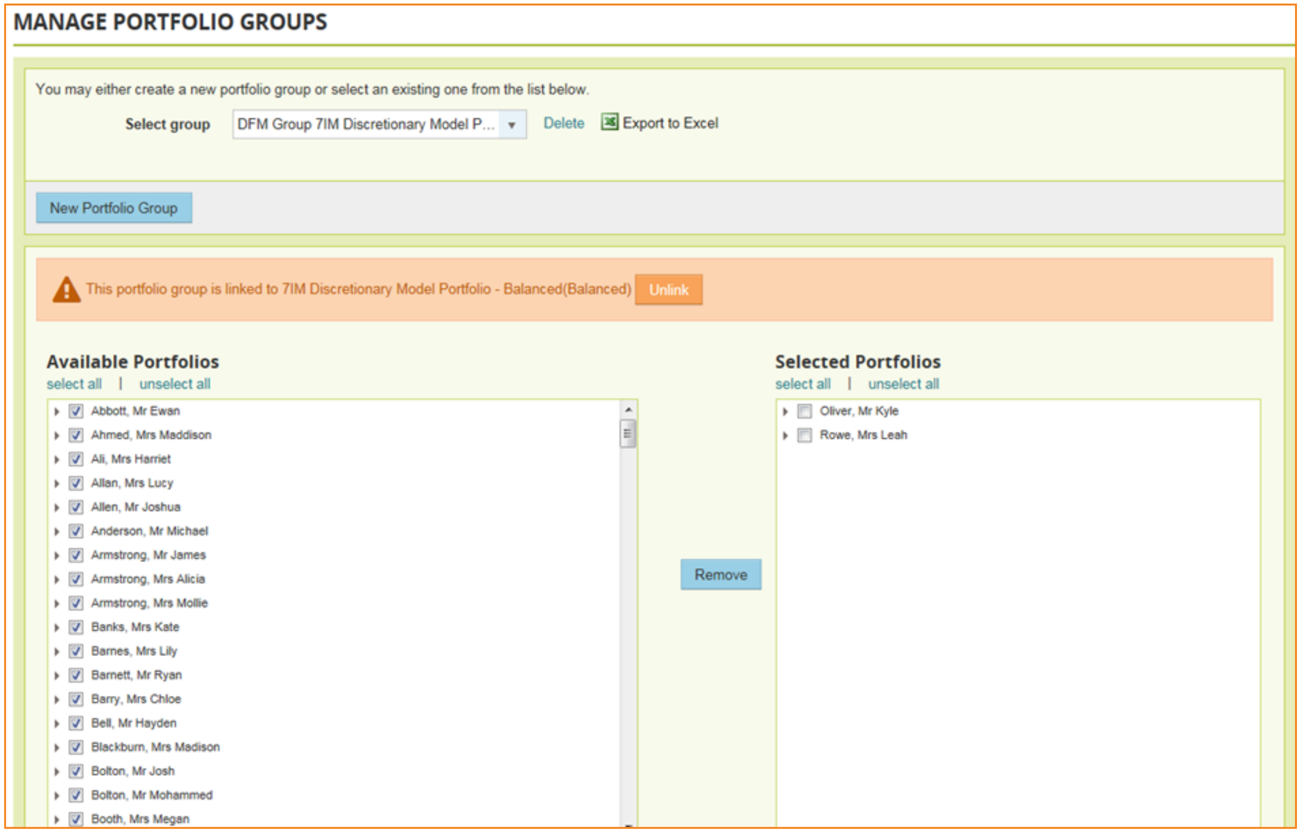
Submit Rebalance



A MODEL PORTFOLIO REBALANCE TRADE WILL APPEAR ON THE ORDER SHEET.
CLICK SUBMIT TO SUBMIT THE TRADES AND MONITOR THROUGH TO COMPLETION.

