

How to sell a fund (OEICs and Unit Trusts)

If you want to sell an investment in your Fidelity account, you can use this guide to sell different types of funds and move your money into cash.

- 1. Go to <u>www.fidelity.co.uk</u>
- **2.** Click on 'Log in' at the top right corner of the page before following the log in process. To access a walkthrough for our log in process, visit the <u>how to log in guide</u>.
- **3.** The first screen you'll see is the Account Summary page. From the top menu of options on Account Summary, click on 'Manage Investments'.

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Manage	Cash	Invest
Investments	Add cash	Buy, sell, switch
	Move or withdraw cash	Regular savings plan
		Transfer an account to Fidelity
		Open an account

- **4.** Then choose 'Buy, sell, switch' under the 'Invest' heading.
- 5. This will open the 'Buy, Sell, Switch' panel on your screen.
- 6. Click on 'Select the account you'd like to use' and a choice of accounts (if you have multiple accounts) will display along with the amount held within each account. Click on the account you wish to sell the investment from.

Buy, Sell, Switch



7. Click on 'Sell'. This will then show the investments held within your selected account.

- Please note, if you are selling an investment to increase the cash in your account, you can top up your account instead by using the <u>how to add cash guide</u> for help. Alternatively, if you are selling an investment to buy into another, you can place these instructions together by executing a 'Switch'. Visit our <u>how to switch an investment</u> guide for a step-by-step walkthrough on this process.
- 8. Under the relevant investment, input the amount that you would like to sell by selecting 'Amount (£)'. Alternatively, you can choose the number of units of each investment to be sold by selecting 'Quantity'. If you would like to completely move out of a certain investment, select 'Sell all' which will sell all the units of that investment which you hold.

Sell by:	~	Amount (£)	Quantity
Sell all	£	0.00	Sell

- **9.** Click on 'Sell'. This will open the 'SELL' confirmation page. Review the details provided and select where the cash should be paid by clicking on 'Please select an account'. Here, you can choose to have the cash from the sale moved into your Fidelity account, or withdrawn to a personal bank account instead.
- 10. If you are withdrawing the cash to a bank account, you will have two options either:
 - **a.** Choose a verified bank account that we have on record and click on 'Next'. If you're withdrawing to an account that we already hold on record, the withdrawal should take no more than four working days.
 - **b.** Add a new bank account by selecting 'Add or manage bank account'. A message will then appear which offers you a link, enabling you to navigate to your 'bank account hub' where you can add your bank details. Once added and verified you will return to this screen where you can select your newly verified account.

Please note, to set up a new account we will need to verify your account details. Firstly we run an automatic check, however if this is unsuccessful we will need you to upload proof of identity and bank account which will need to be reviewed, which will take a few days. In this case if you wish to proceed with your sell you can either proceed with a verified account if you have one or sell to cash within your account first, and then withdraw the money to your bank account later (once its verified).

- **11.** If you would like to proceed with the sale, click on 'Place Order'.
- **12.** You'll see a confirmation of your request to sell an investment. It can be helpful to take note of the order number for reference later. This transaction could take up to 5 working days to settle once the deal has been placed if selling into your Fidelity account, and up to 7 working days if withdrawing to a verified bank account.

Having followed this guide, you should now have successfully completed this journey. If you use this guide and still require some additional help, visit our <u>Help and Support page</u>.

For more guides like this one, visit our <u>How-to Guide page</u> for a full list of out step-by-step walkthroughs.