





Trading Guide for Introducers



Online Access

Full online access to the portfolio with the ability to request sales and purchases.

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Date From: Date To: Status: Transaction type: 01 ÷ 01 ÷ 1900 ÷ 09 ÷ 2013 ÷ Select Status ÷ Select Transaction type i Policy number Date Deal reference Transaction type Linked investment Status IT1001 27 Aug 2013 5 Buy 1-3 Year Treasury Bord ETF Requested View	Date From: Date To: Status: Transaction type: 01 01 01 01 00 09 009 009 009 009 009 00	Transactions In	Progress Completed	Transactions Con	pleted FX Transactions			
Policy number Date Deal reference Transaction type Unked Investment Status IT1001 27 Aug 2013 5 Buy 1-3 Year Treasury Bond ETF Requested View >	Policy number Date Deal reference Transaction type Linked Investment Status IT1001 27 Aug 2013 5 Buy 1-3 Year Treasury Bond ETF Requested View IT1001 23 Aug 2013 3 Buy AB American Income - USD Requested View	Date F	Dirom: Dirom: Dirom: \$ 01 \$ 1900 \$ [ate To: 09 \$ 09 \$ 201	Status: 3 🗘 Select Status	Select Transac	e: ction Type 💠 Apply Filter 🗸	
IT1001 27 Aug 2013 5 Buy 1-3 Year Treasury Bond ETF Requested View	IT1001 27 Aug 2013 5 Buy 1-3 Year Treasury Bond ETF Requested View IT1001 23 Aug 2013 3 Buy AB American Income - USD Requested View	Policy number	Date	Deal reference	Transaction type	Linked investment	Status	
	IT1001 23 Aug 2013 3 Buy AB American Income - USD Requested View		27 Aug 2013	5	Buy	1-3 Year Treasury Bond ETF	Requested View	
IT1001 23 Aug 2013 3 Buy AB American Income - USD Requested View		IT1001			Buy	AB American Income - USD	Requested View	



Online Access for Introducers

The access to the **Portfolio Management** tool is located under the **Search** menu in the Introducer Inquiry page. This option will direct you to the Online Dealing platform.

To view all plan information, use the standard Plan Search option to go to the full Plan Inquiry page.



Online Access for Introducers

Once in the Online Dealing platform, you will see a list of the Access Portfolio plans of your clients and all information regarding completed and pending transactions. Results can be filtered by Policy Number, Name or Product.

You may select a specific Policy from the list 1, and click **Continue 2** to proceed to the **Individual Policy View.**



✓ ---Select From This List---

Individual Policy View

In order to access the Individual Policy View, click on the **Portfolio Management 1** option under the **Accounts** menu of the Plan Inquiry Page (or by selecting a specific Policy under the Introducer access).

This page shows a snapshot of the portfolio, as well as details of all transactions.

The **Cash Account** box **2** indicates the balance in cash, not considering pending transactions.

The **Available Cash** box (3) indicates the current available cash in the portfolio. It takes into consideration the percentage required to maintain per product type, as well as all pending transactions (sell and purchase of assets, as well as FX deals).





Individual Policy View

This page will be displayed the same for both Plan Participants and Introducers. However, note that only Authorized Introducers, who have an Advisory Service Agreement (form IG108-1) signed with their clients, can request transactions in the trading platform on behalf of their clients.

From this screen, clients or Authorized Introducers have the option to request 3 types of transactions:

- 1. Individual Buy or Sell 1
- 2. Switch Linked Investment (2)

3. FX Deal 3

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neral -000000000 • Billing • Accounts • Clien	ts 🕶				
Individual policy view					Pack
					Back
		. 📼			
Policy information	Cash	account	Available	cash 💾	Proceed to next step
Policy number: T:00000000-00	GBP	10,000.00	GBP	10,000.00	Please select from the following options
Policy name: John Smith	USD	133,147.62	USD	123,147.62	
Purchases in progress: 0					Switch linked investment
Sales in progress: 0					OFX deal
					Continuo
					Continue
Current Linked Investments Transactions In	n Progress C	Completed Transactions	Completed	FX Transactions	Cash Transactions
Reference Linked investme	ent	Currency Nominal	Unit Price	Unit Price Date	Value In Asset Currency
US4642874576 1-3 Year Treasury Bond ETF	- USD	USD 591.5060	84.5400	24 Feb 2014	50,005.92



