

Adding an Ongoing agreement to an existing client (no existing fee)

Adviser guide only.

This guide provides instructions on how add an ongoing fee arrangement to an active portfolio that has no existing fee. There is online and digital acceptance available on active accounts for all fees types

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

Fees & Interest

Investment Account **▲**
PP1003197-292 - Individual
Jason Flex - PP1003197

Quick Links: [Holdings](#) [Deposit Cash](#) [Create Orders](#) [Go to the Client Portal](#)

Adviser Fees | Client Fees | **Agreed Remuneration** | Schedules

One Off Adviser Fee One Off Fee

Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting	View

Fee Arrangements ⓘ

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Fee Available for Submission					View

Active Fee Arrangements Edit Fee Arrangement End Fee Arrangement

How will your client(s) authorise this arrangement? Digital Consent Document Upload

Investment Account - Personal Portfolio ⓘ

Is this account funded with borrowed funds? Yes No

3. Select **Ongoing** for the fee type

Fees & Interest

Investment Account **▲**
PP1003197-292 - Individual
Jason Flex - PP1003197

Quick Links: [Holdings](#) [Deposit Cash](#) [Create Orders](#) [Go to the Client Portal](#)

Adviser Fees | Client Fees | **Agreed Remuneration** | Schedules

One Off Adviser Fee One Off Fee

Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting	View

Fee Arrangements ⓘ

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Fee Available for Submission	19 July	19th July 2024	15th November 2024	15th December 2024	View

4. Enter the anniversary (renewal date)
5. From here, you have two authorisation methods – **Digital Consent** or **Document Upload**

Fees & Interest

Investment Account **PP1003197-292 - Individual**
Jason Flex - PP1003197

Quick Links: [Holdings](#) [Deposit Cash](#) [Create Orders](#) [Go to the Client Portal](#)

Adviser Fees | Client Fees | **Agreed Remuneration** | Schedules

One Off Adviser Fee

Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting	View

Fee Arrangements

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Fee Available for Submission	19 July	19th July 2024	15th November 2024	15th December 2024	View

Active Fee Arrangements

How will your client(s) authorise this arrangement?

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

[Digital Consent](#) [Document Upload](#)

Option 1: Digital Consent (client to accept via the client portal)

1. Answer the **Is this account funded with borrowed funds?** question
2. Enter the **Estimated Account Balance**. NOTE: this field only activates if a % fee is being charged
3. Select **Charge Type**. NOTE: if you select **No Charge**, no fee will be applied
4. Complete the ongoing fee type, amount and frequency
5. Confirm all details are correct, then read and tick the **Declaration** box

PLATFORM+ WRAP

- Home
- Clients
- Portfolios
- Investments
- Cash & Payments
- Orders
- Investment Programs & Strategy
- Add Account
- Transfers
- Corporate Actions
- Tax
- Fees & Interest
- Portfolio Settings
- Notifications
- External Assets
- Reports & Documents
- Investment Programs
- Research
- Literature Library
- Administration

Fees & Interest

Portfolio

🔍 🔔 🔒 🔌

Fee Arrangements

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Fee Available for Submission	19 July	19th July 2024	15th November 2024	15th December 2024	View

Active Fee Arrangements

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

How will your client(s) authorise this arrangement?

Digital Consent
Document Upload

Investment Account - 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 type="radio"/> % <input checked="" type="radio"/> \$ No Charge	\$ 0.00	\$ 0.00	Please select	\$0.00

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 (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.

6. Click **Request Client Consent**

PLATFORM+ WRAP

- Home
- Clients
- Portfolios
- Investments
- Cash & Payments
- Orders
- Investment Programs & Strategy
- Add Account
- Transfers
- Corporate Actions
- Tax
- Fees & Interest
- Portfolio Settings
- Notifications
- External Assets
- Reports & Documents
- Investment Programs
- Research
- Literature Library
- Administration

Fees & Interest

Portfolio

🔍 🔔 🔒 🔌

Fee Arrangements

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Fee Available for Submission	19 July	19th July 2024	15th November 2024	15th December 2024	View

Active Fee Arrangements

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

How will your client(s) authorise this arrangement?

