

The 7IM Client Platform user guide

A handy reference guide to help you get the most from your investments.

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1. Accessing the Client Platform

To access the Client Platform, click the 'Login' button found on our website – www.7im.co.uk. You will need to register online for access. ●

1.1. Registration

To register, follow the below steps:

1. Select the account type you want to view ●
2. Enter your details as requested
3. If you require any assistance, please contact us.

1.2. Login

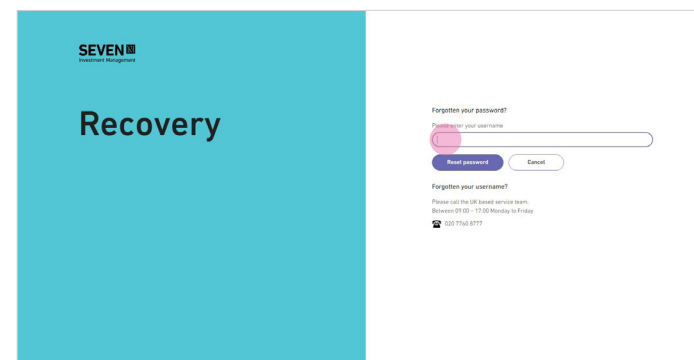
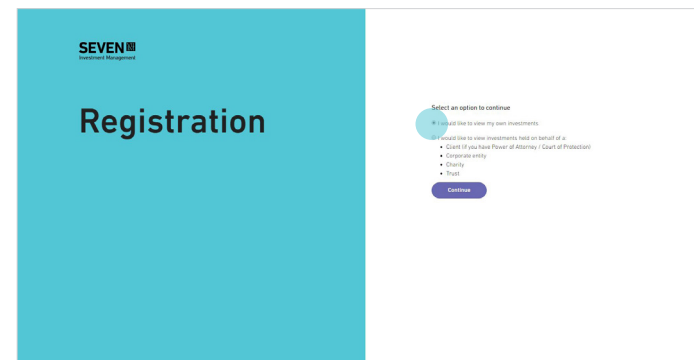
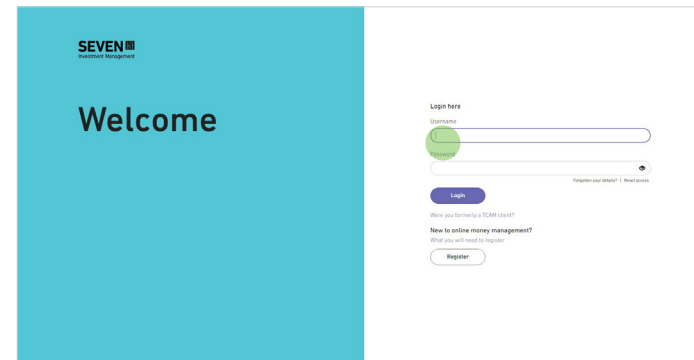
To login, you will require:

1. A username (which will be your email address)
2. A password (minimum 10 characters)
3. The unique code, which will be sent to your mobile phone

You can reset your password online, if you have forgotten it.

1.3. Password reset

To reset your password, select the link 'Forgotten your password', enter your username (your email address) and follow the prompts on the screen. ●