Individual Trade:

This option allows for the individual buying and selling of an asset

A. Buy new asset:

- 1. Assets can be searched by $\mathbf{0}$:
 - Firm name
 - Sector
 - Currency
 - Ticker or ISIN
 - Name
- 2. If an asset is not available in the platform, the option Can't find asset? 2 can be used to request the addition of the particular asset.
- 3. Once the asset to buy is selected, click **Buy** ³ to proceed.

ndividual trade	9	Back
Policy informati	on 🔳	Available cash Proceed to next step
Policy number:	T00000000-00	GBP 10,000.00 Please review your trades
Policy name:	John Smith	USD 115,647.62
Purchases in progress	: 1	
Sales in progress:	0	
Trade existing lini	sector: \$ \$ \$ <t< th=""><th>1 Apply Filter Clear Filter</th></t<>	1 Apply Filter Clear Filter
Reference	Linked investment	Currency
JS4642874576	1-3 Year Treasury Bond ETF - USD	USD Buy 3
JS4642874329	20+ Year Treasury Bond ETF - USD	USD Buy
JS88579Y1010	3M Co - USD	USD Buy
110232525203		
00232323203	AB American Income - EUR	
LU0095030564	AB American Income - EUR AB American Income - USD	USD Buy
LU0095030564 LU0689625878	AB American Income - EUR AB American Income - USD AB American Income GBP Hedged - GBP	USD Buy CBP Buy
LU0095030564 LU0689625878 LU0232528306	AB American Income - EUR AB American Income - USD AB American Income GBP Hedged - GBP AB Emerging Markets Growth - EUR	USD Buy GBP Buy EUR Buy
LU0095030564 LU0689625878 LU0232528306 LU0040709171	AB American Income - EUR AB American Income - USD AB American Income GBP Hedged - GBP AB Emerging Markets Growth - EUR AB Emerging Markets Growth - USD	USD Buy EUR Buy USD Buy EUR Buy USD Buy
LU0095030564 LU0689625878 LU0232528306 LU0040709171 LU0232535426	AB American Income - EUR AB American Income - USD AB American Income GBP Hedged - GBP AB Emerging Markets Growth - EUR AB Emerging Markets Growth - USD AB Global Bond - EUR	USD Buy EUR Buy USD Buy EUR Buy EUR Buy EUR Buy EUR Buy

Submit

Back

Individual Trade:

A. Buy new asset (Cont'd):

After clicking **Buy** in the previous screen, you will be directed to a page containing all details of the asset being purchased (ISIN, Ticker, Industry, etc.)

- 4. Select **Buy** under the trade type **4**.
- 5. Indicate if the trade will be made by monetary amount or by nominal amount (units) **5**.
- 6. A limit price and expiration date can be set for the order 6.
- 7. Once the conditions are settled, press **Continue 7** to proceed.

Individual trade ī Available cash Policy information Proceed to next step Please review your trades GBP 10,000.00 T00000000-00 Policy number: USD 123,147.62 Policy name: John Smith Purchases in progress: 0 Sales in progress: 0





Individual Trade:

A. Buy new asset (Cont'd):

You may add more transactions, or edit or cancel[®] current transactions before submitting request⁹.