Digital Consent
Document Upload

Investment Account - 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 type="radio"/> % <input checked="" type="radio"/> \$ No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

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

Declaration

I Confirm The Following:

I declare that:

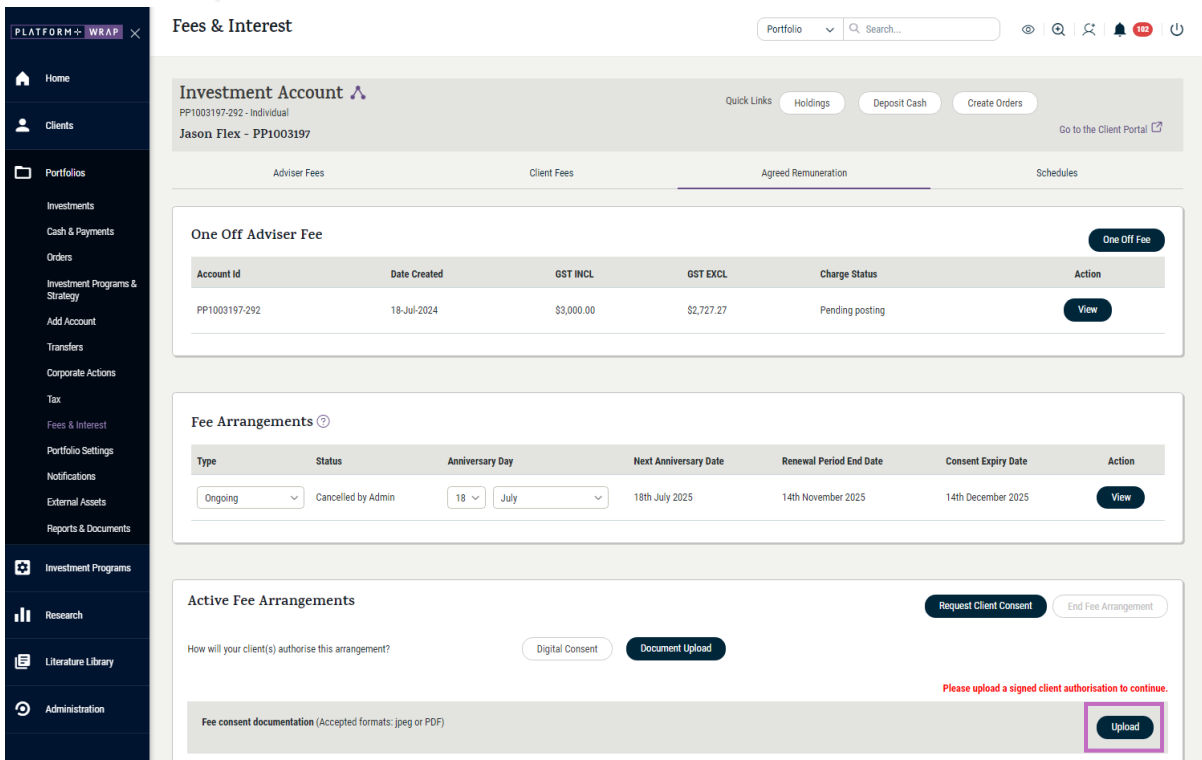
- the information entered is true and correct.
- the fees to be paid by the client meet the sole purpose test (superannuation accounts only).
- the Trustee/Operator has discretion to reject the payment of advice fees.
- the fees are reasonable for the proposed services.
- any estimates provided are reasonable estimates.