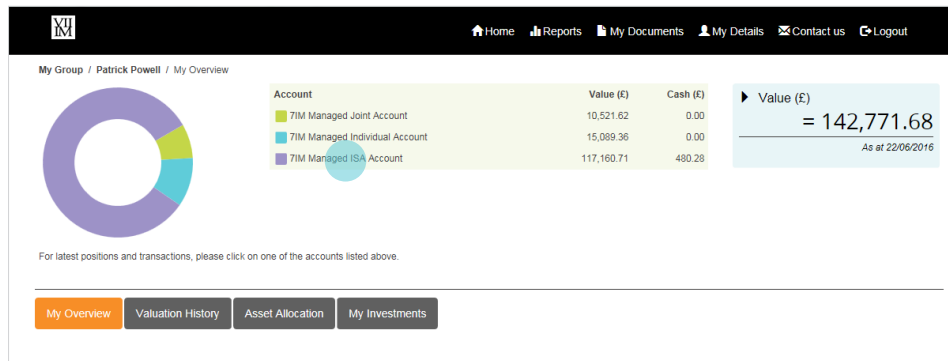


2. My overview

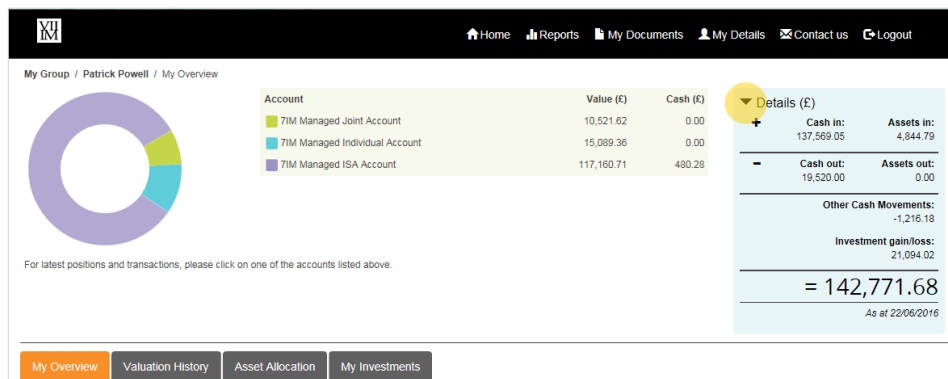
My Overview shows you an at-a-glance view of all of your accounts. If you have cash available to invest in an account, you will see this displayed under the 'cash' column.

You can click on the name of your account in the summary table or select individual accounts using the drop down to view individual accounts in more detail.

If you have any accounts that are linked to others – family members, or perhaps other Trustees, you will also be able to see an overall picture of all of your accounts and then be able to drill down into each account to see more detail.



Expand the 'Value' box to view a quick summary of your investments at a glance.

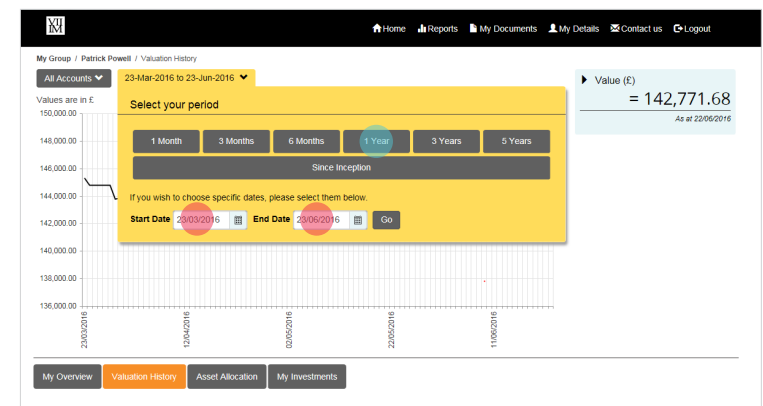


3. Valuation history

This tab provides an illustration of the value of your account(s) over time. The default setting display shows the value of all of your accounts over the previous three months.

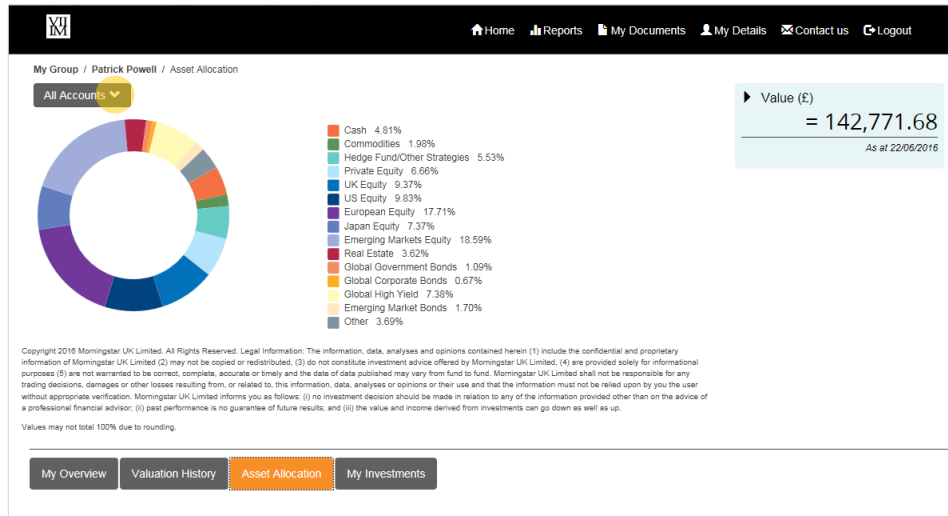
You can use the filters in the top left of the screen to select individual accounts or change the time period. Clicking on the date range opens a window pre-populated with a few default date ranges.

You can also enter specific dates of your choice. The valuation summary box also appears on this screen.



