

Renewing an Ongoing Fee Arrangement

Adviser guide only.

This guide provides instructions on how to renew and alter (if required) the ongoing adviser fee.

1. Once in the client portal, click on **Fees & Interest**

The screenshot shows the client portal interface for 'Bec Jones- Pension'. The left sidebar contains a menu with 'Fees & Interest' highlighted with a red box. The main content area shows the 'Investments' section with tabs for Summary, Holdings, Asset Allocation, Performance, and Investment Transactions. The 'Summary' tab is active, displaying 'Portfolio Value \$0.00', 'Performance Since Inception' (no data), and 'Asset Distribution' (no data).

2. Click on **Agreed Remuneration, Edit Fee Arrangement**

The screenshot shows the 'Fees & Interest' section of the client portal. The 'Agreed Remuneration' tab is highlighted with a red box. Below the tabs, there are sections for 'One Off Adviser Fee', 'Fee Arrangements', and 'Active Fee Arrangements'. The 'Active Fee Arrangements' section shows a table with columns for 'CHARGE TYPE', 'ANNUAL AMOUNT', 'CHARGE FREQUENCY', and 'ESTIMATED FEE PER FREQUENCY (INCL GST)'. The 'Edit Fee Arrangement' button is highlighted with a red box.

CHARGE TYPE	ANNUAL AMOUNT	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
	GST INCL	GST EXCL	
%	\$ 2,500.00	\$ 2,272.73	\$208.33

Estimated Annual Fee: \$2,500.00 (incl GST)

3. You have three options from this point:

Option 1: When there is no change to the fee

1. Check the **Declaration** box and click **Request Client Consent**

The screenshot displays the 'Fee Arrangements' section of the Platform Plus Wrap user interface. On the left is a dark navigation sidebar with options like 'Strategy', 'Add Account', 'Transfers', 'Corporate Actions', 'Superannuation', 'Tax', 'Fees & Interest', 'Portfolio Settings', 'Notifications', 'Reports & Documents', 'Investment Programs', 'Research', 'Literature Library', and 'Administration'. The main content area is divided into three sections:

- Fee Arrangements:** A table with columns: TYPE, STATUS, ANNIVERSARY DAY, NEXT ANNIVERSARY DATE, RENEWAL PERIOD END DATE, COISENT EXPIRY DATE, and ACTION. A row shows 'Ongoing' status, 'Ready for Renewal', anniversary on '6' of 'October', next anniversary on '6th October 2024', renewal period ending '2nd February 2025', consent expiry on '4th March 2025', and a 'View' button.
- Active Fee Arrangements:** Contains a 'Request Client Consent' button (highlighted with a red box) and an 'End Fee Arrangement' button. Below is a 'Pension Account - Pension' section with a 'Yes/No' toggle for 'Is this account funded with borrowed funds?' and an 'Estimated Account Balance' of '\$ 0.00'. An 'Adviser Service Fee' table shows a 'No Charge' status, with annual amounts of '\$ 2,500.00' (incl GST) and '\$ 2,272.73' (excl GST) at a 'Monthly' frequency, resulting in an 'Estimated Fee Per Frequency (incl GST)' of '\$208.33'. The total 'Estimated Annual Fee: \$2,500.00 (incl GST)' is noted at the bottom right.
- Declaration:** A section with a checkbox labeled 'I Confirm The Following:' (highlighted with a red box). Below the checkbox are two lists of statements:
 - 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.

Option 2: When the fee amount needs to be altered

1. Alter the new fee amount under **Annual Amount**
2. Check the **Declaration** box and click **Request Client Consent**

Strategy

Add Account

Transfers

Corporate Actions

Superannuation

Tax

Fees & Interest

Portfolio Settings

Notifications

Reports & Documents

Investment Programs

Research

Literature Library

Administration

Fee Arrangements ?