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

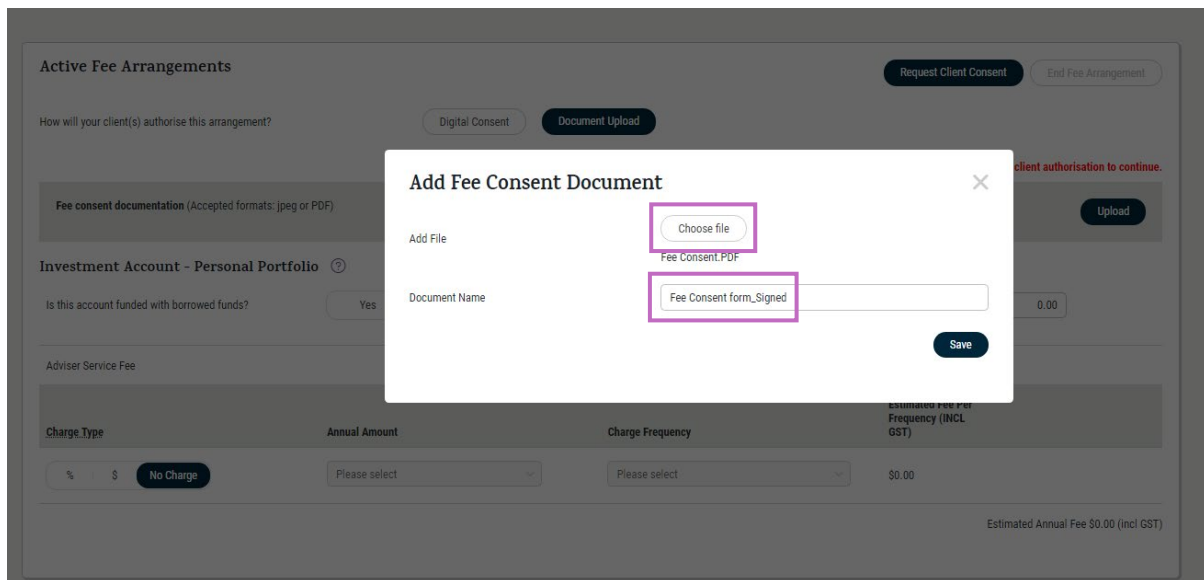
The screenshot displays the 'Fees & Interest' section for an investment account. A green checkmark message states 'Changes have been successfully submitted.' Below this, the 'One Off Adviser Fee' table shows a fee of \$3,000.00 (GST INCL) and \$2,727.27 (GST EXCL) for account PP1003197-292, with a status of 'Pending posting'. The 'Fee Arrangements' table shows an 'Ongoing' arrangement with a status of 'Pending Client Consent', an anniversary day of 19 July, and a consent expiry date of 15th December 2024. The 'Pending Fee Arrangements' section shows the account is not funded with borrowed funds, with an estimated account balance of \$0.00. The 'Adviser Service Fee' table shows a monthly charge of \$2,500.00 (GST INCL) and \$2,272.73 (GST EXCL), resulting in an estimated annual fee of \$2,500.00 (incl GST).

Option 2: Document Upload – for clients that have signed a paper fee consent form

