

For Financial Advisers

How to guide: Creating Corporate Accounts

Process includes:

Create a New Organisation

Create a New Company Account

* Please note individual customers who will hold roles in the company should be set up in advance of using this guide. Please refer to Create a Customer and Account guide for steps on how to create individual customers.

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Creating a New Organisation

1. Log in using your Adviser or Admin log in details.
2. From the banner on the left-hand side of the page select “Customer” and from the drop down click on “New Organisation”.
3. Enter the company details in the mandatory fields, indicated with a red asterisk:



Step 1 Organisation Details

Save Next step

Organisation Details

External Customer ID	<input type="text"/>
Organisation Type *	Company ▼
Organisation Name *	<input type="text"/>
Registration Number *	<input type="text"/>
Country of Incorporation/Establishment *	UK ▼
Nature of Business *	▼
LEI Code	<input type="text"/>
Company *	testfirm ▼
Adviser *	▼

Next step

4. Select “Next Step”, this will bring you to “Step 2 Regulatory Details”.

Creating a New Organisation

5. Provide Organisation Tax Residency by selecting “Add New” under “Customer Tax Residency”.

The “Country Name” will default to the UK, as we are unable to accept companies where the country of tax residence is not the UK. Answer the question, “Is Main Tax Country of Residency?” by selecting either “Yes” or “No”. Answering “No” will prevent you from creating an account for the customer.

Please fill in the Tax Reference field with the organisations tax reference number in the UK this is usually their Unique tax reference (UTR) and they will find this on their correspondence with HMRC.



Step 2 Regulatory Details

Save Previous step Next step

Regulatory Details

Tax Compliance Classification *

GIIN *

Customer Tax Residency

Country Name	Primary Tax Residency	Tax Reference
--------------	-----------------------	---------------

Country Name * Is Main Tax Country of Residency? Yes No

Tax Reference *

Creating a New Organisation

6. “Step 3 Address”, click on “Add Address”. The Address Type will default to Primary Residential. Ensure that you have selected the Country before moving on to entering the address. You cannot save the address without a Country and this will clear the address details if not entered in the correct order. Enter the postcode for your address and click “Find”, locate the address from the drop down, and click on “Select” next to the drop down to populate the address fields. If you cannot locate the particular address (i.e. new build homes) you may manually populate the relevant fields.

The screenshot shows the 'Add Address' form with the following fields and controls:

- Add Address** (button)
- Address Type**: Postal (dropdown)
- Country**: UK (dropdown)
- Address Line 1**: (text input)
- Address Line 2**: (text input)
- Address Line 3**: (text input)
- Address Line 4**: (text input)
- Postcode**: LE1 6YJ (text input)
- Find** (button)
- 52 Regent Road Leices** (dropdown menu)
- Select** (button)
- Clear** (button)
- Save address** (button)

7. Click “Save” and “Next Step” and navigate to “Step 4 Contact Information”.

Creating a New Organisation

8. Under the heading “Email Address”, click on “Add New” and enter the customer’s email address, before clicking “Save Email”. This is vital for the organisation’s access to the platform.

Add New

Email type

Email Type

Email Address

Confirm Email

9. Under the heading “Phone Numbers”, click on “Add New” enter the details, then click “Save Phone”

Add New

Phone type

Phone Type

Country

Area Code

Number

Creating a New Organisation

10. Select “Next Step” and navigate to “Step 5 Validate and Submit.” The message on the page should confirm “All data entered has been successfully validated”, alternatively, this will indicate any information missing to prevent the submission of the client.

ⓘ All data entered has been successfully validated.

11. Click “Submit”. This will then confirm “New Customer successfully created”.

ⓘ New customer successfully created

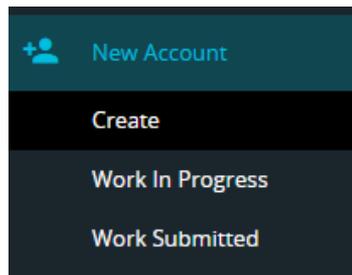
Create new account

Continue to Customer Search

This has created your customer. The next stage is to create a Company account for this client. The following steps will detail how to do this, but from the above page there is a shortcut. If you click on “Create New Account”, this will allow you to skip steps 1 and 2 of the following procedure.