TYPE	STATUS	ANNIVERSARY DAY	NEXT ANNIVERSARY DATE	RENEWAL PERIOD END DATE	CONSENT EXPIRY DATE	ACTION
Ongoing	Ready for Renewal	6 ▼ October ▼	6th October 2024	2nd February 2025	4th March 2025	View

Active Fee Arrangements

[Request Client Consent](#)
[End Fee Arrangement](#)

Pension Account 2 - Pension ?

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

Adviser Service Fee

CHARGE TYPE	ANNUAL AMOUNT		CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
	GST INCL	GST EXCL		
<input type="checkbox"/> % <input checked="" type="checkbox"/> \$ <input type="checkbox"/> No Charge	\$ 3,300.00	\$ 3,000.00	Monthly ▼	\$275.00

Estimated Annual Fee: \$3,300.00 (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 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.

Option 3: When the fee needs to be changed to a % based fee

1. Change the Charge type to % by clicking on the % icon
2. Select the tier under Annual Rate
3. Enter the required %
4. Enter the estimated Account Balance
5. Check the **Declaration** box and click **Request Client Consent**

- Add Account
- Transfers
- Corporate Actions
- Superannuation
- Tax
- Fees & Interest
- Portfolio Settings
- Notifications
- Reports & Documents
- Investment Programs
- Research
- Literature Library
- Administration

Fee Arrangements

TYPE	STATUS	ANNIVERSARY DAY	NEXT ANNIVERSARY DATE	RENEWAL PERIOD END DATE	CONSENT EXPIRY DATE	ACTION
Ongoing	Ready for Renewal	\$ October	6th October 2024	2nd February 2025	4th March 2025	View

Active Fee Arrangements

[Request Client Consent](#)
[End Fee Arrangement](#)

Superannuation Account 1 - Pension

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

Adviser Service Fee

CHARGE TYPE	ANNUAL RATE	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
% \$ No Charge	PlatformplusWRAP Admin Tier	Monthly	\$0.00
		GST INCL	GST EXCL
		\$0.00 - \$1,000,000.00	0.9000 % 0.8182 %
		Above \$1,000,000.01	1.1000 % 1.0000 %

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 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.

When successfully completed you will receive the “Changes have been successfully submitted” message

Under **Fee Arrangements**, two lines will appear one with the existing fee arrangement and one with the new arrangement

The screenshot shows the 'Fees & Interest' section for 'Bec Jones - Pension'. A green message box at the top states 'Changes have been successfully submitted.' Below this is a table titled 'Fee Arrangements' with two rows:

TYPE	STATUS	ANNIVERSARY DAY	NEXT ANNIVERSARY DATE	RENEWAL PERIOD END DATE	CONSENT EXPIRY DATE	ACTION
Ongoing	Ready for Renewal	6 October	6th October 2023	2nd February 2024	3rd March 2024	View
Ongoing	Pending Client Consent	6 October	6th October 2024	2nd February 2025	4th March 2025	View

Once the client accepts the fee renewal only one line will appear showing the active arrangement

The screenshot shows the 'Fees & Interest' section for 'Bec Jones - Pension' after the renewal. The 'Fee Arrangements' table now only contains one row:

TYPE	STATUS	ANNIVERSARY DAY	NEXT ANNIVERSARY DATE	RENEWAL PERIOD END DATE	CONSENT EXPIRY DATE	ACTION
Ongoing	Active	6 October	6th October 2024	2nd February 2025	4th March 2025	View



Note: *If you select “No Charge” under charge type, this will cancel the ongoing adviser fee.*

Active Fee Arrangements Edit Fee Arrangement End Fee Arrangement

Superannuation Account 1 - Pension ⓘ

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

Adviser Service Fee

CHARGE TYPE	ANNUAL AMOUNT		CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
	GST INCL	GST EXCL		
% \$ No Charge	\$ 3,000.00	\$ 2,727.27	Monthly	\$250.00

Estimated Annual Fee: \$3,000.00 (incl GST)



Note: *The client will then need to log in and accept – refer to investor acceptance guide.*

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.