

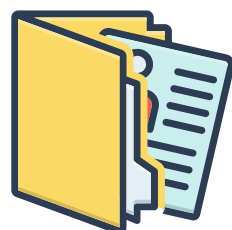
# Creating portfolio switch with ease on iFAST

## Content Guide

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# Portfolio Materials

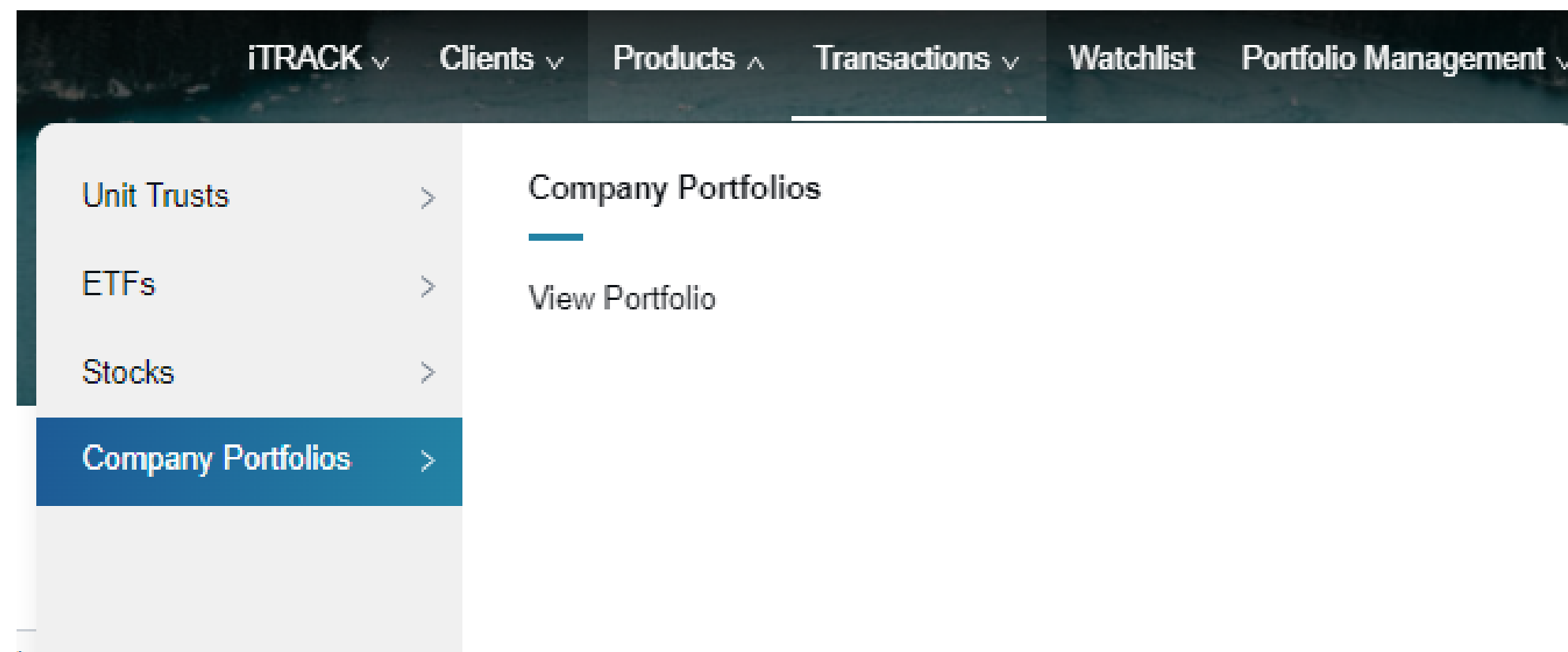
## PIAS Company Portfolio



### PIAS Company Portfolios

#### Non-discretionary

- PIAS Investment Team trigger rebalancing
- Client approval required on rebalancing action (valid for 14 calendar days)



Go to Products > Company Portfolios to retrieve the portfolio materials available!

# Transaction Timeline

## Company Portfolio

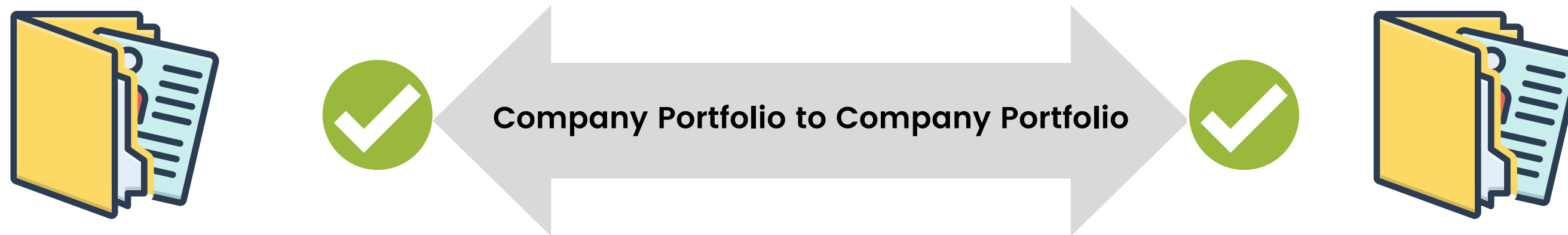
	Transaction Method	Cut-off Time (Online)	Cut-off Time (Offline)	Buy/Sell/Switch Completion Time
Company Portfolio	Online: Adviser Portal > Transaction > Transact	3pm	12pm*	Buy: 4 business days Sell: 4-7 business days <b>Switch: 10 business days</b>

