

# 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**

The screenshot displays the 'Fees & Interest' page for a client named Drew Shah. The 'Agreed Remuneration' tab is highlighted in pink. Below it, the 'One Off Adviser Fee' table shows a fee of \$5,000.00 GST INCL and \$4,545.45 GST EXCL. The 'Fee Arrangements' section shows an 'Ongoing' fee arrangement. The 'Active Fee Arrangements' section shows a 'Fake Account Name - Personal Portfolio' with a 'No' response to 'Is this account funded with borrowed funds?'. The 'Adviser Service Fee' section shows a 'No Change' status.

3. In the **Fee Arrangements** box under **Type**, select **Fixed-term** via the drop-down box
4. Alter the start and end dates
5. If the account is funded with borrow funds, click **Yes**

**Note:** the platforms default on this question is **No**

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

**Option 1: % based fee**

1. Under **Charge Type**, click **%**
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

### 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
3. 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.

The screenshot displays the 'Fees & Interest' management interface. Key elements include:

- Client Information:** Drew Shah, PP9000003 - Company.
- One Off Adviser Fee Table:**

| ACCOUNT ID    | DATE CREATED | GST INCL   | GST EXCL   | CHARGE STATUS | ACTION |
|---------------|--------------|------------|------------|---------------|--------|
| PP9000003-237 | 9-Nov-2023   | \$5,000.00 | \$4,545.45 | Processed     | View   |
- Fee Arrangements:** A 'Fixed-term' arrangement is shown with a status of 'Fee Available for Submission', a start date of 08-Dec-2023, and an end date of 07-Jan-2024.
- Active Fee Arrangements:**
  - Account: Fake Account Name - Personal Portfolio
  - Is this account funded with borrowed funds?  Yes
  - Estimated Account Balance: \$ 0.00
  - Adviser Service Fee Table:
 

| CHARGE TYPE | ANNUAL AMOUNT |          | CHARGE FREQUENCY | ESTIMATED FEE PER FREQUENCY (INCL GST) |
|-------------|---------------|----------|------------------|--|
|             | GST INCL      | GST EXCL |                  |  |
| %           | No Charge     |          | Monthly          | \$233.33                               |
| \$          | 2,800.00      | 2,545.45 |                  |  |
  - 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

**Fee Arrangements**

| TYPE       | STATUS                       | START DATE  | END DATE    | ACTION      |
|------------|------------------------------|-------------|-------------|-------------|
| Fixed-term | Fee Available for Submission | 08-Dec-2023 | 07-Jan-2024 | <b>View</b> |

**Active Fee Arrangements** **Request Client Consent** End Fee Arrangement

**Fee Account Name - Personal Portfolio**

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 checked="" type="radio"/> \$ <input type="radio"/> No Charge | \$ 2,800.00   | \$ 2,545.45 | Monthly          | \$233.33                               |

Estimated 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 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 (for ongoing advice fees only).

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.

**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**

**Fees & Interest**

**Changes have been successfully submitted.**

**One Off Adviser Fee**

| ACCOUNT ID    | DATE CREATED | GST INCL   | GST EXCL   | CHARGE STATUS | ACTION      |
|---------------|--------------|------------|------------|---------------|-------------|
| PP3000003-237 | 9-Nov-2023   | \$5,000.00 | \$4,545.45 | Processed     | <b>View</b> |

**Fee Arrangements**

| TYPE       | STATUS                        | START DATE  | END DATE    | ACTION      |
|------------|-------------------------------|-------------|-------------|-------------|
| Fixed-term | <b>Pending Client Consent</b> | 08-Dec-2023 | 07-Jan-2024 | <b>View</b> |

**Pending Fee Arrangements** **Edit Fee Arrangement** **Cancel Request**

**Fee Account Name - Personal Portfolio**

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 checked="" type="radio"/> \$ <input type="radio"/> No Charge | \$ 2,800.00   | \$ 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](mailto:support@platformplus.com.au).