SEVEN Investment Management

Model Portfolio Groups



CLIENT ACCOUNTS ARE AUTOMATICALLY ENTERED INTO THE MODEL GROUP AND CAN ALSO BE REMOVED BY CLICKING THE “REMOVE” BUTTON WHEN THE CLIENT CHECKBOX IS SELECTED.

Account Now Linked To DFM Model

Summary | Assets in Transfer | Charts | Morningstar X-Ray™ | Initial Payments

Account	Value (£)
Wealth Manager Account Individual Investment Account	32,307.43

Portfolio		Portfolio Reference	Valuation Date	Cash Balance (£)	Current Value (£)
Dealing Portfolio (IMF D)	Linked to 7IM Discretionary Model Portfolio - Adventurous (Adventurous)	IMF D	07/10/2015	2,278.34	32,307.43
Earnings Portfolio (IMF E)		IMF E	08/10/2015	0.00	0.00
Dealing Portfolio 2 (IMF J)		IMF J	08/10/2015	0.00	0.00

Account	Value (£)
Wealth Manager Account ISA	8,186.27

Portfolio		Portfolio Reference	Valuation Date	Cash Balance (£)	Current Value (£)
ISA Dealing Portfolio (IMF SHD)	Linked to 7IM Discretionary Model Portfolio - Adventurous (Adventurous)	IMF SHD	07/10/2015	569.70	8,186.27

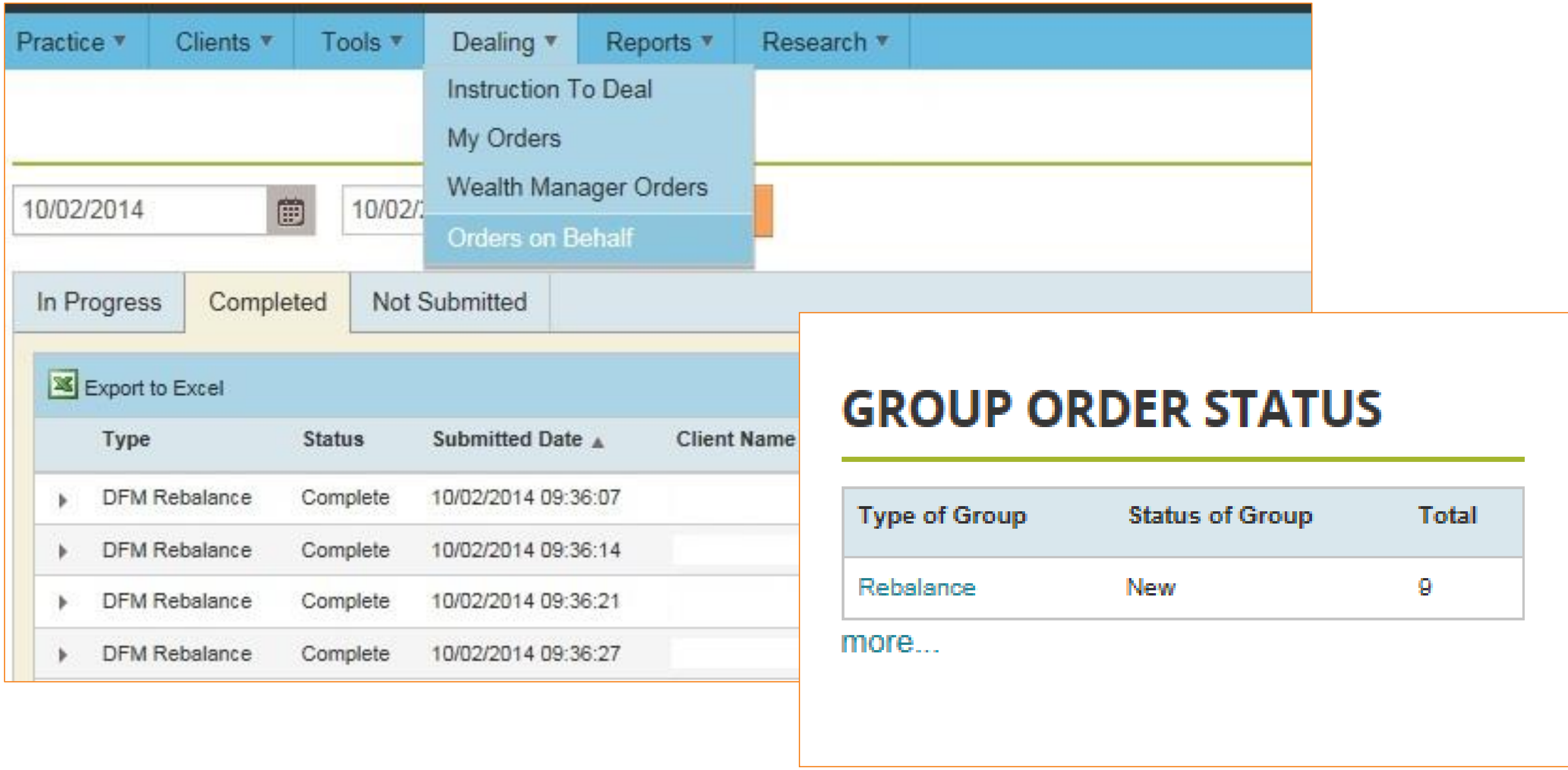
Account	Value (£)
Wealth Manager Account SIPP	122,532.07