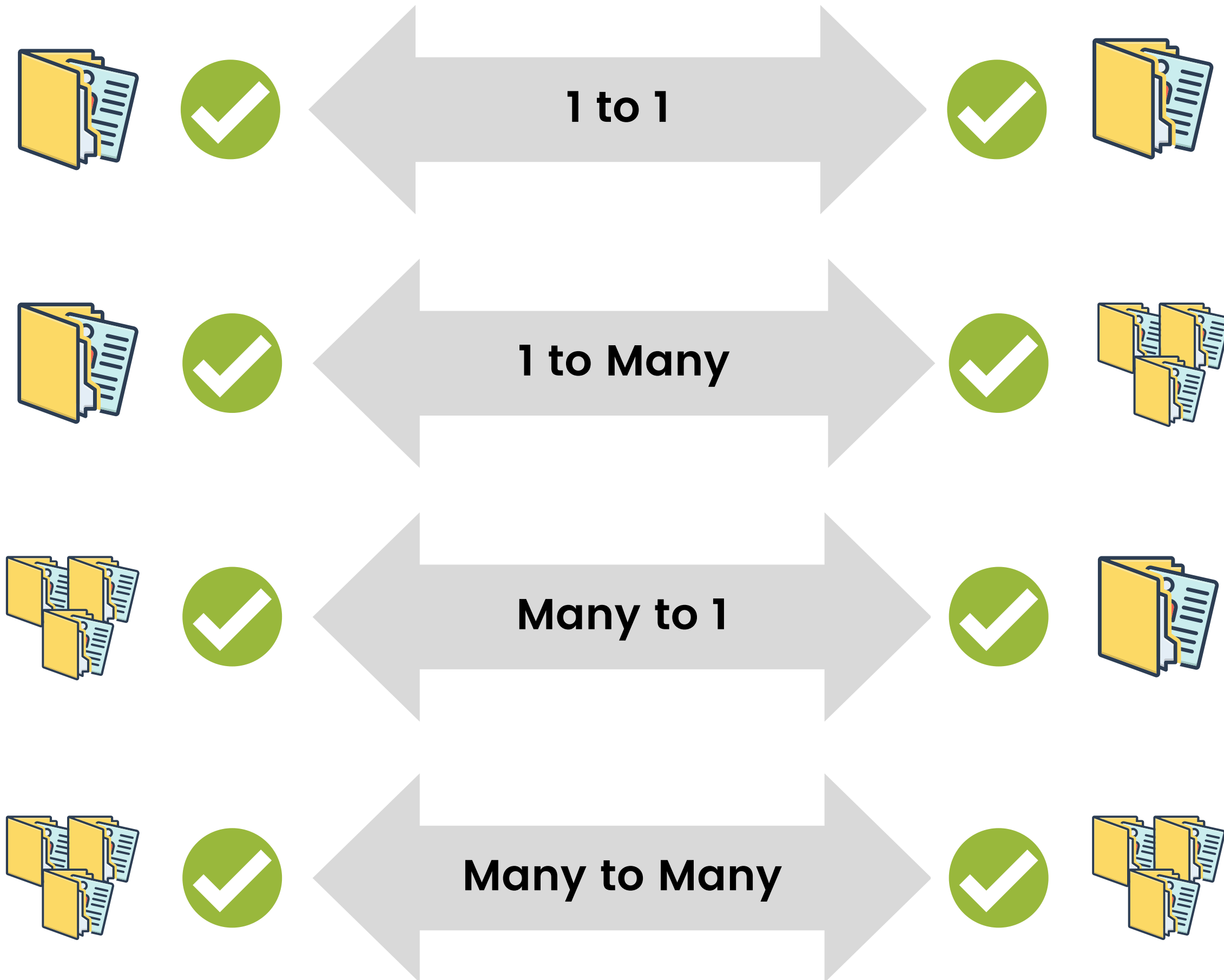
**Why switch?** →

- Saves time to capture market opportunity
- Suitable for client with change in risk profile eg. Aggressive to Conservative

# Portfolio Switch

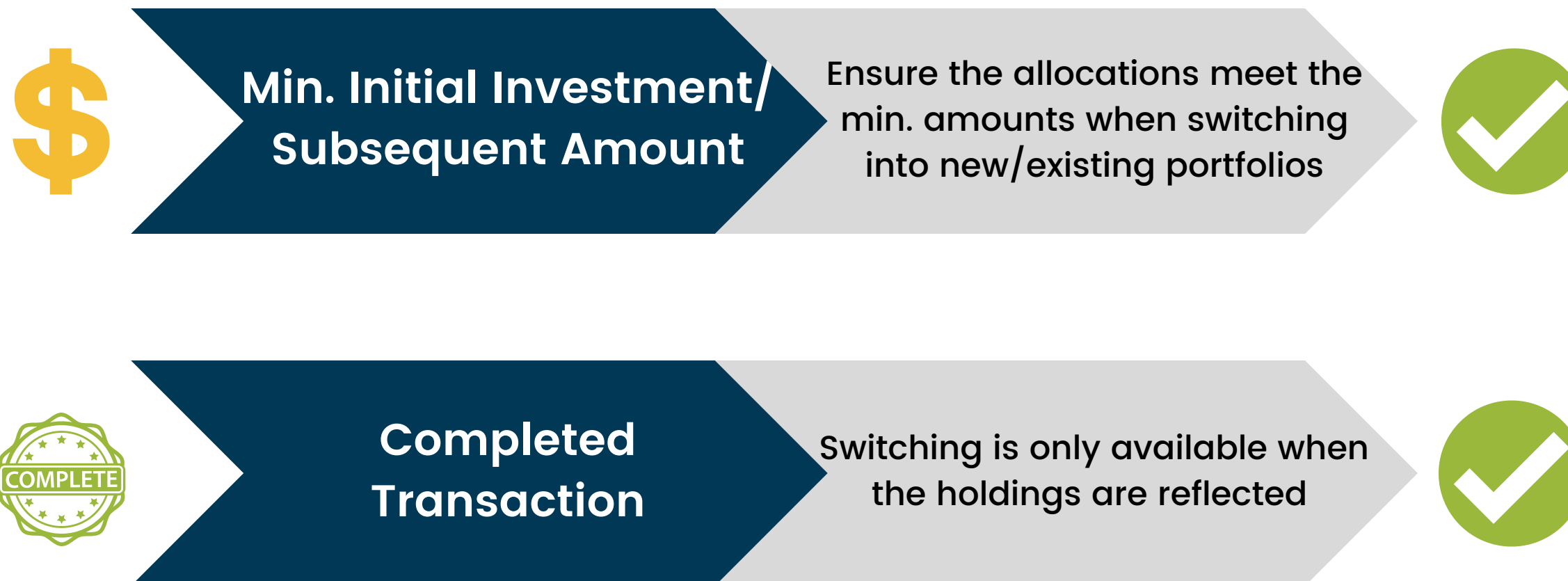
Available options for Company Portfolio switch





