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

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•	Home	Investment Account A PP1003197-292 - Individual Jason Flex - PP1003197			Quick Links	Holdings Deposit Cash	Create Orders	Go to the Client Portal 🖸
D	Portfolios	Adviser Fees		Client Fees	Agree	d Remuneration	Scher	lules
	Investments Cash & Payments Orders	One Off Adviser Fee						One Off Fee
	Investment Programs & Strategy	Account Id PP1003197-292	Date Created	GST INCL \$3,000,00	GST EXCL \$2,727.27	Charge Status Pending posting		Action
	Add Account Transfers				WE THE T	. croing proving		
_	Corporate Actions							
	Fees & Interest Portfolio Settings	Fee Arrangements ③						
	Notifications External Assets Reports & Documents	Type Status Ongoing V Fee Available for		versary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
\$	Investment Programs							
.11	Research	Active Fee Arrangements					Edit Fee Arrangement	End Fee Arrangement
٥	Literature Library	How will your client(s) authorise this arrangem		Digital Consent	ocument Upload			
9	Administration	Investment Account - Personal	Portfolio (2) Yes	No				

3. Select Ongoing for the fee type

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▲ -	Home Clients	Investment Account PP1003197-292 - Individual Jason Flex - PP1003197	٨		Quick Links	Holdings Deposit Cash	Create Orders Go	to the Client Portal 🖸
D	Portfolios	Adviser Fees		Client Fees	Agr	eed Remuneration	Schedule	:5
	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
	Add Account Transfers	PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting		View
	Corporate Actions							
	Tax Fees & Interest	Fee Arrangements ⑦						
	Portfolio Settings Notifications	Type Status		Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
	External Assets Reports & Documents	Ongoing V Fee Availa Ongoing Fixed-term	ble for Submission	19 V July V	19th July 2024	15th November 2024	15th December 2024	View
	Investment Programs	10000-00111						

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

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٨	Home	Investment Acco	unt 🗛		Quick Links	Holdings Deposit Cash	Create Orders	
-	Clients	Jason Flex - PP1003197					Go to	the Client Portal 🖄
	Portfolios	Adviser Fe	25	Client Fees	Agre	eed Remuneration	Schedules	
	Investments Cash & Payments Orders	One Off Adviser Fe	e					One Off Fee
	urders Investment Programs &	Account Id	Date Created	GST INCL	GST EXCL	Charge Status	A	ction
	Strategy Add Account	PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting		liew
	Transfers							
	Corporate Actions							
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	Portfolio Settings	Type S	tatus	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
	Notifications External Assets	Ongoing V F	ee Available for Submission	19 ~ July ~	19th July 2024	15th November 2024	15th December 2024	View
	Reports & Documents							
۵	Investment Programs							
ılı	Research	Active Fee Arrange	ments				Request Client Consent End	Fee Arrangement
E	Literature Library	How will your client(s) authorise	this arrangement?	Digital Consent De	ocument 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