Portfolio		Portfolio Reference	Valuation Date	Cash Balance (£)	Current Value (£)
Dealing Portfolio (IMF D)	Linked to 7IM Discretionary Model Portfolio - Adventurous (Adventurous)	IMF D	07/10/2015	2,091.07	107,910.74
Dealing Portfolio 2 (IMF J)		IMF J	07/10/2015	51.27	14,621.33

PORTFOLIO IS ‘FLAGGED’ AS BEING LINKED TO A DFM AND THE NAME OF THE MODEL THAT THE PORTFOLIO IS LINKED TO APPEARS.

SEVEN VII IM
Investment Management

How To See DFM Rebalances



ADVISERS CAN SEE WHEN A DFM HAS PLACED A BULK REBALANCE AS THE “DFM REBALANCE” WILL APPEAR IN THE GROUP ORDER STATUS BOX ON THE HOMEPAGE. ALL TRADES WILL BE VISIBLE UNDER **DEALING > ORDERS ON BEHALF**.

SEVEN Investment Management

Communication With DFMs

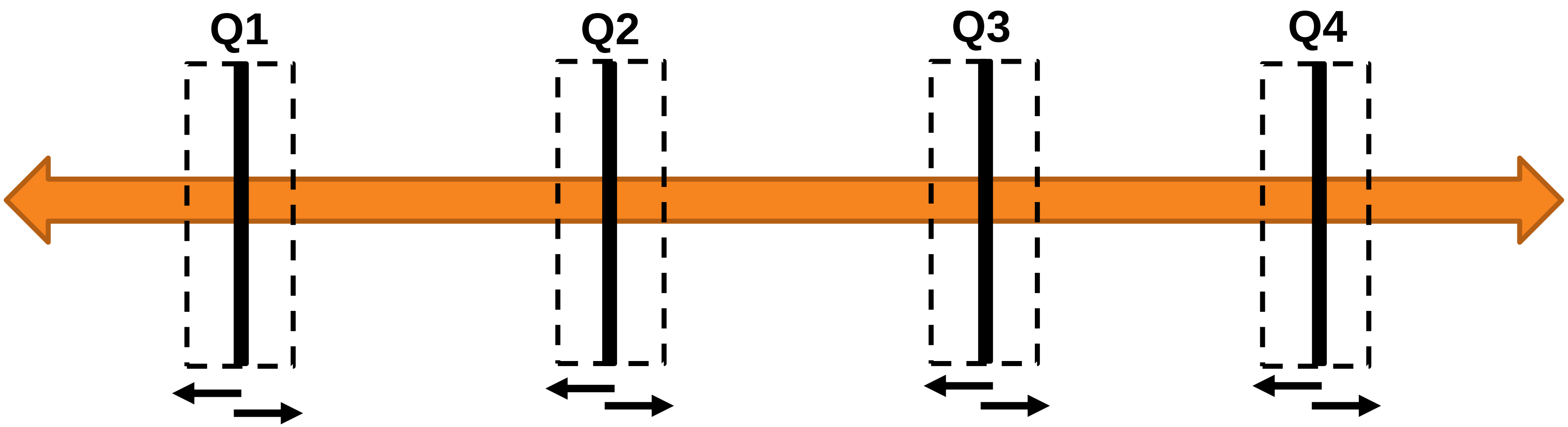
It is important to know when a DFM rebalance is going to happen.

