



HOW TO COMPLETE THE POSITION MOVE TEMPLATE BETWEEN TWO IDS

DATE

01 Oct 2026

1. Choose the correct sheet

- **Partial Move:** Use when moving **part of a portfolio**.
- **Full Portfolio Move:** Use when moving **100% of a portfolio**.

CAUTION

Please do not change the format of the template.

2. Complete the required fields

Field	What to enter
From Client ID	Client ID the positions are being moved from.
To Client ID	Client ID the positions are being moved to.
From Account	Account number the positions are being moved from.
To Account	Account number the positions are being moved to.
Ticker	Instrument ticker, e.g. AAPL:xnas.
Amount	Quantity of the instrument to be moved.
Position Number	<u>Partial moves:</u> Enter the Position ID found under Position Details in Partner Connect. <u>Full portfolio moves:</u> Enter ALL.
Price	Enter the price if you want the positions moved at a specific price (Manual Price). Leave blank if moving at cost or EOD/Market price.
Value Date	Enter the date if you want the positions moved at a specific date (manual date). Leave blank if using the original value date or current date.
Instrument Type	Instrument type, e.g. SH – Shares, BO – Bonds, MF – Mutual Funds.
Related Orders Cancelled?	Enter Yes. All related orders must be cancelled before the move.
Position	Select Manual for partial moves and ALL for full portfolio moves.
Type of Transfer	Select NCBO (No Change in Beneficial Ownership) or CBO (Change in Beneficial Ownership).
Price Type	Select EOD (for market prices), Historical (for original cost prices) or Manual (for specific prices).
Value Date	Select Current (for market prices), Historical (for original cost prices) or Manual (for specific prices).

Important

- **Quantity split charges:** Saxo charges USD 10 per split. If a quantity must be split, please specify which account should be charged.
- **Price:** Only complete this for **EOD/Market** or **Manual** pricing. Leave blank when moving positions **at cost**.
- **Value Date:** Only complete this when using **Current** or **Manual** dates. Leave blank when using the **original value date**.