# Portfolio Switch

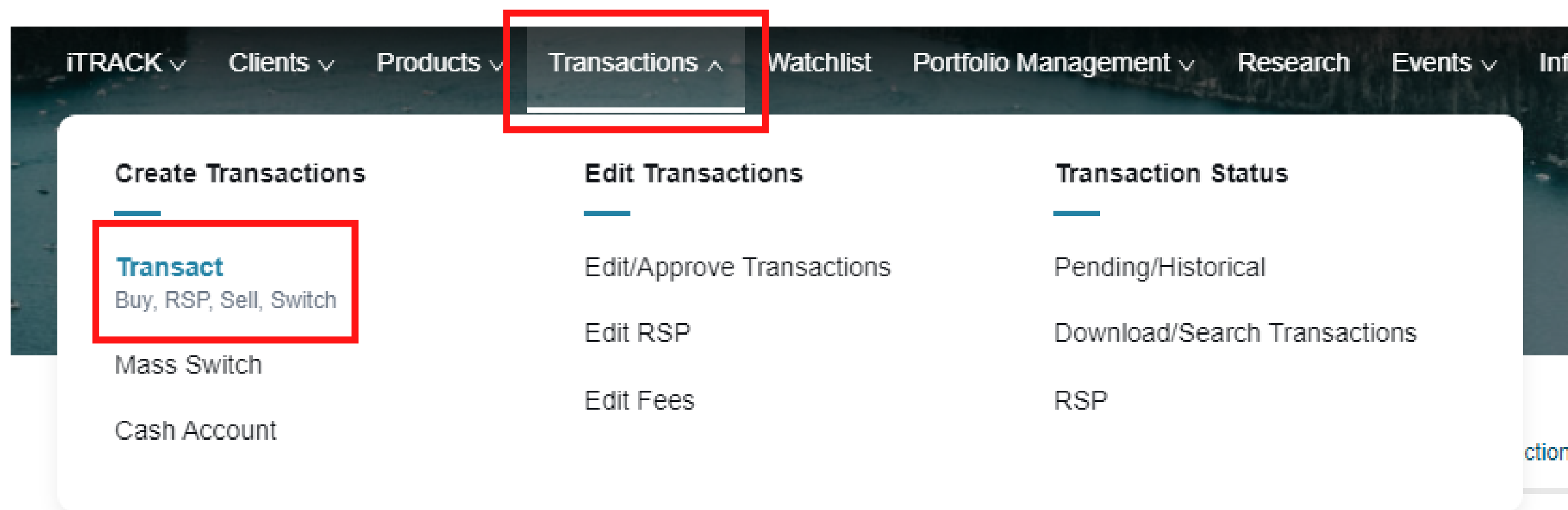
Other things to note:



# Portfolio Switch Guide

Creating portfolio switch via adviser portal:

***Transactions > Transact***



# Portfolio Switch Guide

Creating portfolio switch via adviser portal:

***Transactions > Transact > Select client > Switch > Select product***



Tip: This is similar to UT switch!

ITRACK ▾ Clients ▾ Products ▾ Transactions ▾

Transactions  
**Create Transactions**  
Transact Mass Switch Cash Account

Transactions / Transact

Search by Name and Account  
John Doe P0123456 ▾

Select client to switch portfolio

Account Status	Confirmed	Suspended	No	Acco
SGX Position Account	Yes	FATCA Status	N/A	Disc
Auto-Sweep Status	- ⓘ	CKA/CAR Status	CKA (Main) <a href="#">Pass</a> 28 Nov 2022 CKA (Joint) - CAR (Main) <a href="#">Pass</a> 28 Nov 2024 CAR (Joint) -	Risk (by I

Buy/RSP

Sell

Switch

You have 16 product(s) in the selected account.

What Do You Wish To Switch?

Select available product to switch



# Portfolio Switch Guide

Creating portfolio switch via adviser portal:

***Transactions > Transact > Select client > Switch > Select product***

Select Product(s) to Initiate Switch Transaction

Q Search

Payment Method  Product Type [Reset](#)

<input type="checkbox"/>	Product Name <div></div>	Product Type <div></div>	Payment Method <div></div>	Nominal Value/Quantity <div></div>	Indicative Market Value <div></div>	Profit/Loss <div></div>	Profit/Loss (%) <div></div>	Active RSP <div></div>
<input type="checkbox"/>	FSSA Dividend Advantage A QDIS SGD   SG9999002083	UTs	SRS	7585.89	SGD 12,662.37			No
<input type="checkbox"/>	First Sentier Bridge A DIS SGD   SG9999002067	UTs	CPFIS-SA	29039.71	SGD 41,677.79			No
<input type="checkbox"/>	PIAS Aggressive Model Portfolio (CFPOA)	Company Portfolio	CPFIS-OA	SGD 69,676.58	SGD 69,676.58			No
<input type="checkbox"/>	PIAS Aggressive Model Portfolio (Cash) - Reinvest	Company Portfolio	Cash	SGD 66,959.25	SGD 66,726.53			No

1. Select the Company Portfolio to switch OUT FROM

Cancel

Add

2. Add into the list (if there is more than one)

# Portfolio Switch Guide

Creating portfolio switch via Adviser Portal:

***Transactions > Transact > Select Client > Switch > Select product***

RSP option for switch buy portfolio will be up in next phase of enhancement!

CPFIS-OA | Total Indicative Amount SGD 2,237.67

**Switch Sell**

Company Portfolio Active RSP PIAS Growth Model Portfolio (CPFOA)

Currency	Nominal Value/Quantity	Pending Outflow Amount/Quantity	Amount of DPMS Held
SGD	SGD 2,237.67	SGD 200.00	SGD 2,437.67

Sell Type: Switch All (dropdown) Indicative Amount to Switch: SGD 2,237.67 Continue RSP? ☐ Yes ☐ No

**Switch Buy**

Product Type: Company Portf... Product Name: (dropdown)

Company Portfolio PIAS Balanced Model Portfolio (CPFOA)

Allocation: 100 %	Indicative Amount: SGD 2,237.67	Upfront Fee: %
Processing Fee: %	Dividend Option: Reinvest	Dividend Payout Currency: N/A

Proceed

1. Indicate the amount to Switch Sell (Switch All or Switch Partially)

- Switch All – Portfolio with existing RSP will have to indicate whether to continue or terminate existing RSP into old portfolio