- To avoid you trading on client accounts in the period leading up to a DFM rebalance (if any trades are still pending/unsettled that account will be automatically excluded from the DFM rebalance)*
- To know whether to 'manually' invest top-up cash or let it get swept up in the next DFM rebalance
- To know whether to de-link an account** if you don't want a client included in the rebalance (remember to relink afterwards though!)
- To know whether any extra cash (eg bed & ISA or withdrawals) needs to be ring-fenced in a sub-account to avoid being invested

* SEE PAGE 32 FOR MORE ABOUT UNSETTLED TRADES
** SEE PAGE 33 FOR HOW TO DELINK AN ACCOUNT FROM A DFM

SEVEN Investment Management

No Trading ‘Windows’



- Typically 7 working days either side of rebalance (depends on settlement times for each fund and how 7IM handles ‘queue & release’ mechanism).
- This allows all prior trades to complete before DFM rebalance and allows DFM rebalance to complete before trading resumes

THIS IS WHY IT’S IMPORTANT TO KNOW WHEN THE DFM REBALANCE IS DUE TO HAPPEN SO YOU KNOW WHEN THESE NO TRADE WINDOWS ARE.

SEVEN VII IM
Investment Management

Unsettled Trades

It's important to check if there any accounts that have any unsettled trades in them, as these will be automatically excluded from the DFM rebalance.

- Download *Unsettled Trades* report (Reports > Practice Administration).
- You won't be able to rebalance an account until all trades have settled.
- If an account is excluded from a DFM rebalance it will remain linked to the DFM model and therefore get rebalanced next time (assuming all trades have settled).