Creating a New Company Account

1. Log in using your Adviser or Admin log in details.
2. From the banner on the left-hand side of the page select “New Account” and from the drop down click on “Create”.



3. The options on the page should read as follows, or be changed to read as such:

Task: Create new product wrapper

Platform Provider:	EIS Company: Your firm name
Adviser:	The Adviser for the client in question
Account Type:	Company
Company Sub Type:	Private Investment/Real Estate/financial Services/Other
Registered Pension Schemes:	Embark Personal Pension

Enter the account details

Platform Provider	<input type="text" value="EIS"/>	Account type	<input type="text" value="Company"/>
Company	<input type="text" value="EMBARK"/>	Company Sub Type	<input type="text"/>
Adviser	<input type="text" value="Adv SecSix"/>	Registered Pension Schemes	<input type="text" value="Embark Personal Pension"/>

4. Click “Next” and navigate to “Step 1 Account”.

Creating a New Company Account

- Under the “Declaration”, you are now asked to confirm that you have assessed the suitability of the platform for your client.
- Under “Account Details” you are required to provide the “Name of Account”, this is a free type box and can be decided by you and the customer. “Account Type” should read as Individual and “Reporting Currency” as GBP.

Account Details

Name of Account •

Account Type • COMPANY

Reporting Currency

- In the “Adviser Details” section verify that the details pulled through are that of the correct adviser for the particular customer.
- Under the heading “Customer Search”, “Search for Existing Customer” click the “Search” button. This will show you all the clients linked with the adviser that are still to be allocated on account. Locate the client you are intending to onboard and click on “Assign”.

Advanced search criteria

Organisation ID: Organisation Type:

Organisation Status: Organisation Name:

External Reference: Registered Company Number:

Organisation ID	Organisation Status	External Reference	Organisation Name	
368184	Active		New Name company	<input type="button" value="Assign"/>

Creating a New Company Account

9. On choosing the client, the Client Details section should populate with the client information completed when you created the customer.

10. As you scroll down the page, from the “Select Address” dropdown locate the client address, this will then populate the fields below.

Address Client 1

Select Address

Line 1

Line 2

Line 3

Line 4

Postcode

Country

Add a different postal address

11. For the “Contact Information”, select the appropriate answers from each of the dropdowns.

12. For “Domestic Standard Bank Accounts”, click “Add new bank account” and complete the required fields. This information may be submitted at a later date, but is mandatory if you are intending on submitting a regular contribution. You can input the details for the company or third party as appropriate.

There are also checkboxes for the following:

- Use Account for Direct Debits
- Nominated Account for Withdrawals

Please select as applicable.

Creating a New Company Account

13. Click “Save bank account”

Add new bank account

New Bank Account

Owner*

Account Name*

Country

Account Number*

Sort Code* (nn-nn-nn)

Building Society Roll Number

Bank Name*

Address Line 1*

Address Line 2*

Address Line 3

Address Line 4

Postcode*

Address Country

Use Account for Direct Debits Tick box if account to be used for Direct Debit.

Nominated account for withdrawals

Save bank account

Creating a New Company Account

14. Scroll down to the Anti Money Laundering section and select the checkbox, complete the Confirmation details, and then click on “Next Step” to confirm that the relevant AML checks have been carried out.

Details of Introducing Firm

Full name of regulated firm(or sole trader): Julia's Firm

You will not be able to submit this application online if you cannot verify your client's identity.

This form cannot be used to verify the identity of any customer that falls into one of the following categories:

(a) those who are exempt from verification as being existing clients of the introducing firm prior to the adoption of our national legislation that implements the current EU Money Laundering Directive, or permitted exemption under the current EU Money Laundering Directive

(b) those whose identity has not been verified by virtue of the application of a permitted exemption under the current EU Money Laundering Directive

Anti Money Laundering

The contract owner(s), controller(s), account payer(s) & payee(s) has/have been advised that an identity verification check(s) will be carried out to comply with the current Money Laundering Regulations:

Confirmation

I/We confirm that:

(i) the client information in this application was obtained by me/us, and

(ii) the evidence I/we have obtained to verify the client's identity meets the verification standards applicable to advisers set out in the guidance for the UK Financial Sector issued by the JMLSG (Please confirm this by ticking the box).