2. Indicate allocation to Switch Buy (for more than one portfolio)  
\*Reminder: Allocation must meet min. initial investment/subsequent amount when switching into new/existing portfolios

3. Select 'Proceed' once completed the above

# Portfolio Switch Guide

## Creating portfolio switch via adviser portal

### Switching Summary

#### CPFIS-OA

Switching Sell Product Name	Product Type	Amount	Active RSP?	Continue RSP?
PIAS Growth Model Portfolio (CPFOA)	Company Portfolio	SGD 2,237.67	Yes	Yes



Switch Buy Product Name	Product Type	Allocation Percentage	Estimated Fee (%) / (\$)	Dividend Option	Dividend Payout Currency	Dividend Transfer Frequency
PIAS Balanced Model Portfolio (CPFOA)	Company Portfolio	100%	Upfront: 0% Processing: -	Reinvest	N/A	N/A

#### Note(s)

1. By default, your RSP will be terminated upon full switch sell (unless there is a pending buy/switch buy/transfer in transaction for the same fund). Please select "Continue RSP?" if you wish to continue the RSP.
2. If you proceed with full switch sell on a holding that has pending buy/switch buy/transfer in transaction(s), you may not have sufficient units to meet the minimum redemption requirement for the same holding in the future.
3. You may incur fees and charges as a result of (a) the disposal of, or reduction in interest in, an existing investment product; and (b) the acquisition of, or increase in interest in, a new investment product. Before switching from one investment product to another, you should find out whether you are entitled to free switching and consider carefully whether any fees, charges and/or disadvantages that may arise from a switch would outweigh any potential benefits. Some of the disadvantages associated with switching include the following:
  - (i) you may incur transaction costs without gaining any real benefit from the switch;
  - (ii) the new investment product may offer a lower level of benefit at a higher cost or same cost, or offer the same level of benefit at a higher cost;
  - (iii) you may incur penalties for terminating the existing investment product;
  - (iv) the new investment product may be less suitable for you.You should seek the advice of your financial adviser when in doubt or if you require further clarification.  
Please note that you have the right to cancel purchase instructions for certain funds, subject to certain conditions. Please refer to [Important Notes for Transactions](#) for more details.
4. Dividend reinvestment units credited into an account with zero available holdings in the same fund (e.g. due to full sell/switch pending approval/in progress) will be force-sold. To prevent this, please update the residual dividend option of the account (only applicable to cash holdings).

Review switching trade summary, ensure details are correct

# Portfolio Switch Guide

## Creating portfolio switch via adviser portal

### Rationale

Rationale

5000 characters left.

### Attached Files



Click or drag file to this area to upload

A maximum of 5 files can be uploaded, and they must be in either PDF, DOC, DOCX, XLS, XLSX, GIF, JPG or JPEG format.

The maximum permissible size for each uploaded file is 5MB.

Maximum length of file name is 65 characters.

### Declaration

- ☒ I hereby declare that I have provided advice for the above trade(s) and that the investment product(s) is/are suitable for the customer.
- ☐ I hereby declare that I have provided advice for the above trade(s) and that the investment product(s) is/are not suitable for the customer.
- ☐ I hereby declare that I did not provide advice for the above trade(s)/investment product(s) for the customer.

Select 'Submit' once the necessary documentation is done and declaration indicated.

Print

Submit

\*Standard trade approval sequence applies.

# Portfolio Switch Guide

Supervisor Trade Approval (Available on website only):

***Transactions > Edit Approve Transaction > Pending My Approval***

Pending My Approval1

Pending Supervisor Approval0

Pending Client Approval0

Pending Trade(s)

Approve By	Account No.	Client Name	NRIC/Passport No.	Account Type	Transaction Type	Adviser	Attachment	Action(s)
19 Jan 2023				Wrap Personal	Company Portfolio Switch			Approve

## Switching Summary

### One to One Switch

#### CPFIS-OA

Switching Sell Product Name	Product Type	Amount	Active RSP?	Continue RSP?
PIAS Growth Model Portfolio (CPFOA)	Company Portfolio	SGD 2,237.67	Yes	Yes



Switch Buy Product Name	Product Type	Allocation Percentage	Estimated Fee (%) / (\$)	Dividend Option	Dividend Payout Currency	Dividend Transfer Frequency	Advice Given	Suitability	Approval Sequence
PIAS Balanced Model Portfolio (CPFOA)	Company Portfolio	100%	Upfront: 0% Processing: -	N/A	N/A	N/A	Yes	Yes	✓ Adviser ↓ Supervisor ↓ Client ↓ In System

# Portfolio Switch Guide

## Client Trade Approval (Available on website and mobile app)

**Pending Approval**

Transactions pending your approval

P0123456

1. Click on the account number to view pending trade approval

### Company Portfolio Switch

## 2. Review switch trade details

### One-to-One Switch Trade

Switch Sell Product	Redemption Mode	Redemption Amount	Continue RSP?	Portfolio Material	Switch Buy Product	Fees (%)/(\$)	Advice Given	Suitability	Portfolio Material
PIAS Growth Model Portfolio (CPFOA)	CPFIS-OA	SGD 2237.67	Yes	<a href="#">Portfolio Factsheet</a> <a href="#">Portfolio Commentary</a>	PIAS Balanced Model Portfolio (CPFOA)	Upfront: 0 % / SGD 0 Processing: -			<a href="#">Portfolio Factsheet</a> <a href="#">Portfolio Commentary</a>