ndividual trade			Back
Policy information	on 🔳	Available cash	Proceed to next step
Policy number:	T00000000-00	GBP 10,000.00	Please review your trades
Policy name:	John Smith	USD 100,647.62	Requested sales
Purchases in progress:	2		1 D Year Treasury David
Sales in progress:	0		1-3 Year Treasury Bond ETF - USD
			USD 7,500.00
			Expiry Date: 28-Mar-2014
Trade existing links	ed investment Buy new linked investment		Submit
Firm name:	Sector:	Apply Filter	Submit
	\$	Clear Filter	
Currency: Reference:	Name contains text:		
Can't find asset?			
Reference	Linked investment	Currency	
US4642874576	1-3 Year Treasury Bond ETF - USD	USD Edit	3
US4642874329	20+ Year Treasury Bond ETF - USD	USD Buy	
US88579Y1010	3M Co - USD	USD Buy	
LU0232525203	AB American Income - EUR	EUR Buy	
LU0095030564	AB American Income - USD	USD Buy	
LU0689625878	AB American Income GBP Hedged - GBP	GBP Buy	
LU0232528306	AB Emerging Markets Growth - EUR	EUR Buy	
LU0040709171	AB Emerging Markets Growth - USD	USD Buy	
LU0232535426	AB Global Bond - EUR	EUR Buy	
LU0102828612	AB Global Bond - USD	USD Buy	
	1 2 3 4 5 6 7 8 9 10 La	st	

Individual Trade:

B. Trade an existing asset:

This option allows you to Buy more units of an existing asset or Sell an asset.

To trade an exiting holding, an asset under the **Trade an existing linked investment 1** tab must be selected. To proceed, click **Trade 2** on the selected asset. Select the trade type between Buy or Sell. If you choose to Buy, the following steps are the same as the ones explained for option *A*) *Buy New Asset*. If you choose to Sell:

- Indicate if the trade will be made by monetary amount or by nominal amount (units) 3.
- A limit price and expiration date can be set for the order
- 3. Once the conditions are settled, press **Continue 5** to proceed.







Switch Linked Investment:

This option allows to switch investments from an existing asset to another asset

 Select an asset to sell from the existing investments and click Trade 1 to proceed.

Policy information	ion		Available cash	Proceed to next st
Policy number:	T00000000000		GBP 10,000.00	0 Please review your trade
Policy name:	John Smith		USD 123,147.62	2 Submit
Purchases in progres	s: 0			
Sales in progress:	0			
Trade existing lin	ked investment Buy new	linked investment		
Reference	Linked investment	Currency Nominal units	Value In Asset Currency	

Switch Linked Investment (Cont'd):

- 2. Select sell under the trade type 2.
- Indicate if the sale will be made by monetary amount or by nominal amount (units) 3.
- 4. A limit price and expiration date can be set for the order 4.
- Once the conditions are settled, press Continue 5 to proceed.

Switch linked investment Back i Available cash Policy information Proceed to next step Please review your trades GBP 10.000.00 T0000000000000 Policy number: USD 100,647.62 Policy name: John Smith Submit Purchases in progress: 2 Sales in progress: 0 1-3 Year Treasury Bond ETF - USD Cancel Asset name: 1-3 Year Treasury Bond ETF - USD Please select a trade type Full Name: iShares 1-3 Year Treasury Bond ETF 2 -Sell Firm Name: iShares/USA Industry Sector: Funds Industry Group: Debt Fund Available to sell* UNITED STATES Issuing Country: 591.506 Units 90% of the current value: Reference: US4642874576 ISIN: US4642874576 USD 45.005.33 SEDOL: [no Sedol] Ticker: SHY US Equity Minimum Deal How would you like to sell this USD 0.00 Currency: Amount: asset? Minimum Initial Minimum Additional Sell monetary amount \$ 3 0.00 0.00 Purchase Amount: Purchase Amount: Amount (in USD) Minimum Sale Minimum Initial Unit 0.00 0.00 Amount: Purchase: 7500 Minimum Additional Minimum Unit Sale: Limit Price Applies: 🗹 4 0.00 0.00 Unit Purchase: Limit Price: * You can sell units in this asset up to the amount shown, or alternatively you can sell 86 up to 90% of its current value based on the latest price we hold. Expiry Date:

28 \$ 03 \$ 2014 \$

5

Continue



Switch Linked Investment (Cont'd):

- 6. Details of the requested sale ⁶ will display in the top right area of the page where you can review and edit the request.
- You have the option to buy more shares of an existing asset or buy a new asset. Once the asset to be purchased is selected click **Buy** 7 to proceed.