SEVEN Investment Management

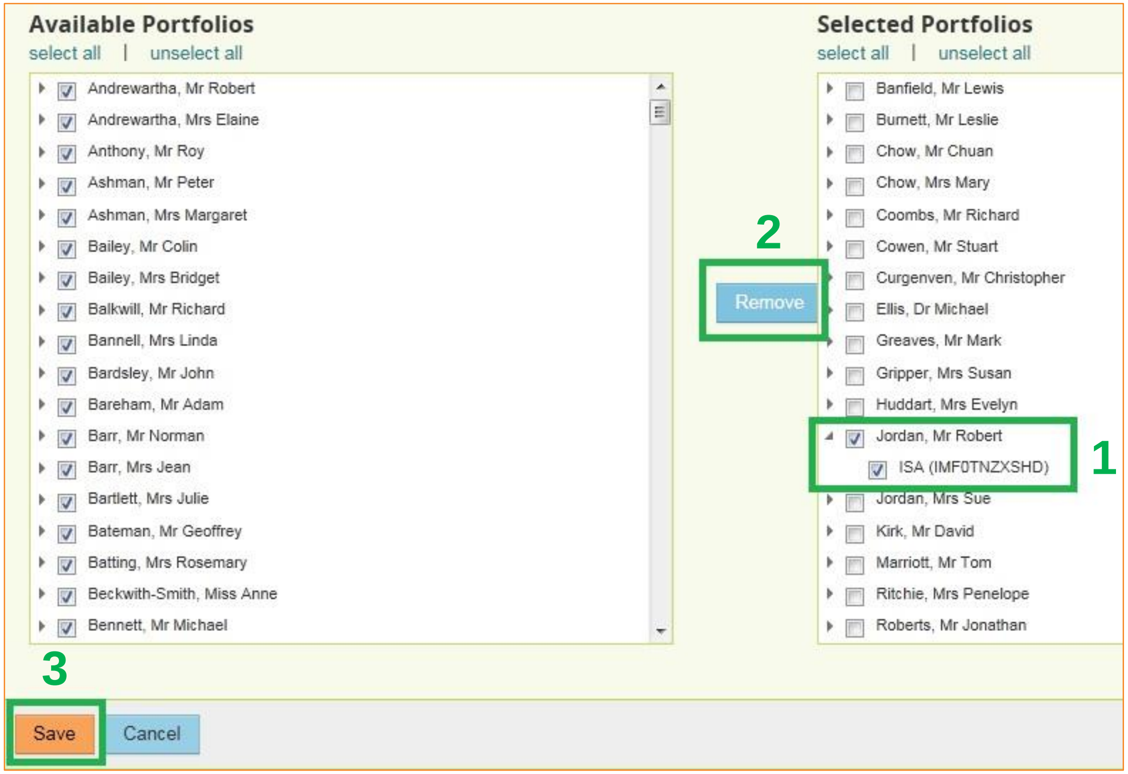
De-linking & Closing Accounts

Please remember that when closing or emptying an account, you need to delink that account from the DFM model so that you can liquidate the assets. Go to:

Tools > Portfolio Groups

> Select the DFM model

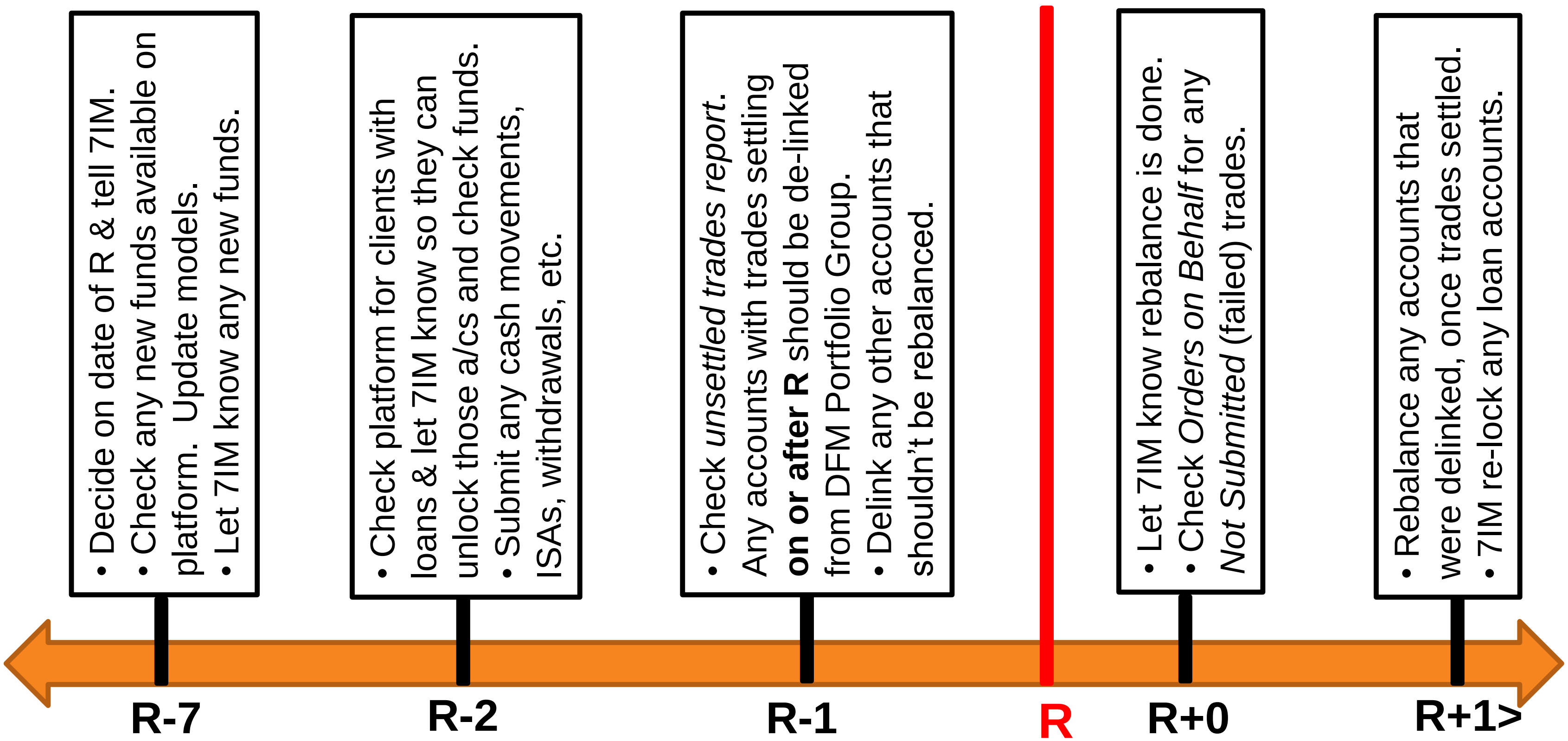
Don't forget to click Save otherwise your delinking won't take effect.



