

Setting up an Ongoing Fee Arrangement

Adviser guide only.

This guide provides instructions on how to initiate an Ongoing Fee Arrangement (OFA) for an existing Portfolio.

1. Click on Portfolios in the main menu and search for the client under Portfolio Search

| PLATFORM+ WRAP | Sei | arch | | | | C Sear | Portfolio 、 | - Search | | Full Search | + Create New | 161 Notifications | ل Log Out |
|----------------------|-----|--|-------------------------------|-------------------------------|------------------|-------------------------|--|--|--------------|----------------|-----------------|-------------------------|------------------|
| Home | | | Client Search | | | | Portfolio Search | |] | | Household Sea | rch | |
| Portfolios | | You must have se | lected an account to acce | ss this functionality | | | | | | | | 👼 – Darultr nar Dana | 10 |
| Investment Programs | | PORTFOLIO NUMBER | PORTFOLIO NAME | HOUSEHOLD NAME | HOUSEHOLD | PORTFOLIO TYPE | ADVISER NAME | COMPANY | LAS' VIEV | r IED | STATUS | a neono per roge | LAST UPDATE |
| E Literature Library | | Search | Search Billie | Search Billie Mc Gee | Search PP9000002 | All ~ | Search Billie PFAAAA0000001 | All Company Name PFAAAA | ~ Al | 2-12-07 | Active | ~ | All 2021-0 |
| Administration | | + PP3000003 | Luis Barajas | Luis Barajas | PP9000004 | Company | Billie PFAAAA0000001 | Company Name PFAAAA | Nev | er | Active | | 2021-0 |
| | | PP3000009 PP1000010 | Luis Barajas Billie Mc Gee | Luis Barajas Billie Mc Gee | PP9000004 | Company | Billie PFAAAA0000001 Billie PFAAAA0000001 | Company Name PFAAAA Company Name PFAAAA | Nev | er | Active | | 2022-0 2022-0 |
| | | PP6000012 | Billie Mc Gee | Billie Mc Gee | PP9000002 | Super - Accumulation | Billie PFAAAA0000001 | Company Name PFAAAA | Nev | er | Active | | 2022-0 |
| | | PP2000013 | Mr Ashley Drake | Mr Ashley Drake | PP9000014 | Joint | Billie PFAAAA0000001 Billie | Company Name PFAAAA | Nev | er | Active | | 2022-0 |
| | | PP5000013 | Ms. Roy Thornton | Ms. Roy Thornton | PP9000018 | SMSF | PFAAAA0000001 Billie PFAAAA0000001 | Company Name PFAAAA | Nev | er | Active | | 2022-0 |

- 2. Go to Portfolios within the main menu, click on Fees & Interest > Agreed Remuneration
- 3. Once in this screen, click Edit Fee Arrangement

| PL/ | TFORM+ WRAP | Pees & Interest Q Portfolio Search Put Search |
|---------|--|--|
| • | Home | Liza Thompson A Quick Links Hodings Contribute Ge to the Client Partal PP0000034 - MEMBER |
| 0 | Portfolios Investments | Adviser Fees Dient Fees Agreed Remuneration Schedules One Off Adviser Fee One Off Adviser Fee |
| | Cash & Payments Orders Investment Programs & | ACCOUNT (B) BATE OFFATED GET INCL GIT ENCL GATE AND ACTION |
| | Add Account Transfers Corporate Actions | Fee Arrangements End Fee Annagement End Fee Annagement Type ETAILS ANNAULUM END IN DETAILUMEEMENDATE ENDERLIN FROM END |
| | Superannustion Tax Fees & Interest | Orgong Fee Available for Submission |
| | Portfolio Settings Notifications Reports & Documents | Fake Account Name - Pension |
| s di | Investment Programs Research | i e the account unles will bothoes hulds? |
| 9 | Literature Library Administration | SHEELTIFE ANNULL INTE PEOLOGY BITMATISE FRE BITMATISE FRE % \$ Pesse select Quarterly \$3.00 |
| | | GITHOL GITEOL |

4. Enter the client's anniversary date (Renewal Date)



- 5. If the account was funded with borrow funds and, enter the estimated Account balance
- 6. Complete the ongoing fee type, amount and frequency
- 7. Confirm all details are correct, then read and tick the declaration box

| | Investment Programs & Strategy | | | | | |
|-----|-----------------------------------|---|---|--|---|---|
| | Add Account | Fee Arrangements | | | | |
| | Transfers | | | | | End ree Attaligement |
| | Corporate Actions | TYPE STATUS | ANNIVERSARY DAY | RSARY DATE RENEWAL PERIOD END DATE 🚱 | CONSENT EXPIRY DATE | ACTION |
| | Superannuation | Ongoing Fee Available for Submission | ~ ~ | | | Request Client Consent |
| | Tex Fees & Interest | | | | | |
| | Portfolio Settings | | | | | |
| | Notifications | | | | | |
| | Reports & Documents | Fake Account Name - Pension | | | | |
| ٥ | Investment Programs | Is this account funded with borrowed funds? | Yes No | Estimated Account Balance | s | 0.00 |
| | | | | | | |
| ılı | Research | Adviser Ongoing Fee | | | | |
| ۵ | Literature Library | CHARGE TYPE | ANNUAL RATE | CHARGE FREQUENCY | ESTIMATED FEE PER FREQUENCY (INCL GST) | |
| 9 | Administration | % S | Please select V | Quarterly | ~ \$0.00 | |
| | | | GST INCL | GSTENCL | | |
| | | | | | 1 | Estimated Annual Fee: \$0.00 (incl GST) |
| | | | | | | |
| | | | | | | |
| | | Declaration | | | | |
| | | I Confirm The Following: | | | | |
| | | I declare that: | | | | |
| | | the information entered is true and correct. | | | | |
| | | the fees to be paid by the client meet the so | ole purpose test (superannuation accounts only). | | | |
| | | the Trustee/Operator has discretion to reject | ct the payment of advice fees. | | | |
| | | the tees are reasonable for the proposed set any artimites provided are reasonable arti- | ervices. | | | |
| | | any estimates provided are reasonable estimates the Anniversary Date listed is accurate. | rides. | | | |
| | | I acknowledge that: | | | | |
| | | the fees will not be calculated nor deducted | d prior to the date of consent. | | | |
| | | the fees reflect a fee arrangement that has | been agreed with the applicant(s). To the extent of any | inconsistency, the details provided in this instruction will | I prevail. | |
| | | the fixed fees deducted at regular frequencies | ies may result in rounding discrepancies when compare | d to annual calculations. | | |
| | | | | | | |

8. Click Request Client Consent

The client will then need to log in and accept the OFA via the PlatformplusWRAP client portal.

Should you have any questions or require any additional information in relation to this guide, please contact the PlatformplusWRAP Support Team on 1300 191 952 or support@platformplus.com.au.