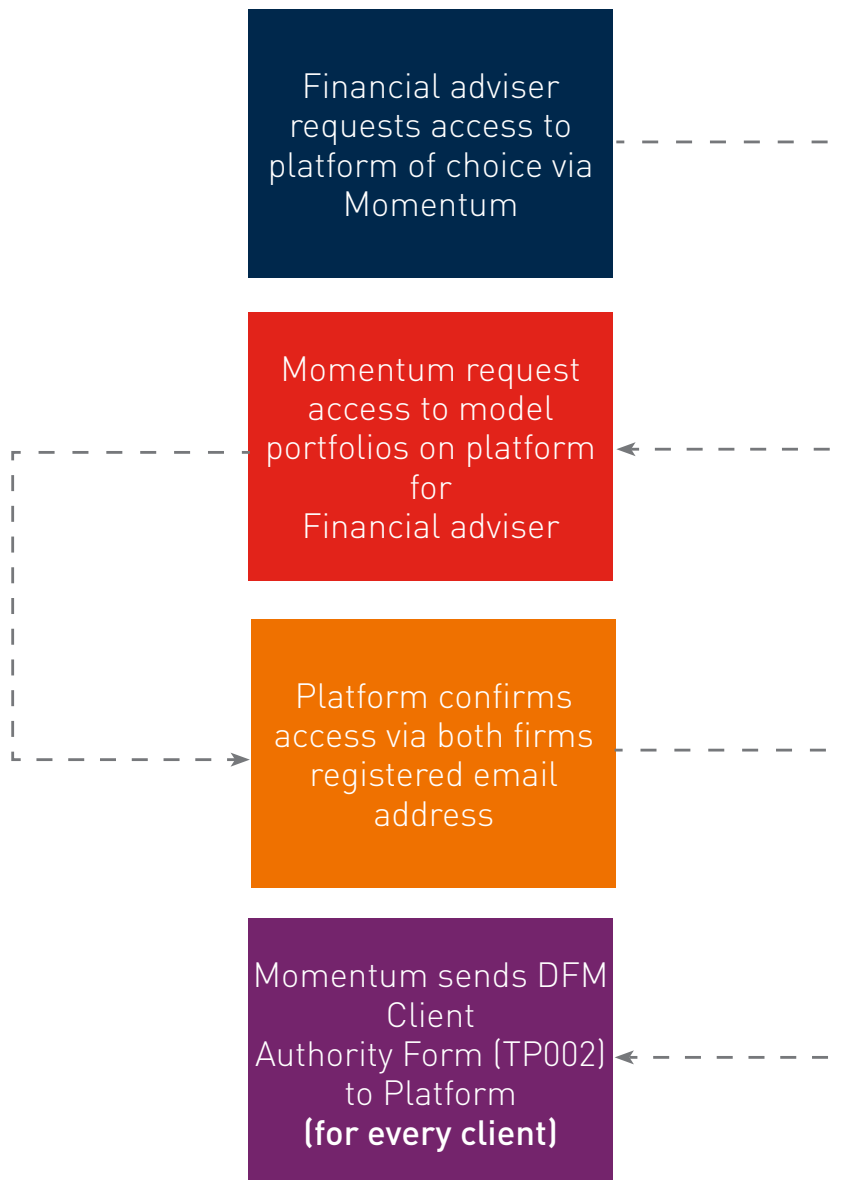


Platform process

The following process is applies to the **Transact platform**.



The following process applies to the Transact Platform



Momentum Requirements;

Momentum contacts Transact to request the financial adviser have access to the Transact platform.

Transact will confirm access has been granted, Momentum send a TP002 confirming Momentum's fee to the financial adviser.

Process for new Business;

The financial adviser submits new business via wrapper application forms posted to Transact. New cash should be sent via a bank transfer or cheque. **A TP002 Form must be signed for every client.**

Advisers can produce illustrations, which will pre-populate the necessary application forms. These forms need to be printed, signed by the client and posted to Transact. All transactions, initial investments, rebalances etc can be done via our Dealing Instruction Form T003, (this is useful for transfers in) alternatively online via our Transactions menu. For more information on these procedures please contact your local adviser support manager at Transact, or call +44 (0)20 7608 4900.

Process for investing into Momentum's Portfolios;

Once the cash has arrived the following process has to be completed by the Financial adviser via the login page on the Transact website;

- Select Housekeeping
- Managed Template Links
- Select Client and Wrapper
- Select the appropriate model from the drop down list
- Click submit

The client is then linked to the portfolios. Once this is done;

- Select transactions from the top menu
- Select Rebalance Template (Selecting Template will list all clients and wrappers in the selected template).
- Select all clients and their wrappers from the list that need to be re-balanced (this will invest initial cash into the selected template).
- For templates with existing assets the new cash will be invested accordingly to ensure that the entire template is rebalanced.

Platform Cash Requirement;

Transact have a minimum 2% cash requirement.

Does Transact Pre-Fund Switching?

No

Does Transact Pre-Fund when rebalancing?

Yes

Does Transact Pre-Fund income payments?

No
