

Adding an Ongoing Adviser Fee on an Active Account

Adviser guide only.

This guide provides instructions on how to add an Ongoing Adviser Fee on an active account.

1. Once in the client portfolio, click on **Fees & Interest** in the main menu
2. Click **Agreed Remuneration**

3. Click **Edit Fee Arrangement**

CHARGE TYPE	ANNUAL RATE	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
% \$ No Charge	PlatformplusWRAP Admin Tier	Monthly	\$320.83

	GST INCL	GST EXCL
\$0.00 - \$1,000,000.00	1.1000 %	1.0000 %
Above \$1,000,000.01	0.8000 %	0.7273 %

4. Add Anniversary Day (fee renewal date)

The screenshot shows the 'Fees & Interest' section for 'Jason Super - Accumulation'. The 'Fee Arrangements' table is highlighted with a pink box. The table has the following data:

TYPE	STATUS	ANNIVERSARY DAY	NEXT ANNIVERSARY DATE	RENEWAL PERIOD END DATE	CONSENT EXPIRY DATE	ACTION
Ongoing	Fee Available for Submission	20 April	20th April 2024	17th August 2024	16th September 2024	View

5. Complete the details in the **Active Fee Arrangements**

For % Based Fee

1. Complete the fields as below:

The screenshot shows the 'Active Fee Arrangements' form for a % based fee. The 'Estimated Account Balance' is \$350,000.00. The 'ANNUAL RATE' is 'PlatformplusWRAP Admin Tier'. The 'ESTIMATED FEE PER FREQUENCY (INCL GST)' is \$0.00. The 'GST INCL' and 'GST EXCL' rates are 1.1000% and 1.0000% respectively for the \$0.00 - \$1,000,000.00 range.

For Flat Fee

1. Complete the fields as below:

The screenshot shows the 'Active Fee Arrangements' form for a flat fee. The 'Estimated Account Balance' is \$0.00. The 'ANNUAL AMOUNT' is \$3,500.00 (GST INCL) and \$3,181.82 (GST EXCL). The 'ESTIMATED FEE PER FREQUENCY (INCL GST)' is \$0.00.

2. Enter the **Charge Frequency**. NOTE: this is the frequency the ongoing adviser fee will be deducted from the clients account and paid to you.

Active Fee Arrangements

Request Client Consent
End Fee Arrangement

Superannuation Account - Accumulation

Is this account funded with borrowed funds? Yes No Estimated Account Balance: \$ 350,000.00

Adviser Service Fee

CHARGE TYPE	ANNUAL RATE	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
% \$ No Charge	PlatformplusWRAP Admin Tier	<div style="border: 1px solid black; padding: 2px;"> Please select Please select Monthly Quarterly Half Yearly Annually </div>	\$0.00
	GST INCL \$0.00 - \$1,000,000.00	0.8000 %	0.7273 %
	Above \$1,000,000.01	0.8000 %	0.7273 %

Estimated Annual Fee: \$3,850.00 (incl GST)

3. Tick the **Declaration** confirmation

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.

4. Scroll up to the **Active Fee Arrangements** box
5. Click **Request Client Consent**

Active Fee Arrangements

Request Client Consent
End Fee Arrangement

Superannuation Account - Accumulation

Is this account funded with borrowed funds? Yes No Estimated Account Balance: \$ 350,000.00

Adviser Service Fee

CHARGE TYPE	ANNUAL RATE	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
% \$ No Charge	PlatformplusWRAP Admin Tier	Monthly	\$320.83
	GST INCL \$0.00 - \$1,000,000.00	1.1000 %	1.0000 %
	Above \$1,000,000.01	0.8000 %	0.7273 %

Estimated Annual Fee: \$3,850.00 (incl GST)

6. Once submitted, you will see the following message:

The screenshot shows the 'Fees & Interest' section of the Platform Plus Wrap interface for a client named Jason Super - Accumulation (PP6000500 - MEMBER). A green message box at the top states 'Changes have been successfully submitted.' Below this, there are sections for 'One Off Adviser Fee', 'Fee Arrangements', and 'Pending Fee Arrangements'. The 'One Off Adviser Fee' section includes a table with columns for ACCOUNT ID, DATE CREATED, GST INCL, GST EXCL, CHARGE STATUS, and ACTION. The 'Fee Arrangements' section includes a table with columns for TYPE, STATUS, ANNIVERSARY DAY, NEXT ANNIVERSARY DATE, RENEWAL PERIOD END DATE, CONSENT EXPIRY DATE, and ACTION. The 'Pending Fee Arrangements' section includes a form for 'Superannuation Account - Accumulation' with fields for 'Is this account funded with borrowed funds?' (Yes/No), 'Estimated Account Balance' (\$ 350,000.00), and 'Adviser Service Fee' details.

NOTE: Your client will need to log in to the client portal to accept the Ongoing Adviser Fee. Please refer to the Client Guide – **Accepting an Ongoing Adviser Fee.**

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.