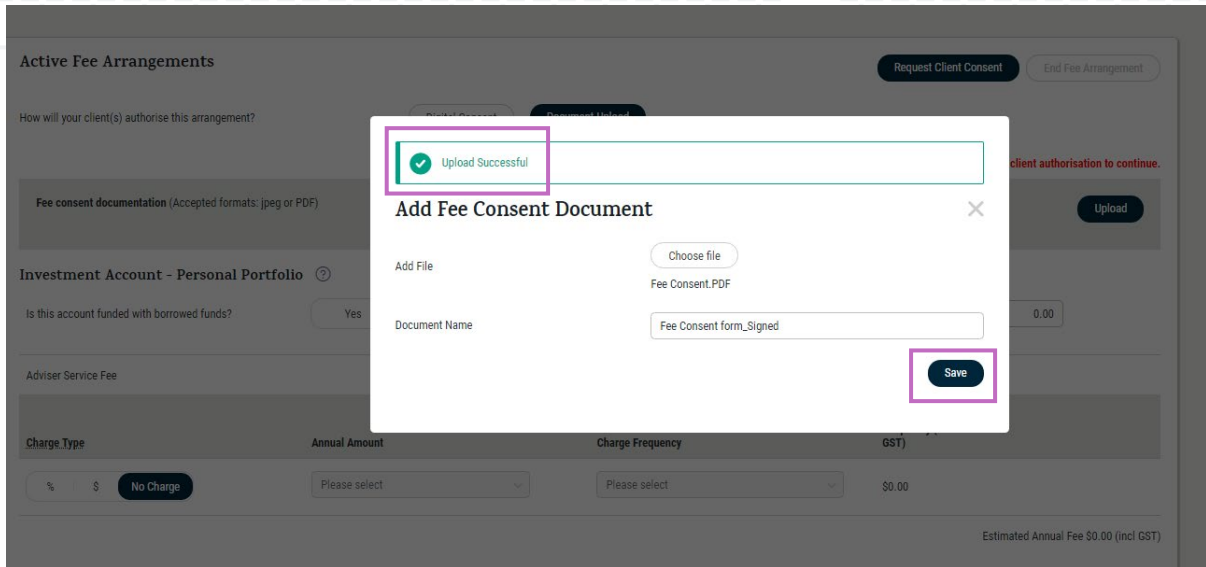
1. Click [Document Upload](#)
2. Click [Upload](#)



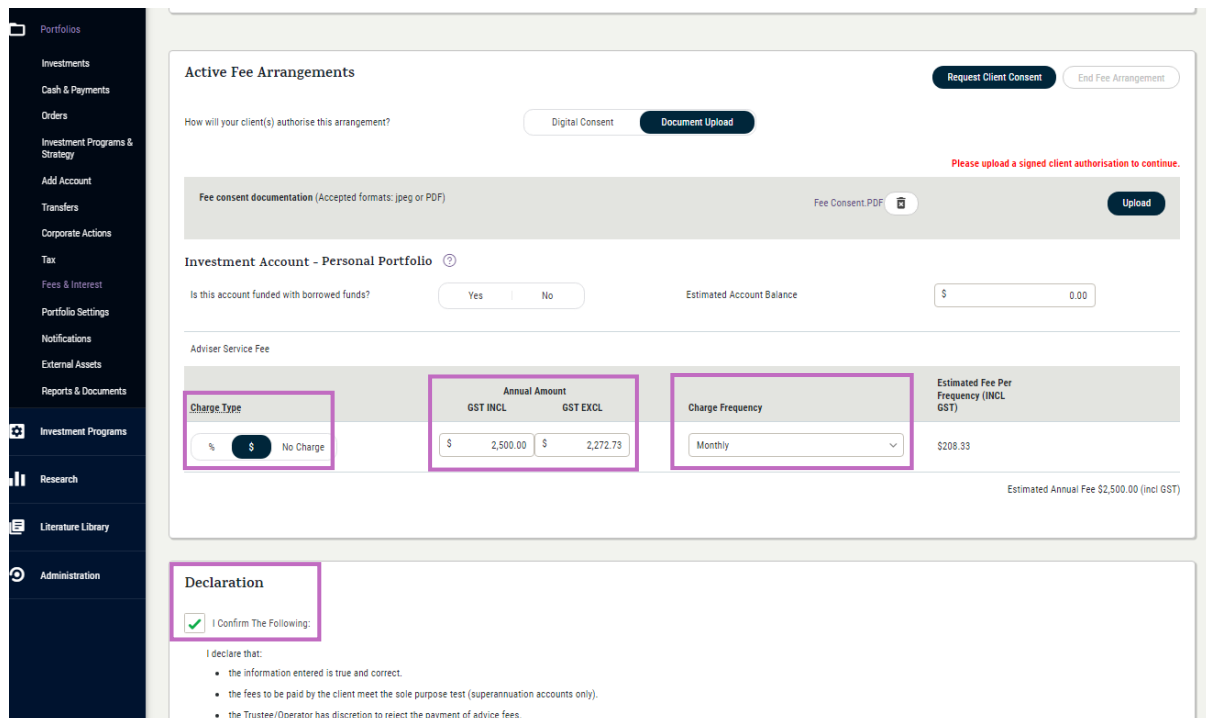
3. Upload the file and enter a **Document Name**