# Portfolio Switch Guide

## Client Trade Approval (Available on website and mobile app)

Adviser Name  
Advisor John Doe

View Holdings

RSP/RDP Funds

Trade Approval 1

Company Mass Rebalancing  
Activation

Stock Information

Stock Trade

IPOs/Placements Subscription

Cash Solutions

Account Info

Corporate Actions

Fee Information

How To Make Payment

Welcome, . Your last login was 16-Oct-2022 8:36AM

中文 Logout

Client's Declaration

☒ I understand that I have completed the Client's Acknowledgement and Review (CAR) and have been informed of the outcome accordingly. For the above transactions, I acknowledge that:  
i. I have passed the CKA/CAR and received advice from my Adviser based on the suitability of the investment product(s) and the investment product(s) that I intend to transact in is/are suitable for me; or  
ii. I have passed the CKA/CAR, received advice from my Adviser based on the suitability of the investment product(s) and the investment product(s) that I intend to transact in is/are suitable for me; or  
iii. I have passed the CKA/CAR, received advice from my Adviser based on the suitability of the investment product(s) and the investment product(s) that I intend to transact in is/are not suitable for me; or  
iv. I have failed the CKA/CAR, received advice from my Adviser based on the suitability of the investment product(s) and the investment product(s) that I intend to transact in is/are suitable for me.  
I confirm proceeding with the above transaction(s). For (i) and (iii), I understand that I will not be able to rely on section 36 of the Financial Advisers Act 2001 (FAA) to file a civil suit claim in the event of a loss.  
I/We hereby declare and warrant that the information given in this form submitted to you are complete, true and accurate and that I/we have not wilfully withheld any material fact/information. I/We shall give iFAST Financial Pte Ltd ("iFAST") written notice of any change in my/our particulars. By disclosing my/our personal data, I/we consent to iFAST collecting, using and/or disclosing my/our personal data for the purposes of administering my/our Investment(s) and Investment Account(s). I/We also consent to iFAST transferring my/our personal data to iFAST related group of companies and/or third party service providers, suppliers, agents, distributors, fund managers, intermediaries or relevant stock exchanges for the above purposes. I/We declare that I/we am/are not undischarged bankrupt(s), have not committed any act of bankruptcy within the past 12 months and no bankruptcy order has been made against

Please re-enter password for verification

Print Confirm

iFAST Financial Pte Ltd is a licensed dealer, custodian, financial adviser, CPFIS registered investment administrator, and provides portfolio management services in Singapore.  
iFAST Financial Pte Ltd is a member of SGX-ST Securities Trading and CDP Securities Clearing, and a registered CDP Depository Agent. | Co. Reg. No. 200000231R © 2022.  
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Copyright © 2022, Live US market data provided by Cboe One Real-Time Quote. All Rights Reserved.