Switch linked i	nvestment	 ■ Back
Policy informat	ion	Available cash Proceed to next step
Policy number:	T00000000-00	GBP 10,000.00 Please review your trades
Policy name:	John Smith	USD 100,647.62 Requested sales
Purchases in progress	: 2	
Sales in progress:	0	1-3 Year Treasury Bond ETF - USD USD 7,500.00 Limit Price: 86.0000 Expiry Date: 28-Mar-2014
Trade existing lin Firm name: Currency: Reference All	ked investment Buy new linked investme Sector:	Apply Filter V Clear Filter V
Can't find asset?	Linkod investment	Currency
US4642874576	1-3 Year Treasury Bond ETF - USD	
US4642874329	20+ Year Treasury Bond ETF - USD	
US88579Y1010	3M Co - USD	USD Buy
LU0232525203	AB American Income - EUR	EUR Buy
LU0095030564	AB American Income - USD	USD Buy
LU0689625878	AB American Income GBP Hedged - GBP	GBP Buy
LU0232528306	AB Emerging Markets Growth - EUR	EUR Buy
LU0040709171	AB Emerging Markets Growth - USD	USD Buy
LU0232535426	AB Global Bond - EUR	EUR Buy
LU0102828612	AB Global Bond - USD	USD Buy
	1 2 3 4 5 6 7 8 9 10	ast



Switch Linked Investment (Cont'd):

- Select Buy under the trade type 8.
- 100% of the proceeds of the requested sale(s) should be allocated into the purchase of the selected asset(s). The amount to buy for each asset should be entered in % 9.

(if only one asset will be purchased, enter 100% in the Amount field)

- 10. A limit price and expiration date can be set for each order 10.
- 11. Once the conditions are settled, press **Continue** 11 to proceed.



Investors Trus

Access Portfolio

Switch Linked Investment (Cont'd):

- 12. Before submitting the transaction, you may add more requests, as well as review or edit all Requested sales and Requested buys ⁽²⁾.
- 13. Once all details have been confirmed, click Submit ⁽³⁾ to send the trade(s).

Switch linked	investment		< Back
Policy informat	tion	Available cash 📑	Proceed to next step
Policy number:	T00000000-00	GBP 10,000.00	Please review your trades
Policy name:	John Smith	USD 100,647.62	Requested sales
Purchases in progres	is: 2		
Sales in progress:	0		ETF - USD
			USD 7,500.00 Limit Price: 86.0000
			Expiry Date: 28-Mar-2014
Trade existing lin	nked investment Buy new linked investment		Linked
Firm name:	Sector:	Apply Eilter	trades mode
	\$	Clear Filter	Description
Currency: Reference	ce: Name contains text:		Requested buys
Can't find asset?			20+ Year Treasury Bond ETF - USD
Reference	Linked investment	Currency	100.000 % 🖉 🗱
US4642874576	1-3 Year Treasury Bond ETF - USD	USD Edit	Submit 🕨
US4642874329	20+ Year Treasury Bond ETF - USD	USD Edit	
US88579Y1010	3M Co - USD	USD Buy	
LU0232525203	AB American Income - EUR	EUR Buy	
LU0095030564	AB American Income - USD	USD Buy	
LU0689625878	AB American Income GBP Hedged - GBP	GBP Buy	
LU0232528306	AB Emerging Markets Growth - EUR	EUR Buy	
LU0040709171	AB Emerging Markets Growth - USD	USD Buy	
LU0232535426	AB Global Bond - EUR	EUR Buy	
LU0102828612	AB Global Bond - USD	USD Buy	
	1 2 3 4 5 6 7 8 9 10 Last		



Foreign Exchange Transaction

This option allows to buy and sell currencies

- 1. Select the currency 1 to buy.
- 2. Then, click **Trade 2** to proceed.

Policy information		Available cash	Proceed to Next Step
Policy number:	T00000000-00	GBP 10,000.00	Check details carefully before proceeding
Policy name:	John Smith	USD 100,647.62	Cubmit
Purchases in progress:	3		Submit
Sales in progress:	1		
Select a target currency to I	Duy: JPY - Japanese Yen	2	
Farget currency:	Current Balance	e:	



Foreign Exchange Transaction (Cont'd):

- 3. Select the amount you wish to buy, and click **Add** 3 .
- 4. Check the details, and clickSubmit 4 to send the request.