4. When the document has been successfully uploaded, you will receive the following message
5. Click [Save](#)



6. Answer the **Is this account funded with borrowed funds?** question
7. Enter the **Estimated Account Balance**. NOTE: this field only activates if a % fee is being charged
8. Select **Charge Type**. NOTE: if you select No Charge no fee will be applied
9. Complete the ongoing fee type, amount and frequency
10. Confirm all details are correct, then read and tick the **Declaration** box



11. Click Request Client Consent

Active Fee Arrangements Request Client Consent End Fee Arrangement

How will your client(s) authorise this arrangement? Digital Consent Document Upload

Please upload a signed client authorisation to continue.

Fee consent documentation (Accepted formats: jpeg or PDF) Fee Consent.PDF Upload

Investment Account - 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		
% \$ No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

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

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

Fees & Interest Portfolio Search... 👁️ 🔍 🔒 🔔 102 🔌

Investment Account Quick Links Holdings Deposit Cash Create Orders

PP1003197-292 - Individual Go to the Client Portal

Jason Flex - PP1003197 Adviser Fees Client Fees Agreed Remuneration Schedules

✔ Changes have been successfully submitted.

One Off Adviser Fee One Off Fee

Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting	View

Fee Arrangements ⓘ

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Pending Client Consent	19 July	19th July 2024	15th November 2024	15th December 2024	View

Pending Fee Arrangements Edit Fee Arrangement Cancel Request

Investment Account - 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		
% \$ No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

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

Upon submission, a Platform Administration user will review the signed fee consent form and on-platform fee details. If no further action is required, the fee will be accepted and the arrangement, activated. We may contact you for further information, if required.



Pro Tip: Ensure that the online and paper fee details exactly match. If not, the signed form will not be accepted.

You can view the status of all paper fee consent requests at any time by navigating to **Administration > Authorisations > Client Changes and Transaction:**

Authorisations

Portfolio [v] Search...

Authorise Wizards **Client Changes And Transactions** Authorise Clients Account Updates Bank Account

Filter

Process: Agreed Remuneration - Manual Consent
 Status: Open
 Date Started From: 23-Jun-2024
 Date Started To: 23-Jul-2024
 Account/Client Number: [input]
 Account/Client Name: [input]
 Ready To Authorise Only:

Search

Results

Date Started	Process	Status	(Account/Client) Number	(Account/Client) Name	Progress	Last Updated	Action	Reg Check
22-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP1003216	Tilly Rose	Step 1 Of 1	22-Jul-2024 09:50PM	View	Non-PEP
22-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP1003215	Tilly Rose	Step 1 Of 1	22-Jul-2024 09:20PM	View	Non-PEP
22-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP6003200	Jason Flex - Pension	Step 1 Of 1	22-Jul-2024 11:04AM	View	Non-PEP
22-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP6003200	Jason Flex - Pension	Step 1 Of 1	22-Jul-2024 11:02AM	View	Non-PEP
22-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP6003128	Jason Flex - Accumulation	Step 1 Of 1	22-Jul-2024 10:56AM	View	Non-PEP
22-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP6003128	Jason Flex - Accumulation	Step 1 Of 1	22-Jul-2024 10:49AM	View	Non-PEP
10-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP1000010	Mr. Jeremiah Cole	Step 1 Of 1	10-Jul-2024 03:14PM	View	Non-PEP
09-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP1002025	Sheldon Cooper	Step 1 Of 1	09-Jul-2024 11:45AM	View	Non-PEP
09-Jul-2024	Agreed Remuneration - Manual Consent	Open	PP1002008	Monica Test	Step 1 Of 1	09-Jul-2024 07:16AM	View	Non-PEP

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@platformpluswrap.com.au.