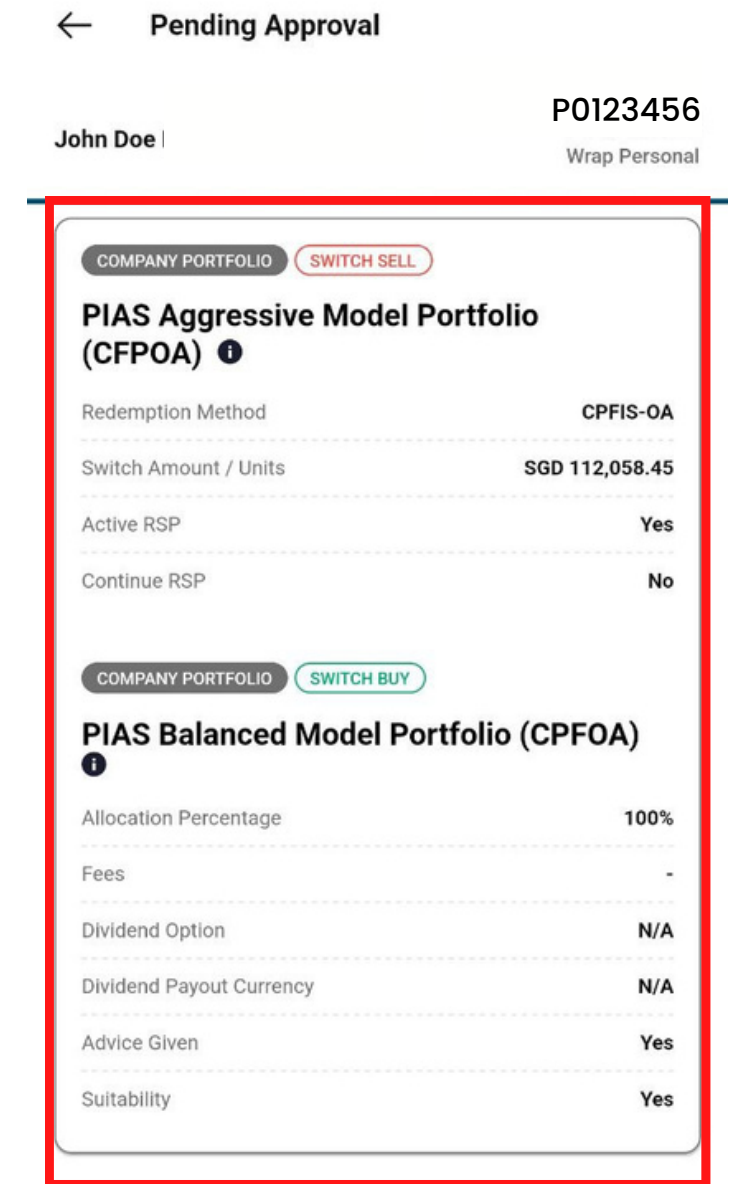
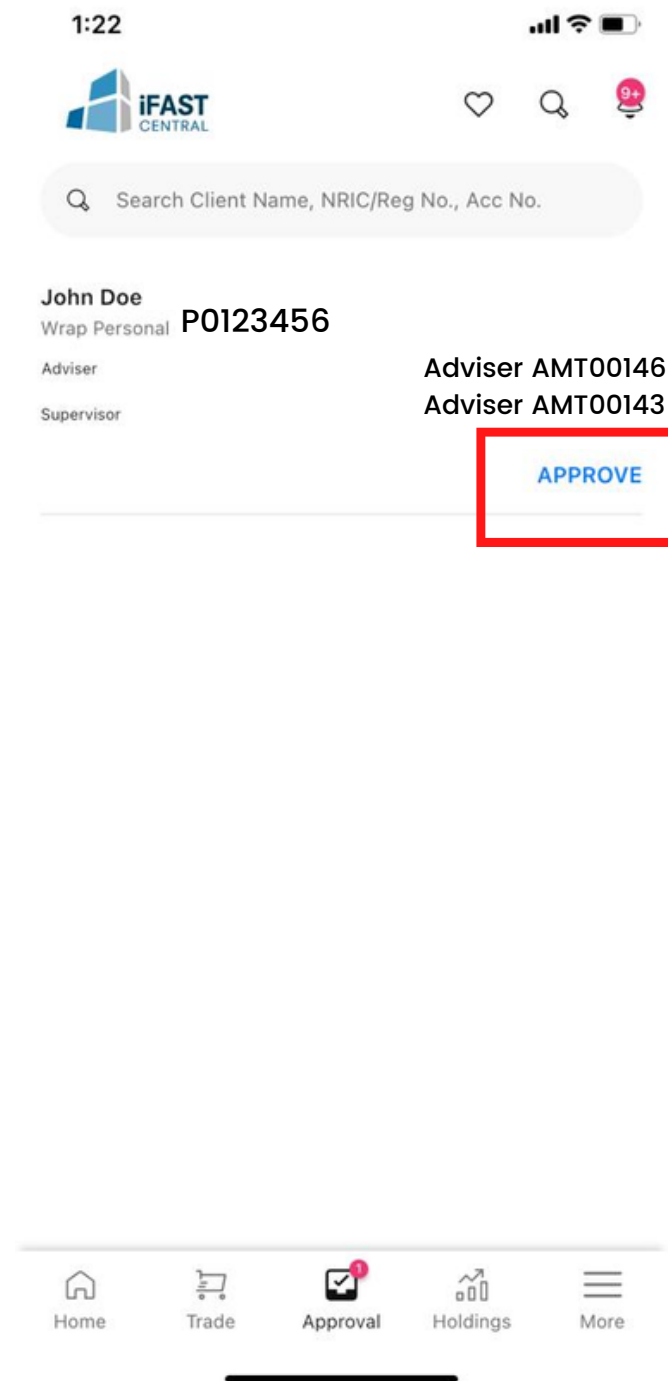
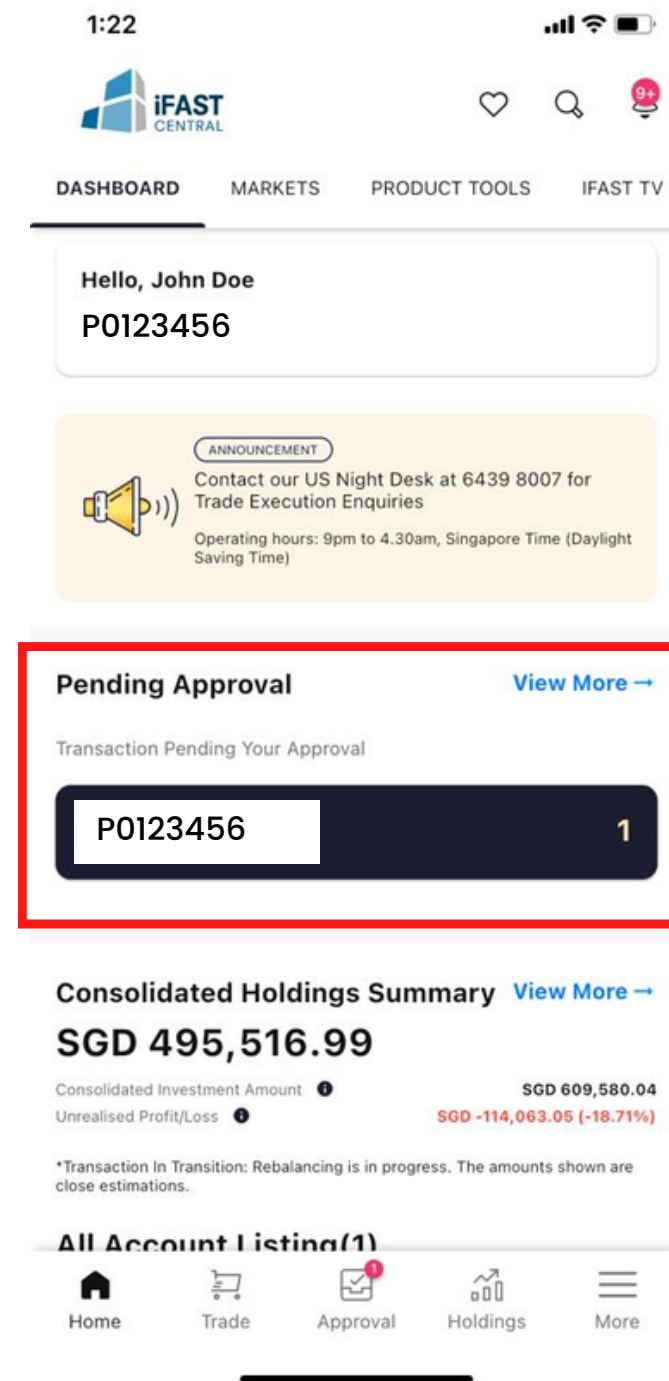
Disclaimer Privacy Policy S&P Disclaimer CUSIP Disclaimer Morningstar Disclaimer HKEX Disclaimer Investment Account Terms & Conditions Important Notes for Transactions

3. Indicate declaration

4. Enter password and confirm

# Portfolio Switch Guide

Client Trade Approval (Available on website and mobile app)



Review switch trade details



# Portfolio Switch Guide

## Client Trade Approval (Available on website and mobile app)



# Portfolio Switch Guide

Checking transaction status on adviser portal:  
*Transactions > Pending/Historical > Investments*

PIAS  
PROFESSIONAL INVESTMENT ADVISORY SERVICES

Transactions

Transaction Status

Pending/Historical

Download/Search Transactions

itrack

Clients

Products

Transactions

Watchlist

Portfolio Management

Research

Events

Info

Create Transactions

Edit Transactions

Transaction Status

Transact

Buy, RSP, Sell, Switch

Mass Switch

Cash Account

Edit/Approve Transactions

Edit RSP

Edit Fees

Pending/Historical

Download/Search Transactions

RSP

Transactions / Pending/Historical

Investments 109

Pending Transaction

Search

Product Type

Transaction Type

Payment/Redemption Mode

Reset

Show: 10

Product Name	Product Type	Transaction Type	Transaction Date	Investment/Redemption Amount	Nominal Value/Quantity	Transact
PIAS Balanced Model Portfolio (CPFOA)	Company Portfolio	Switch Buy	TBD	SGD 2,237.67	-	
PIAS Growth Model Portfolio (CPFOA)	Company Portfolio	Switch Sell	TBD	TBD	-	

Pending

Note: If there is ongoing portfolio rebalancing, the status will reflect as "Pending" as the switch will only process after the rebalancing is completed.

# Portfolio Switch Email Notifications

Adviser, supervisor and client will be notified via email when switch trade is into system

Dear All,

The following online transaction(s) has/have been put into the system for J\*\*n Doe with details as shown below.