IF YOU NEED TO RE-LINK A PORTFOLIO TO A DFM MODEL AFTER IT HAS BEEN DE-LINKED, THIS IS DONE BY REBALANCING THAT PORTFOLIO TO THE DFM MODEL AS IF IT WAS A NEW CLIENT. **DO NOT CLICK ORANGE UNLINK BUTTON**.

SEVEN Investment Management

Rebalance Checklist Timeline



7IM NEED TO BE INVOLVED WHEN REBALANCING ACCOUNTS WITH LOANS. WE NEED TO UNLOCK ACCOUNTS AND CHECK ANY FUNDS ARE ELIGIBLE AS SECURITY. WE MAY NEED TO ADD ANY NEW FUNDS IF THEY'RE NOT ALREADY LOADED.

DFM Fees Reported Separately

Your investments at a glance

	Previous Reporting Period 01/10/2013 - 05/04/2014
Opening Value	0.00
Cash Introduced	0.00
Assets Introduced	0.00
Cash Withdrawn	0.00
Assets Withdrawn	0.00
Financial Adviser Fees	0.00
3rd Party DFM Fees	0.00
Seven Investment Management Fees	0.00
Other Cash Movements	
Investment Gain/(Loss)	

Trade Date	Settlement Date	Activity	Quantity	Security Narrative Description	Unit Cost (£)	Amount (£)
		Fees				
19/02/2015	19/02/2015	Fees		CASH (GBP) Adviser Ongoing Payment Jan 15 IMF0 XSHD		-63.60
19/02/2015	19/02/2015	Fees		CASH (GBP) DFM Fee Jan 15 for IMF(XSHD		-5.45
19/02/2015	19/02/2015	Fees		CASH (GBP) 7IM Fees Jan 15 for IMF0 XSHD		-21.20

DFM FEES WILL BE DEDUCTED AT THE SAME TIME AS ADVISER AND 7IM FEES BUT WILL BE RECORDED SEPARATELY BOTH ONLINE AND ON THE SIX MONTHLY CLIENT VALUATIONS

SEVEN Investment Management

Corporate Action Notifications

1. Any CA notifications affecting the investments in the DFM model will be sent by 7IM to the DFM for a decision.
2. DFM to advise 7IM on appropriate course of action.
3. DFM can forward to IFA if CA is client specific.

SEVEN VII IM
Investment Management