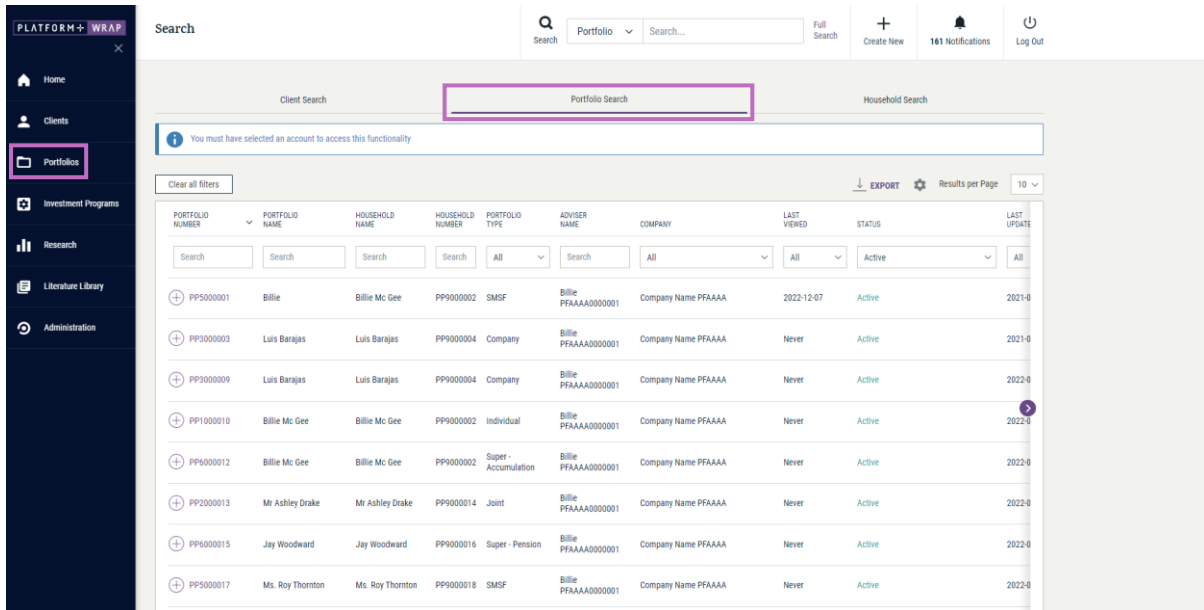


# Setting up an Ongoing Fee Arrangement

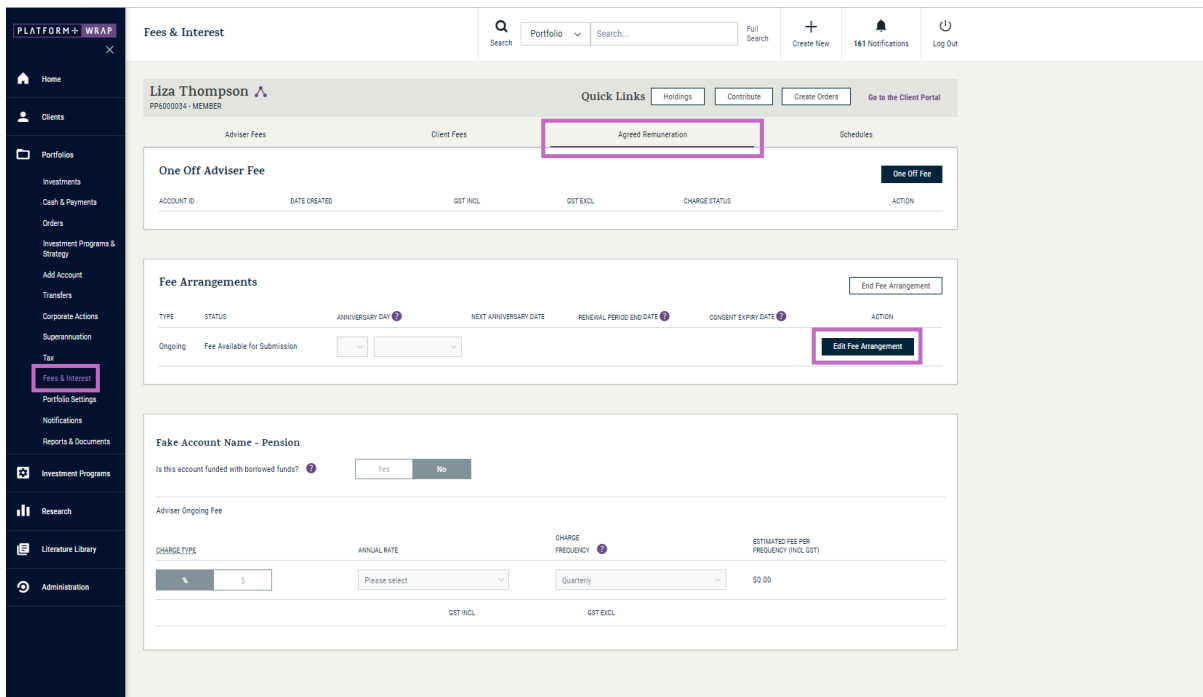
**Adviser guide only.**

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**



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



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

**Fee Arrangements**

TYPE: Ongoing | STATUS: Fee Available for Submission | ANNIVERSARY DAY: [dropdown] | NEXT ANNIVERSARY DATE: [dropdown] | RENEWAL PERIOD END DATE: [dropdown] | CONSENT EXPIRY DATE: [dropdown] | ACTION: [Request Client Consent](#)

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**False Account Name - Pension**

Is this account funded with borrowed funds?  Yes  No | Estimated Account Balance: \$ 0.00

**Advice Ongoing Fee**

CHARGE TYPE: [dropdown] | ANNUAL RATE: [dropdown] | CHARGE FREQUENCY: [dropdown] | ESTIMATED FEE PER FREQUENCY (INCL GST): [text field]

GST INCL: [checkbox] | GST EXCL: [checkbox] | Estimated Annual Fee: 0.00 (INC GST)

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**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 sole purpose test (superannuation accounts only).
- the Trustee/Operator has discretion to reject the payment of advice fees.
- the fees are reasonable for the proposed services.
- any estimates provided are reasonable estimates.
- the Anniversary Date listed is accurate.

I acknowledge that:

- the fees will not be calculated nor deducted 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 prevail.
- the fixed fees deducted at regular frequencies may result in rounding discrepancies when compared 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](mailto:support@platformplus.com.au).