If the evidence exceeds the standard set out within the guidelines, please detail the evidence obtained

Please confirm this by ticking the box:

Name:

Position:

Date:

15. **Press next to **Step 2: Roles**. This step will allow you to assign any additional customers to the Company Account you created. Please note that the additional Individual or Organisation Customer records need to be created in advance of being assigned in Step 2. We have a separate guide published on our website which talks you through how to create Individual Customers.

To assign additional customers as Roles please select the Customer Type from the dropdown and then click on Add New and select the desired customer record from the pop-up box followed by pressing Assign:

Account Roles Transfer Payments In Invest / Allocate Remuneration Payments Out Validate Review Submit

Step 2 Roles

Exit Save Previous step Next step

Participants Customer ID	Name	Role	Postal Address	Grant online access	Action
Customer Type: Individual					Add New



Creating a New Company Account

16. After assigning the customer please select the relevant Role and Postal Address from each dropbox as well as choosing if these customers will also have online access to the Company Account. Repeat the step above if you want to add more customers to hold roles in the Company:

Step 2 Roles

Participants
Customer ID 363730 Name Samantha Junior Role Company Director Postal Address Flat 4, 48 Regent Ro...LE1 6YJ Grant online access Action Remove

Customer Type Individual Add New

Exit Save Previous step Next step

17. “Step 3 Transfer”, from the “Add new transfer to” dropdown select the relevant product (New Embark GIA) and then click “Add Transfer”. Provide all the information for the “Add Transfer From”. If there is no transfer and it is new monies only, skip to Step 22.

Add Transfer From

Product Provider/Manager

Account Number

Transfer Type

Full or Partial

Investments certificated? No Yes

What would you like to call your account?
Embark GIA (New 1)
Custom

Custom Account Name e.g. University fees savings

The Product Provider/Manager should be the ceding scheme provider, you may select from the dropdown list of the providers that we have dealt with previously, however, if you cannot find the details for the ceding provider please select “Other”. At this point scroll down the page slightly and manually input the contact details (you will note that if you select a provider from the list that this information will automatically pre-populate).

Creating a New Company Account

18. If you have selected a **partial** re-registration (in-specie transfer), you will be required to provide the information under “Investment Breakdown”. Please note this is not required for full re-registration transfers. To provide the details of the assets being transferred, please scroll down to “Search Criteria”, set “Search Type” to either Investment Funds or Stocks and Shares (depending on the type of asset). You also have the option of searching either via fund name or SEDOL code for ease, then select “Search”. The search results will appear on the right of the Search Criteria panel. Then click “Select” for the funds that you want to add.

Type	Code	Sedol	Name ↑	Documents	3 mth perf	6 mth perf	1 yr perf	3 yr perf	
Managed Fund				v	0.476	9.7985	-0.0544	3.5579	Select
Managed Fund				v	0.4736	9.7936	-0.0599	3.5569	Select
Managed Fund				v	-0.2988	6.1311	1.4246	4.1817	Select
Managed Fund				v	-0.2808	6.1295	1.4207	4.1823	Select
Managed Fund				v	-1.0515	6.0227	-3.8792	-0.5956	Select
Managed Fund				v	-1.0253	6.0235	-3.8716	-0.5875	Select
Managed Fund				v	-0.0275	7.504	0.0716	3.7079	Select

Creating a New Company Account

19. Once you have selected your funds, scroll up the page slightly to see the funds in the “Investment Breakdown”. Input the “Units held” (this will populate the value) and then click “Save Transfer”.

Investment*	Type	Units held	Value	Protect from automatic disinvestment to cover fees etc.	Acquisition Date	Tax Book Cost	Tax Book Status	CGT Exempt	Remove
	Managed Fund	100	138.62	<input type="checkbox"/>				<input type="checkbox"/>	Remove
	Managed Fund	100	177.01	<input type="checkbox"/>				<input type="checkbox"/>	Remove

Valuation Date ▾ 22-Oct-2020

Transfer amount at valuation date £ 315.63

Re-registration cash value £ 0

Estimated transfer value at valuation date ▾ £ 315.63

20. If the transfer is a full re-registration (in species transfer) then scroll down the page and complete the estimated valuation amount along with the date of the valuation. Once complete click “Save Transfer”.

Valuation Date 22-Oct-2020

Estimated transfer value at valuation date ▾ £ 30000.00

Please enter an Estimated Total Transfer Value to proceed.