Foreign exchar	nge transactio	on			< Back
Policy information	on		Available	e cash 🔳	Proceed to Next Step
Policy number:	T00000000	0-00	GBP	10,000.00	Check details carefully before proceeding
Policy name:	John Smith		USD	92,765.46	1PY - Jananese Yen
Purchases in progress:	3				Sell Buy
Sales in progress:	1				USD JPY 7,882.16 800,000.00
Select a target currency	y to buy: [JPY - Japan	ese Yen 🗘 Tra	de 🗸		Buy totals JPY 800,000.00
Target currency: JPY		Current ba	lance: 0.00		
Account & amount available	Target currency exchange rate	Available cash in target currency	Amount required in target currency	τ.	
GBP 10,000.00	169.04572	JPY 1,690,457.18	JPY: 800,000.00	Add +	3
USD 92,765.46	101.49505	JPY 9,415,234.95	JPY:	Add +	
·					



Current Linked Investments tab

This tabs shows the details and information to all of the assets that are currently in the portfolio.

Policy information	tion	Cash	account		Available	cash 📑	Proceed to next step
Policy number: Policy name: Purchases in progre Sales in progress:	T0000000000 John Smith 55: 4 1	GBP USD	10 133	,000.00 ,147.62	GBP USD	10,000.00 92,765.46	Please select from the following options Individual buy or sell Switch linked investment FX deal Continue
Current Linked Inv	vestments Transactions In Pro	ogress	Completed T	ransactions	Completed	FX Transactions	Cash Transactions
Reference	Linked investment		Currency	Nominal	Unit Price	Unit Price Date	Value In Asset Currency



Transactions in Progress tab

This tab shows details of all requested transactions that are still in progress in the Policy, including currency exchange transactions.

Policy informat	tion	i Ca	ish accoun	nt 🗖 A	vailable cash 📑	Proceed to next s
Policy number: Policy name: Purchases in progress Sales in progress:	T00000000-00 John Smith s: 4	GI US	BP 1 SD 13	.0,000.00 33,147.62	SBP 10,000.00 JSD 92,765.46	Please select from the following options Individual buy or sell Switch linked investme
Current Linked Invo	estments Transac om: 01 \$ 1900 \$	Date To:	Completed S	Transactions Status: Select Status 🗘	Completed FX Transactions Transaction type Select Transac	Cash Transactions
Current Linked Inve Date Fro 01 \$ Policy number	estments Transac om: 01 \$ 1900 \$ Date I	Date To: 25 \$ 02 \$ Deal reference	Completed S S 2014 ¢	Transactions Status: Select Status \$	Completed FX Transactions Transaction type Select Transact Linked investment	Cash Transactions
Current Linked Inve Date Fri 01 \$ Policy number TSPA005470-00	estments Transac om: 01 \$ 1900 \$ Date 1 25 Feb 2014	ttions In Progress Date To: 25 \$ 02 \$ Deal reference 153	Completed S 2014 Transaction typ Buy	Transactions Status: Select Status \$ De 20+ Year Tre	Completed FX Transactions Transaction type Select Transact Linked investment vasury Bond ETF - USD	Cash Transactions
Current Linked Inve Date Fri 01 ¢ Policy number TSPA005470-00	estments Transac om: 01 \$ 1900 \$ Date 1 25 Feb 2014 25 Feb 2014	Date To: 25 \$ 02 \$ Deal reference 153 151	Completed S 2014 Transaction typ Buy Buy	Transactions Status: Select Status 20+ Year Tree Apple Inc - U	Completed FX Transactions Transaction type Select Transact Linked Investment assury Bond ETF - USD	Cash Transactions tion Type Apply Filter Status Requested View Ordered View
Current Linked Inve Date Fri 01 \$ Policy number TSPA005470-00 TSPA005470-00	estments Transac om: 01 \$ 1900 \$ Date 1 25 Feb 2014 25 Feb 2014 25 Feb 2014	Date To: 25 \$ 02 \$ Deal reference 153 151 152	Completed S 2014 \$ Transaction typ Buy Buy Sell	Transactions Status: Select Status \$ 20+ Year Tre Apple Inc - U 1-3 Year Tre	Completed FX Transactions Transaction type Select Transact Linked Investment assury Bond ETF - USD SD assury Bond ETF - USD	Cash Transactions tion Type + Apply Filter Status Requested View Ordered View Requested View
Current Linked Inve Date Fri 01 Policy number TSPA005470-00 TSPA005470-00 TSPA005470-00	estments Transac om: 01 ‡ 1900 ‡ Date 1 25 Feb 2014 25 Feb 2014 25 Feb 2014 25 Feb 2014	Consections In Progress	Completed 2014 2014 Completed S Completed C	Transactions Status: Select Status \$ 20+ Year Tre Apple Inc - U 1-3 Year Tre Japanese Yer	Completed FX Transactions Transaction type Select Transact Linked investment assury Bond ETF - USD SD assury Bond ETF - USD	Cash Transactions tion Type (*) Apply Filter Status Requested View Ordered View Requested View Requested View



