

# Adding a fixed term agreement to an application form

## Adviser guide only.

This guide provides instructions on how to add a fixed term agreement on a new application.

### Fixed term updated on the onboarding wizard

Under “Step 3 – investments” you can now select either ongoing or fixed term.

Below are the instructions for fixed term.

1. Select **Yes** to “Are there adviser fees applicable to this account?”

**Add Account**

What Type of Account Would You like to Add?

**Advised Accounts**

Name of Account  Add Account

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**Investment Account - Advised Accounts** Delete

Choose a Minimum Cash Preference <sup>?</sup>

Cash Percentage Minimum  %      Cash Amount Minimum

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Choose How Dividends & Distributions Will Be Treated <sup>?</sup>

Where a DRP is offered for securities or managed funds, would you like to opt in?  Yes  No

Where a DRP is not offered? (This option applies to distributions from managed funds only.)  Reinvest  Retain as Cash

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Link a Model Portfolio

Would you like to link this account to a model portfolio?  Yes  No

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Invest excess cash

Use excess cash to automatically purchase investments  Yes  No

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**Adviser Fees**

Are there adviser fees applicable to this account?  Yes  No

2. For **Fee Arrangement Type**, select **Fixed-term**
3. Enter **Start Day** and month (the platform will use the next occurrence of that date)
4. Enter **End Day** and month (the platform will use the next occurrence of that date)
5. Answer “**Is this account funded with borrowed funds?**”

**Adviser Fees**

Are there adviser fees applicable to this account?  Yes  No

Fee Arrangement Type  Ongoing  Fixed-term

Start Day

End Day

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ACCOUNTS

**Investment Account - Advised Accounts**

Is this account funded with borrowed funds?  Yes  No

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.

**Investment Account - Advised Accounts**

Is this account funded with borrowed funds?  Yes  No

Estimated Account Balance

Adviser Service Fee

CHARGE TYPE	ANNUAL RATE	CHARGE FREQUENCY	ESTIMATED FEE PER FREQUENCY (INCL GST)
<input checked="" type="radio"/> %	<input type="text" value="\$ PlatformplusWRAP Admin Tier"/>	<input type="text" value="Monthly"/>	\$91.67

	GST INCL	GST EXCL
\$0.00 - \$1,000,000.00	<input type="text" value="1.1000 %"/>	<input type="text" value="1.0000 %"/>
Above \$1,000,000.01	<input type="text" value="0.9000 %"/>	<input type="text" value="0.8182 %"/>

Estimated Annual Fee: \$1,100.00 (incl GST)

**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 **Estimated Fee Per Frequency** is correct

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

⊖ Investment Account - Advised Accounts

Is this account funded with borrowed funds? ?

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Estimated Account Balance ? \$ 0.00

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Adviser Service Fee

CHARGE TYPE	GST INCL	ANNUAL AMOUNT	GST EXCL	CHARGE FREQUENCY <span style="float: right;">?</span>	ESTIMATED FEE PER FREQUENCY (INCL GST)
% <span style="border: 1px solid #ccc; padding: 2px;">\$</span>	\$	<span style="border: 1px solid #ccc; padding: 2px;">2,500.00</span> \$	2,272.73	<span style="border: 1px solid #ccc; padding: 2px;">Monthly</span> ▾	\$208.33

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

Continue on with your application as normal.

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).