In the event that the final value of a full transfer request differs from the estimated transfer value entered below we will process the full value of the transfer as requested.

Cancel

Clear

Save transfer

Creating a New Company Account

21. Click on “Next Step” and navigate to the Payment In tab – If there are no contributions due to the plan at this time, please click on “Next Step” and move to Step 24 of this guide.

22. Select the relevant product from the “Add New Payments for” dropdown and then click the “Add” button, this will open the “Add Payments” information that should be completed as appropriate.

23. You can amend the “Source of Payment” from Company to 3rd Party, which will open up a request for additional information on the source of funds. The funds can be paid either via direct credit, or for regular payments direct debit.

For direct debit transactions please note that on successful submission of the wizard a direct debit mandate is generated which we are required to have signed and returned before the first collection can be made. For direct credit information, please see “Literature” on the left-hand ribbon after you have completed this wizard.

Add payments

Source of payment: Company

Payment type: Single

Payment method: Direct Credit

Amounts

Currency: GBP

Amount: 10000

Clear Cancel Save payment

24. Once completed, click “Save Payment” and then “Next Step” which will bring you to Step 4 Invest/Allocate.

Step 5 Invest / Allocate

Exit Save Previous step Next step

Investment Type	Single	Regular	Cash Transfer	Protect from automatic disinvestment to cover fees etc.
Collapse All				
Embarc GIA (New 1)	GBP 10,000.00	N/A	N/A	
Cash Product Cash	100.00 %	N/A	N/A	
Remainder to be allocated:	0%	N/A	N/A	

Creating a New Company Account

25. The system will show you any cash transactions and ask you to confirm how the funds should be invested. You can nominate to keep all the funds in cash by inputting 100 in the relevant percentage box.

26. To invest the funds scroll down the page to “Search for Investments” set “Search Type” to either Investment Funds or Stocks and Shares (depending on the type of asset). You also have the option of searching either via fund name or SEDOL code for ease, then select “Search”. The search results will appear on the right of the Search Criteria panel. Then click “Select” for the funds that you want to add.

The screenshot displays the search interface for investment funds. On the left is a 'Search Criteria' panel with a 'Search' button. The 'Search Type' is set to 'Investment Funds'. Below this are input fields for Name, Code, SEDOL code, Fund Manager, Asset Class, Geographical Region, and IMA Sector, each with a dropdown menu set to 'All'. On the right is a table of search results for 'Managed Fund' assets.

Type	Code	Sedol	Name ↑	Documents	3 mth perf	6 mth perf	1 yr perf	3 yr perf	
Managed Fund				2.6214	5.7365	12.4849	30.6097	Select	
Managed Fund				2.626	5.7402	12.4984	30.6241	Select	
Managed Fund				1.089	3.3397	6.2772	18.3056	Select	
Managed Fund				1.0914	3.3419	6.2666	18.3048	Select	
Managed Fund				0.0337	1.5213	4.9847	15.2299	Select	
Managed Fund				0.0358	1.5154	4.9949	15.2533	Select	
Managed Fund				1.85	4.5756	9.8306	25.5882	Select	

Creating a New Company Account

27. On selecting the fund, a pop up will appear, for you to confirm which funds should be applied to the particular product(s). If you have multiple payments you can click on the dropdown next to “Allocate”, which will allow you to provide different investment options for the individual payments. There is also a tick box at the bottom of the screen, which will allow you to protect a fund from automatic disinvestment as a means of recovering our fees. Please be advised that while we do not have a minimum cash balance requirement if there are insufficient funds to cover the monthly fees we will disinvest proportionally across the portfolio, but by selecting this box we will not disinvest from the fund.

Managed Fund - [Redacted]

Choose which of these wrappers to apply your selection to:

- All
- Pension

Choose which types of payments to apply your selection to:

Allocate: All Payments

All Payments: %

Protect this investment from automatic disinvestment to recover fees etc.

Close Add investment

Creating a New Company Account

28. Once, you have invested the funds, click on “Next Step” and navigate to the Remuneration page and enter the agreed adviser charge. You can enter both initial and ongoing charges in either pounds or percentage, by clicking on the relevant option. You are also able to select the frequency for ongoing payments, you may choose from monthly, quarterly or annually. Click “Save” and then “Next Step”.