Completed Transactions tab

All information related to completed asset transactions will be displayed in this tab.

i olicy informat	ion	Cash ac	count 🛄 A	Vailable cash 🧧	Proceed to next ste
Policy number: Policy name:	T00000000-00 John Smith	GBP	10,000.00 133,147.62	GBP10,000.00USD92,765.46	Please select from the following options
Purchases in progress Sales in progress:	s: 4 1				Switch linked investmen
Current Linked Inve	estments Transactions In	Progress Com	unleted Transactions	Completed FX Transactions	Continue Continue
		From:	Date To:	Transaction typ	pe:
	Date F	101 1900 1900	 ♦ ♦	2014 Celect Transa	Apply Filter
Policy Number	Date Deal reference	Image: Constraint of the section type	Linked investmer	2014 🗘 Select Transa nt Nominal Units	Currency Value



Completed FX Transactions tab

All information related to completed currency exchange transactions will be displayed in this tab.

Policy informat	ion	Cash ac	count 🔳	Available	cash 🔳	Proceed to next ste
Policy number: Policy name:	T00000000-00 John Smith	GBP	10,000.00 133,147.62	GBP USD	10,000.00 92,765.46	Please select from the following options
Purchases in progress Sales in progress:	: 4 1					Switch linked investment
Current Linked Inve	Transactions In	Progress Com	pleted Transactions	Completed F	X Transactions	Cash Transactions
Current Linked Inve	estments Transactions In	Progress Com	Date From:	Completed F	X Transactions Date To: 25 \$ 02 \$	Cash Transactions
Current Linked Inve Policy Number	Date Dev	Progress Com	Date From: 01 \$ 01 Uy Currency E	Completed F	X Transactions Date To: 25 \$ 02 \$ Sell Currency	Cash Transactions



Cash Transactions tab

All information related to the cash flow in the portfolio, including transactions, contributions, fees and charges, will be displayed in this tab.

ndividual po	olicy v	view						5	Back
Policy inform	nation	Ĩ	Cash acco	ount 🔳	Available	cash	Proc	ceed to	o next step
Policy number: Policy name: Purchases in prog	T(Jo gress: 4	000000000-00 hn Smith	GBP USD	10,000.00 133,147.62	GBP USD	10,000.00 92,765.46		ease sele following ndividual t witch linke	ct from the options ouy or sell ed investment
Sales in progress:	: 1							K deal Contir	iue 🕨
Current Linked	Investme	nts Transactions In P	Progress Comple	eted Transactions	Completed	FX Transactions	s Cas	sh Transa	ctions
			Currency USD \$	Date From:	\$ 1900 \$	Date To:	\$ 2014	\$ A	pply Filter 🗸
Date T	Frans Ref		Trans Type	_		Credit	Debit	Currency	
24 Feb 2014	212	Buy 591.506 units of 1-3	Year Treasury Bond I	ETF - USD		0.00	50,000.00	USD	View 🕨
21 Feb 2014	105	Dealing Charge 1-3 Year	0.00	30.00	USD	View 🕨			
20 Feb 2014	100	FX Deal: Sell USD 16,847	7.37 & Buy GBP 10,00	0.00 (Rate: 0.593	564)	0.00	16,847.37	USD	View 🕨



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Thank you

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