Switch

Company Portfolio

One-To-One Switch Trade (1)

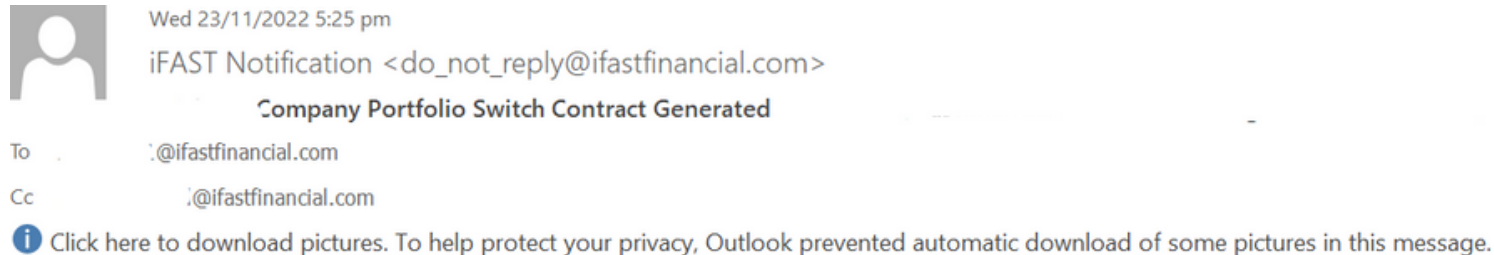
Switch Sell Product Name	Redemption Method	Estimated Redemption Amount	Active RSP	Continue RSP	Switch Buy Product Name	Fees (%)/(\$)	Advice Given	Product Suitability	DPMS Switch ID
PIAS Aggressive Model Portfolio (CFPOA)	CPFIS-OA	SGD 112,058.45	Y	N	PIAS Balanced Model Portfolio (CPFOA)	Upfront: 0%/SGD 0 Processing: -	Y	Y	SWDP22

**Note(s):**  
Please be informed that the RSP instruction(s) will be terminated if you had not opted to continue the RSP(s) after a full switch sell of the product's holdings.



# Portfolio Switch Email Notifications

Adviser and client will be notified via email when switch transaction is processing

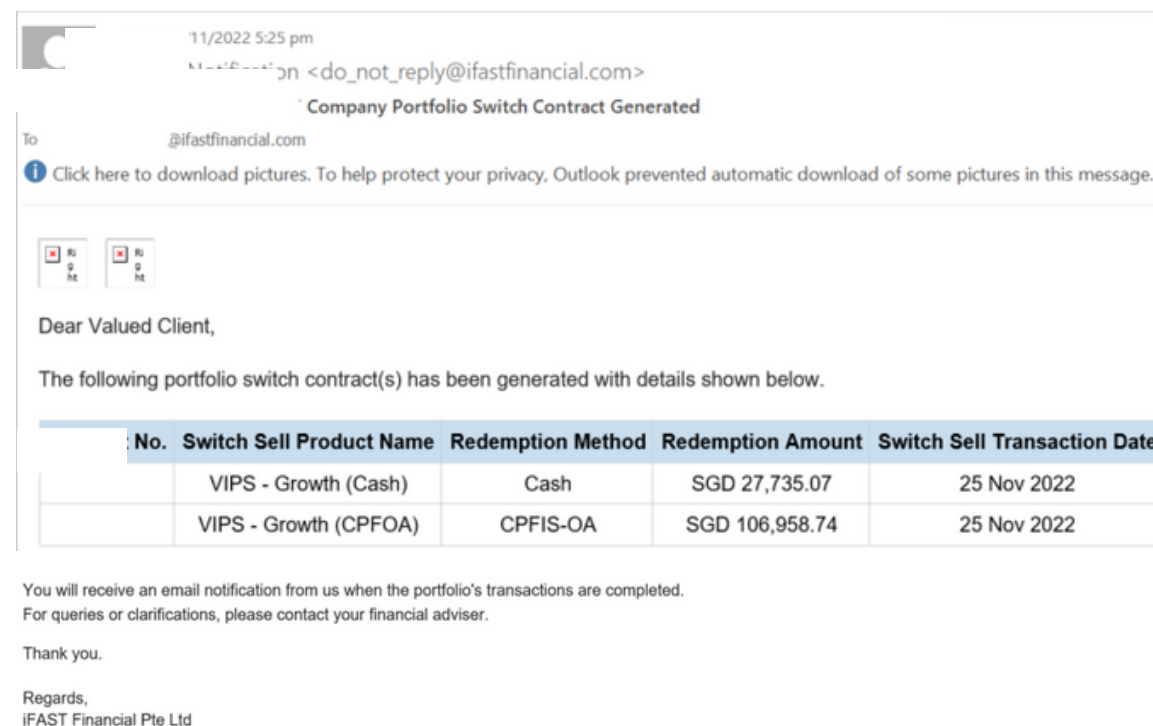


## Adviser Email Notification

Dear Valued Adviser

The following portfolio switch contract(s) has been generated with details shown below.

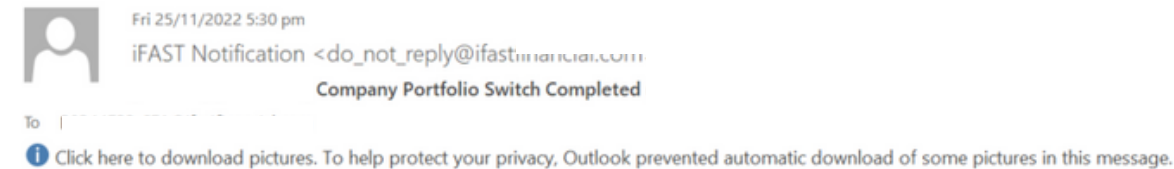
Account No.	Client Name	Switch Sell Product Name	Redemption Method	Redemption Amount	Switch Sell Transaction Date	Switch Sell Contract No.	Switch Buy Product Name Method	Fees (%) / (\$)	Switch Buy Transaction Date	Switch Buy Contract No.	Transaction Mode
	J**n Doe	VIPS - Growth (Cash)	Cash	SGD 27,735.07	25 Nov 2022	SDCON221121000022	VIPS - RSP (Cash)	Upfront: 0% / SGD 0	23 Nov 2022	BDCON221121000022	Online