Step 6 Remuneration

Exit Save Previous step Next step

Summary details

Disinvestment strategy: Proportional

Initial Adviser Charge

Single Payments	Adviser charge (£)	Embark charge (£)	Total charge (£)
Embark GIA (New 1) <input checked="" type="radio"/> % Allocation <input type="radio"/> E.Amount 1.00 %	100.00	0.00	100.00

Ongoing Adviser Charge

Adviser annual charge amount (£)	Charging frequency	Total annual charge amount (£)
Embark GIA (New 1) <input checked="" type="radio"/> % Allocation <input type="radio"/> E.Amount 0.50 %	199.50 (est) Monthly	199.50 (est)

29. “Step 6 Payments Out”, the heading “Income Strategy” relates to the treatment of dividends. Even if you have not selected any income funds, this is set should you select income funds in the future. Click “Edit” and then choose the appropriate option, “Save and select “Next Step”.. You can enter both initial and ongoing charges in either pounds or percentage, by clicking on the relevant option. You are also able to select the frequency for ongoing payments, you may choose from monthly, quarterly or annually. Click “Save” and then “Next Step”.

Step 7 Payments Out

Exit Save Previous step Next step

Product Wrapper

Income Strategy Edit

Embark GIA (New 1) Edit

Add distribution and dividend destination

Income Strategy

Natural Income

Product Cash

Re-Invest

Cancel Save

Creating a New Company Account

30. Click on “Next Step” and navigate to the Validate screen and verify that all data entered is validated successfully. It is at this point that the system will highlight any missing information that will prevent you from submitting the client account.

31. Click on “Next Step” and navigate to Review screen and verify that information entered is correct.

32. Click on “Next Step” and navigate to the Submit screen. The page generates the relevant Charges Information Documents and declarations based on the information provided. Please read through these carefully before checking each box, then click on “Open Account”.***

Step 10 Submit

Exit

Save

Previous step

1. Produce Sign Up Documents

Please note that if you change any of the information entered in the previous screens you must revisit this page to re-generate the following documents.

Client documents

Name	Date Requested	Status	Include
Charges Information	29-Oct-20 3:18 pm	Pending..	Required

Adviser documents

Name	Date Requested	Status
Charges Information	29-Oct-20 3:18 pm	Pending..

2. Account Servicing Permissions

Setting to 'Yes' will grant the ability for your client to add funds, buy investments, sell investments, switch investments, withdraw funds and update certain details on their account. Your client will not be able to buy, sell or switch any adviser model portfolios or discretionary investment manager portfolios.

This setting can be edited at any time from the account holders menu item by clicking edit on the Account Details tab.

Client : Samantha Junior Role: Beneficial Owner

Yes No

Creating a New Company Account

3. Make Declarations

I confirm that my client:

- (i) wishes to proceed with the application to become a client of Embark;
- (ii) has provided me with the authority to proceed with this application and agrees to the Embark terms and conditions and terms of use;
- (iii) has checked and approved the information that is being provided to Embark with this application; and
- (iv) has signed any applicable documentation required by Embark.

I further confirm that I have explained Embark's applicable data protection, anti-money laundering and counter terrorist financing requirements to my client.

4. Complete Process

ⓘ Please note that once the account has been submitted no further changes can be made. The new account will be activated based on the details entered in this process. Any changes must be communicated to your client before opening this account.

ⓘ Upon opening this account you will be directed to your client's details page. From here you can review your client's account and add further business via the 'New Work' sub menu.

Open account

33. To view the documentation created on the account, please refer to “Reports & Documents” on the left-hand ribbon, which will allow you to view the documents generated.

** Please note that all applicable users should be linked to the account in Step 2: Roles however not all need granting of online access. For limited companies please link all directors, ultimate beneficial owners and key account personnel. For clubs and societies and charities please link all officers and trustees. For trusts please link all trustees, beneficiaries and grantors/settlers.

***Online access will also be provided to any customers which were granted online access in Step 2: Roles. If you would like to grant them trading permissions as well, please select Yes next to their name on the Step 10: Submit page. If you select No, the online access will be read-only.

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Embark platform is a trading name of Embark Investment Services Limited, which is a wholly owned subsidiary of Embark Group, a company incorporated in England and Wales (company number 09955930). Embark Investment Services Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number 737356). Registered office: 100 Cannon Street, London, EC4N 6EU.