4. Asset allocation

This tab will display the asset allocation of all of your accounts. Use the drop down menu to select individual accounts. ●



5. My investments

View a detailed list of all of your investment holdings on this tab. Use the arrows to expand and collapse individual accounts. ●

Selecting a 7IM Fund will take you to the latest detailed portfolio holding for that fund. ●

The bottom of this page includes a table detailing the total value of your assets and available cash balance. ●

My Group / Patrick Powell / My Investments

All Accounts ▾ Generate Report ▾

Dealing Portfolio - IMA01ZVJ D £0.00

There are currently no investments within this portfolio.

Earnings Portfolio - IMA01ZVJ E £0.00

7IM Discretionary Funds Portfolio - IMA01ZVJ F £10,521.62

Dealing Portfolio - IMA01ZWA D £0.00

Earnings Portfolio - IMA01ZWA E £268.49

7IM Discretionary Funds Portfolio - IMA01ZWA F £10,291.67

Managed Out Portfolio - IMA01ZWA A £4,529.20

ISA Dealing Portfolio - IMA01ZWASHD £117,160.71

Quantity	Description	Unit Price (£)	Original Price (£)	Market Value (£)	Estimated Income (£) ¹	Gains or Losses (£)
Mutual Funds - GBP						
22512.735	7IM MODERATELY ADVENTUROUS C ACC	2.0736	40,229.37	46,682.41	360.83	6,453.03
29615.590	7IM AAP ADVENTUROUS C ACC	1.3863	37,244.61	41,056.09	567.49	3,811.48
22453.007	7IM UNCONSTRAINED C ACC	1.2890	26,460.04	28,941.93	153.24	2,481.89

Valuation as at the close of business: 22/06/2016

Total Value of Asset(s):	116,680.42
Opening Cash Balance:	480.98
Total Accrued Interest:	0.00
Total Portfolio Value:	117,160.70

¹ - The estimated income value is not guaranteed. This value is the estimated income that you would expect to receive over a year at current yield rates.

Values are an estimate as they are subject to FX rates.

My Overview | Valuation History | Asset Allocation | **My Investments**

6. Capital Gains Tax (CGT)

If you have a Financial Adviser they will take responsibility for managing your CGT position.

Self Invest clients can use this section to understand and manage their CGT. The first time that you use the CGT tool you will be asked to accept the disclaimer.

The CGT summary displays your current CGT eligible holdings and unrealised gains and losses. Click on the 'Need help understanding this?' for a detailed guide to our CGT tool.

April Ash / Capital Gains Tax

CGT Summary | Realised Gains and Losses | Need help understanding this?

Tax Year: 2015 / 2016 | Export to: PDF | Excel

Allowable Losses Carried Forward	-£21,588.41	Net Chargeable Gain/Loss	£19,281.59
Allowable Losses Brought Forward	-£29,770.00	CGT Allowance	£11,100.00
Total Chargeable Gain	£19,452.23	Unused CGT Allowance	£0.00
Total Allowable Loss	-£170.64	Gain/Liable for CGT	£0.00

Transaction	Trade Date	Portfolio ID	Identification	Quantity	CGT Cost (£)	Proceeds (£)	Realised Gain/Loss (£)	Thirty Day
0876289 - BG GROUP ORD GBP0.10								
Sale	13 Jul 2015	IMA04BPASHD	Section 104 holding	1049	11,280.45	11,370.82	90.37	
Total					11,280.45	11,370.82	90.37	
2963372 - NABORS INDUSTRIES LTD COM USD0.001								
Sale	13 Jul 2015	IMA04BPASHD	Section 104 holding	215	1,998.86	1,828.34	-170.52	
Total					1,998.86	1,828.34	-170.52	
B64G481 - DIMENSIONAL FUNDS GLOBAL ULTRA SHORT FIXED INCOME GBP DIS								
Sale	13 Jul 2015	IMA04BPASHD	Section 104 holding	248.756	2,495.14	2,495.02	-0.12	
Total					2,495.14	2,495.02	-0.12	
BJBFX07 - TIM AAP ADVENTUROUS S ACC								
Sale	10 Apr 2015	IMA04BPA D	Section 104 holding	37602.766	30,371.82	45,585.84	15,214.02	
Total					30,371.82	45,585.84	15,214.02	
BQ1XTV3 - ALENT PLC ORD GBP0.104545								
Sale	13 Jul 2015	IMA04BPASHD	Section 104 holding	1052	968.71	5,116.55	4,147.84	
Total					968.71	5,116.55	4,147.84	

My Overview | Valuation History | Asset Allocation | My Investments | Capital Gains Tax

7. Transactions

Selecting an Individual account on any of the screens will display the 'Transactions' tab.

You can use the filters at the top of the page to switch between accounts and time periods. The Transaction filter can be used to further search for specific types of transactions. Contract notes are displayed next to all purchase and sale transactions.