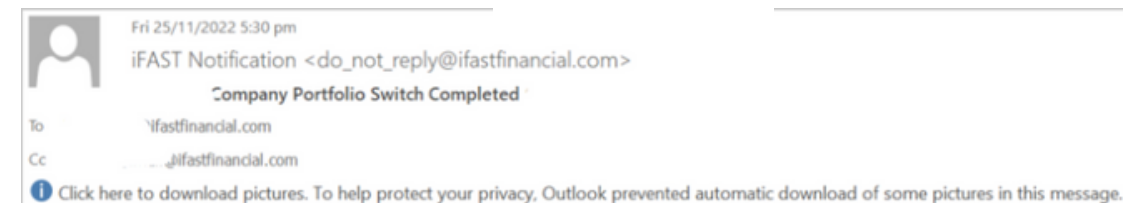
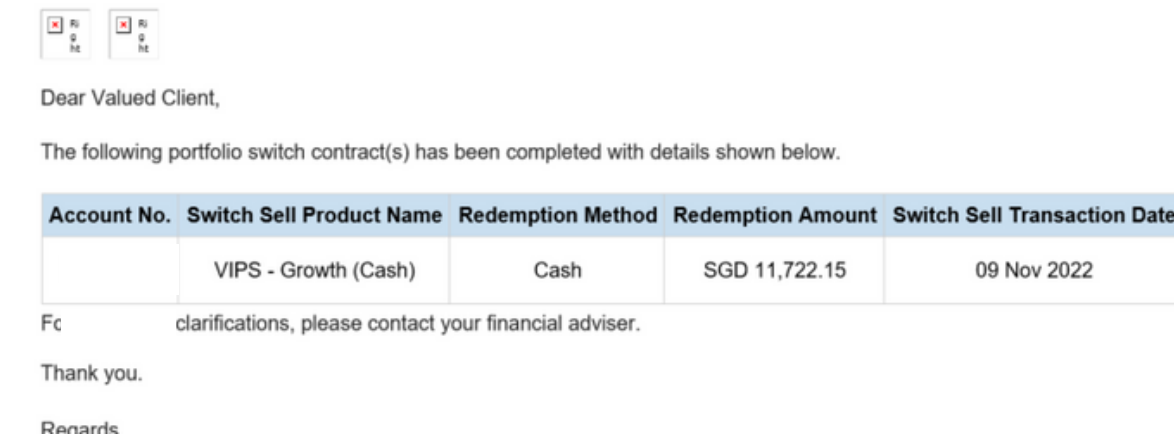
## Client Email Notification

# Portfolio Switch Email Notifications

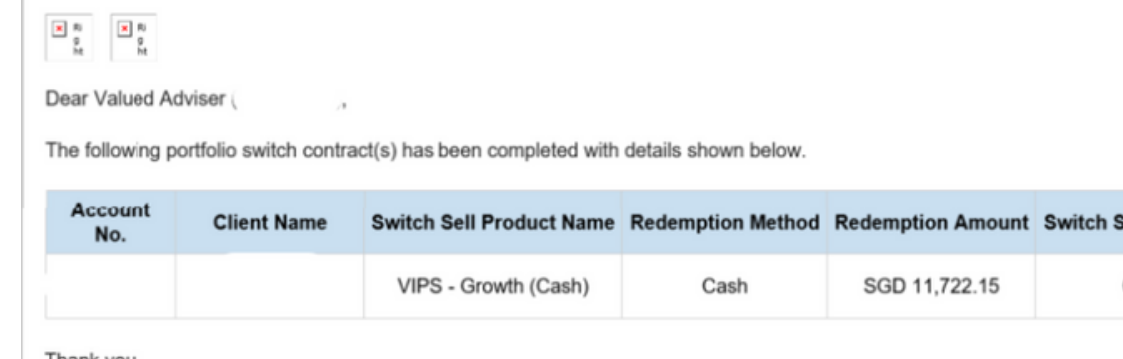
Adviser and client will be notified via email when switch has completed



## Client Email Notification



## Adviser Email Notification



# Portfolio Switch FAQ

## 1. Can I help my client to switch from one portfolio to a few portfolios?

Yes, you can Switch Sell more than one portfolio, and Switch Buy into multiple portfolios in a single switch order. Take note that this will only be valid for portfolios of the same payment method and the percentage allocation under the Switch Buy portion has to add up to 100%, while satisfying the minimum (subsequent) investment amount for the respective Switch Buy portfolios.

## 2. How long will the whole switching process take?

### Switching from Company Portfolio to Company Portfolio

The entire switching process, which includes auto-rebalancing of the Switch Buy portfolio will be completed within T (Transaction) date + 10 business days.

#### Note(s):

- a. The above timeline is subjected to change due to individual fund holiday, as well as stock exchange holiday.
- b. Cut-off time: 3pm on any business day.
- c. Online switch transactions will be processed 1 business day later if approved before 3pm on business day and 2 business days later if trade is approved after 3pm on business day.
- d. The switching order will only be executed after any outstanding 'rebalance action' (if any) has been completed.
- e. If a full sell order has been placed for the Switch Sell portfolio, the Switch Sell process will take precedence.
- f. If a full sell order has been placed for the Switch Buy portfolio, the Switch Buy process will take precedence.

# Portfolio Switch FAQ

## 3. What is the minimum switch amount?

For Company Portfolio, minimum amounts are determined by your Company. You will be able to see the key portfolio details when placing transactions.

## 4. What will happen to my client's Regular Savings Plan (RSP) if my client Switch Sell all units?

If your client wishes to Switch Sell all units of a portfolio, you will be required at the transaction creation page to indicate 'Yes' or 'No' in continuing active Regular Savings Plan (RSP) for the particular portfolio. Auto-termination of the portfolio RSP will proceed if you have chosen the latter.

## 5. What are the charges involved in a switch order?

Your client will be subject to exchange fees if the Switch Sell or Switch Buy portfolios contain underlying ETF products. There will be no upfront fees and processing fees involved in a portfolio switch order.

## 6. Are all Company Portfolios allowed for switching?

Currently, only Company Portfolios of SGD portfolio currency are allowed for switching.

## 7. What else do I need to know about switching before placing an order for my clients to avoid the switching transaction being voided?

If the portfolio switch transaction is not approved by the last party within 14 days, it will expire and automatically voided.

# Portfolio Switch FAQ

