Adding a fixed term agreement to an existing client (no existing fee)

Adviser guide only.

This guide provides instructions on how add a Fixed term to an existing client that has no existing fee.

- 1. Once in the client's portfolio, click Fees & Interest, Agreed Remuneration
- 2. Click Edit Fee Arrangement

PLA	TFORM⊹ WRAP ×	F	ees & Interest			Q Search	Portfolio 🗸 Search	Full Sea	rch Create New	81 Notifications	U Log Out
٨	Home		Drew Shah 🙏				Ouick Links	Holdings Deposit Cash	Create Orders	Go to the Client	t Portal
÷	Clients		PP3000003 - Company		Client Fees		Agreed	Remuneration		J	
D	Portfolios		One Off Adviser Fee		onen rees		Agreed			One Off	Fee
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	Investment Programs & Strategy										
	Add Account										
	Transfers										
	Corporate Actions		Fee Arrangements								
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	Notifications										
	External Assets										
	Reports & Documents							-		1	
	Investment Programs		Active Fee Arrangen	ients					Edit Fee Arrangement	End Fee Arranger	ment
			Fake Account Name - I	Personal Portfolio 🔞							
•11	Research		Is this account funded with borrow	red funds?	Yes No						
B	Literature Library										
			Adviser Service Fee								
Э	Administration				UIAL DATE			EST	IMATED FEE PER		
			STRONG LIFE	AND	IVAL DATE		CHARGE PREQUENCY	FRE	QUENUT (INCL UST)		
			% \$ No Charge	P	lease select		Please select	~ \$0.	00		
					GST INCL		GST EXCL				

- 3. In the Fee Arrangements box under Type, select Fixed-term via the drop-down box
- 4. Alter the start and end dates
- If the account is funded with borrow funds, click <u>Yes</u> Note: the platforms default on this question is No

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External Assets										
Reports & Documents										
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Research	Is this account funded with borrowed fur	ids? Yes	No		Estimated Account Bala	ance	S		0.00	

6. From here, you have two options: % based or flat fee

Option 1: % based fee

- 1. Under Charge Type, click <u>%</u>
- 2. Enter the estimated account balance. This field only becomes active once a percentage fee has been selected
- 3. Using the drop-down box under Annual Rate, select the fee tier
- 4. Enter the % values required for each tier
- 5. Select the charge frequency Note: the charge frequency refers to the frequency when the fee will be deducted from the

client's portfolio and paid to your office

PLΛ	TFORM⊹ WRAP ×	Fees & Interest	Q Search Portfolio ~ Search	Full + U Search Create New 81 Notifications Log Out
٨	Home	Drew Shah A	Quick Links Hold	ings Deposit Cash Create Orders Go to the Client Portal
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	Cash & Payments	ACCOUNT ID DATE CREATED GST I	CL GST EXCL	CHARGE STATUS ACTION
	Orders	PP3000003-237 9-Nov-2023 \$5,0	0.00 \$4,545.45	Processed View
	Investment Programs & Strategy			
	Add Account			
	Transfers			
	Corporate Actions	Fee Arrangements 🕖		
	Tax Fees & Interest	TYPE STATUS	START DATE	END DATE ACTION
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	External Assets			
	Reports & Documents			
۵	Investment Programs	Active Fee Arrangements		Request Client Consent End Fee Arrangement
.10	Pasaarch	Fake Account Name - Personal Portfolio 🛛 🔞		
		Is this account funded with borrowed funds? Yes No	Estimated Account Balance	\$ 1,000,000.00
۲	Literature Library			
•	Administration	Adviser Service Fee		
3	Auton	CHARGE_TYPE ANNUAL RATE	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
		No Charge PlatformplusWRAP Admin Tier	~ Monthly	\$916.67
		S0.00 - \$1,000,000.00	1.1000 %	1.0000 %
		4		0.0100 2
		Above \$1,000,000.01	0.9000 %	0.0102 %



Option 2: Flat based fee

- 1. Under Charge Type, click \$
- 2. Enter the annual amount of the fixed term fee, even if the term is less than 12 months
- Select the Charge Frequency.
 Note: the charge frequency refers to the frequency when the fee will be deducted from the client's portfolio and paid to your office.
- 4. Confirm the Estimate Fee Per Frequency is correct

Note: the Estimated Account Balance field only becomes active for percentage-based fees.