Use the 'Download Contract Notes' button to generate a single .pdf file of all of your available contract notes which you can print or save locally. The 'Generate a Transactions Report' button creates a .pdf version of all of your transactions displayed on screen. Again you can print or save these locally.

My Group / Elizabeth Leshner / 7IM Managed Individual Account / Transactions

7IM Managed Individual Account | 23-Jun-2015 to 23-Jun-2016

Generate Transactions Report | Download Contract Notes

Portfolio	Trade Date	Settlement Date	Activity	Quantity	Description	Unit Cost	Trade Amount (£)	Amount (Local)	Cash Balance (£)	Contract Note
Transaction filter: Dividend										
IMA00DJA D	01/02/2016	31/01/2016	Dividend		CASH (GBP) Dividend on 69,687.0750 Valued on 310116, SEVEN INVESTMENT 7IM AAP MODER ADVNTRS C ACC		0.00	0.00	20,207.66	
IMA00DJA D	01/02/2016	31/01/2016	Dividend		CASH (GBP) Dividend on 117,332.1540 Valued on 310116, SEVEN INVESTMENT 7IM MOD ADVEN C ACC		0.00	0.00	20,207.66	
IMA00DJA D	31/07/2015	31/07/2015	Dividend		CASH (GBP) Dividend on 113,351.9560 Valued on 310715, SEVEN INVESTMENT 7IM MOD ADVEN C ACC		0.00	0.00	1,765.23	
IMA00DJA D	31/07/2015	31/07/2015	Dividend		CASH (GBP) Dividend on 69,687.0750 Valued on 310715, SEVEN INVESTMENT 7IM AAP MODER ADVNTRS C ACC		0.00	0.00	1,765.23	

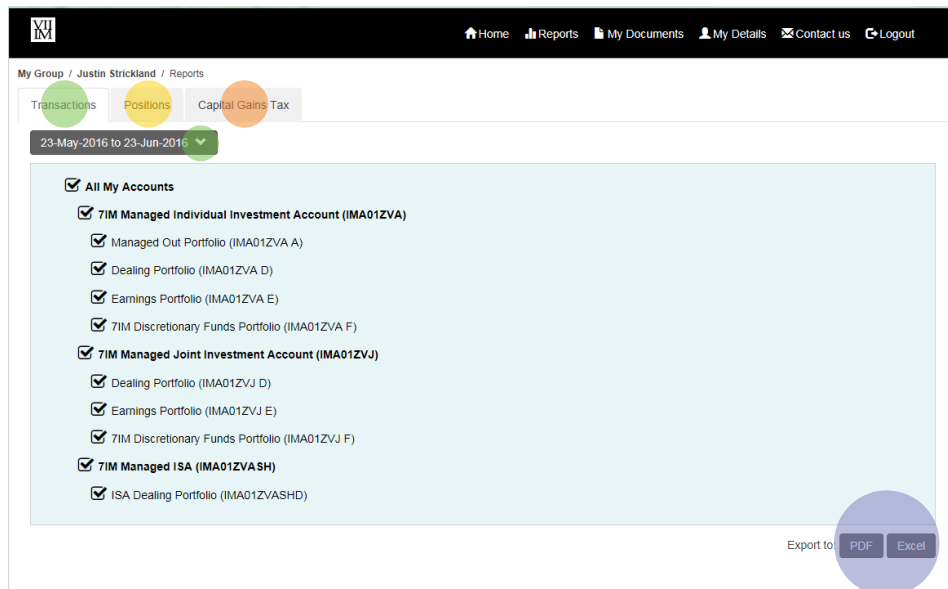
Valuation History | Asset Allocation | My Investments | Transactions

8. Reports

The 'Reports' tab is a central place to generate each of the reports, available on the various screens. All reports can be generated in either Excel or .pdf format.

Select an account (or accounts) and a date range and then generate a list of all of the transactions for selected accounts using the **'Transactions'** tab.

'Positions' allows you to generate a list of holdings for your chosen accounts on a specific date. Use the **'Capital Gain Tax'** tab to generate a realised or unrealised CGT report for a chosen tax year.



9. My Documents

'My Documents' is where you will find current and historic Portfolio Valuation Reports. You can use the date filters to help you find the report you are looking for.

10. Other tabs

'My Details' contains all of your client service information. The name, email and phone number of your Financial Adviser or Relationship Manager is displayed here.

Where appropriate we also display your risk profile here. This page contains the contact information we have for you.

'Contact Us' takes you to an online form you can use to get in touch with us. Please note we are not be able to accept requests to reset your password using this form.

Once you have finished your session, use the 'Logout' button to keep your account secure.