PLA	TFORM÷ WRAP ×	Fees & Interest	Q Search Portfolio ~ Search	Full + U Search Create New 81 Notifications Log Out
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	Investments	One Off Adviser Fee		One Off Fee
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	Orders	PP3000003-237 9-Nov-2023 \$5	35,000.00 \$4,545.45	Processed View
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	Add Account			
	Transfers			
	Corporate Actions	Fee Arrangements 💿		
	Tax Fees & Interest	TYPE STATUS	START DATE	END DATE ACTION
	Portfolio Settings	Fixed-term V Fee Available for Submission	08-Dec-2023	07-Jan-2024 👛 View
	Notifications			
	External Assets			
	Reports & Documents			
۵	Investment Programs	Active Fee Arrangements		Request Client Consent End Fee Arrangement
		Fake Account Name - Personal Portfolio 🛛		
	Research	Is this account funded with borrowed funds? Yes No	Estimated Account Balance	\$ 0.00
E	Literature Library		-	
~		Adviser Service Fee		
9	Administration	ANNUAL AMOUNT CHARGE TYPE GST INCL G	T GST EXCL CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
		5 0 000 00 00	2.545.45 Manshiu	6799 99
		No charge	2,070.75 Monthly	- 3233.33
				Estimated Annual Fee: \$2,800.00 (incl GST)

- 5. Scroll down to the declaration box and tick the check box
- 6. Click the Request Client Consent button

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Notifications						
External Assets						
Reports & Documents	Active Fee Arrengements					
Investment Programs	Active fee Arrangements				Request Client Conser	End Fee Arrangement
Research	Fake Account Name - Personal Portfo	olio 🔞	_			
	Is this account funded with borrowed funds?	Yes No	Estimated	Account Balance	S	0.00
Literature Library	Adviser Service Fee					
Administration		ANNUAL AMOUNT				
	CHARGE TYPE	GST INCL GS	F EXCL CHARGE F	EQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)	
	% S No Charge	\$ 2,800.00 \$	2,545.45 Monthl		~ \$233.33	
					Estimat	ed Annual Fee: \$2,800.00 (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 	e purpose test (superannuation accounts	oniv).			
	 the Trustee/Operator has discretion to reject 	the payment of advice fees.				
	 the fees are reasonable for the proposed service 	rices.				
	 any estimates provided are reasonable estim the Appiversary Date listed is accurate (for a 	ates.				
	the Anniversary Date insteal is accurate (for or lacknowledge that:	nyoing auvice rees only).				
	 the fees will not be calculated nor deducted processing to the second sec	prior to the date of consent.				

7. Once successfully submitted you will receive the following message and the status in the **Fee Arrangements** screen will be updated to **Pending Client Consent**

ΡLΛ	TFORM⊹ WRAP ×	Fees & Interest	Q Search Portfolio ~	Search Full Search	n Create New 81 Notifications Log Out
•	Home	Drew Shah 🔥 PP300003-Company	Quio	ck Links Holdings Deposit Cash	Go to the Client Portal
•	Clients	Adviser Fees	Client Fees	Agreed Remuneration	Schedules
	Portfolios	Changes have been successfully submitted.			
	Investments				
	Cash & Payments Orders	One Off Adviser Fee			One Off Fee
	Investment Programs & Strategy	ACCOUNT ID DATE CREATED	GST INCL GST EXCL	CHARGE STATUS	ACTION
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	Notifications	TYPE STATUS	START DATE	END DATE	ACTION
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ılı	Research	Pending Fee Arrangements			Edit Fee Arrangement Cancel Request
۲	Literature Library	Fake Account Name - Personal Portfolio 🔞			
9	Administration	Is this account funded with borrowed funds? Yes	No Estimated A	ccount Balance S	0.00
		Adviser Service Fee			
		A CHARGE TYPE GST INCL	ANNUAL AMOUNT GST EXCL CHARGE FREC	UENCY ESTIM. FREQU	ATED FEE PER IENCY (INCL GST)
		% \$ No Charge \$ 2,80	00.00 S 2,545.45 Monthly	~ \$233.	33
					Estimated Annual Fee: \$2,800.00 (incl GST)

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.