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	Investments		Ungoing - Fee Administration	auy -	194100472024			
	Cash & Payments							
	Orders							
	Investment Programs & Strategy		Active Fee Arrangements				Request Client Consent	nd Fee Arrangement
	Add Account		How will your client(s) authorise this arrangement?	Digital Consent Do	cument Upload			
	Transfers		Investment Account - Personal Portfol					
	Corporate Actions							_
	Tax		Is this account funded with borrowed funds?	Yes No	Estimated Account Balance	e	\$ 0.00	0
	Fees & Interest Portfolio Settings		Adviser Service Fee					
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	External Assets	In	Charge Type	Annual Amount GST INCL GST EXCL	Charge Frequency		Estimated Fee Per Frequency (INCL GST)	
	Reports & Documents	Ŀ	Charge Type		Charge Frequency		031)	
	Investment Programs		% S No Charge	\$ 0.00 \$ 0.00	Please select		\$0.00	
	Research						Estimated Ann	ual Fee \$0.00 (incl GST)
	Literature Library	ſ	Declaration					
	Administration		I Confirm The Following:					
		Į.						
			 I declare that: the information entered is true and correct. 					
			 the fees to be paid by the client meet the sole put 	urpose test (superannuation accounts only).				
			 the Trustee/Operator has discretion to reject the 					
			the fees are reasonable for the proposed service	15.				
			 the fees are reasonable for the proposed service any estimates provided are reasonable estimate 	s.				
			 the fees are reasonable for the proposed service any estimates provided are reasonable estimate the Anniversary Date listed is accurate (for ongo 	s.				
			 the fees are reasonable for the proposed service any estimates provided are reasonable estimate the Anniversary Date listed is accurate (for ongo l acknowledge that: 	s. s. ving advice fees only).				
			the fees are reasonable for the proposed service any estimates provided are reasonable estimate the Anniversary Date listed is accurate (for ongo l acknowledge that: the fees will not be calculated nor deducted prior	s. s. ving advice fees only).	sistency, the details provided in this	instruction will prevail.		

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6. Click Request Client Consent

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Home	Fee Arrangen	nents 🕐					
Clients	Туре	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Partfalias	Ongoing	 Fee Available for Submissio 	n 19 🗸 July	~ 19th July 2024	15th November 2024	15th December 2024	View
Investments							
Cash & Payments							
Orders Investment Programs & Strategy	Active Fee Arr	angements				Request Client Consent	End Fee Arrangement
Add Account	How will your client(s)	authorise this arrangement?	Digital Consent	Document Upload			
Transfers Corporate Actions	Investment Acc	count - Personal Portfol	io ③				
Tax Fees & Interest	Is this account funder	d with borrowed funds?	Yes No	Estimated Account Balar	ice	\$ 0.	00
Portfolio Settings	Adviser Service Fee						
Notifications External Assets Reports & Documents	Charge Type		Annual Amount GST INCL GST EXCL	Charge Frequency		Estimated Fee Per Frequency (INCL GST)	
Investment Programs		No Charge	\$ 2,500.00 \$ 2,272.73	Monthly	~	\$208.33	
Research						Estimated Annual	Fee \$2,500.00 (incl GS
Literature Library	Declaration						
Administration							
	I Confirm The Fo	Ilowing:					
	 the fees to b the Trustee/ 	ion entered is true and correct. Je paid by the client meet the sole p Operator has discretion to reject the reasonable for the proposed servici					



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

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•	Home Clients		Investment Acc PP1003197-292 - Individual Jason Flex - PP1003197			Quick Links	Holdings Deposit Cast		o to the Client Portal 🖸
Þ	Portfolios		Adviser	Fees	Client Fees	Ag	reed Remuneration	Schedul	es
	Investments	Г							
	Cash & Payments		Changes have been suc	cessfully submitted.					
	Orders	Ь							
	Investment Programs & Strategy		One Off Adviser F	ee					One Off Fee
	Add Account		Account Id	Date Created	GST INCL	GST EXCL	Charge Status		Action
	Transfers Corporate Actions		PP1003197-292	18-Jul-2024	\$3.000.00	\$2,727,27	Pending posting		View
	Tax								
	Fees & Interest								
	Portfolio Settings								
	Notifications		Fee Arrangement	:s 🕐					
	External Assets								
	Reports & Documents		Туре	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
۵	Investment Programs		Ongoing V	Pending Client Consent	19 V July V	19th July 2024	15th November 2024	15th December 2024	View
ılı	Research								
	Literature Library		Pending Fee Arrar	ngements				Edit Fee Arrangement	Cancel Request
9	Administration		Investment Account	t - Personal Portfolio)				
			Is this account funded with b	borrowed funds?	Yes No	Estimated Account Bal	ance	\$ 0.1	20
			Adviser Service Fee						
			Charge Type		Annual Amount GST INCL GST EXCL	Charge Frequency		Estimated Fee Per Frequency (INCL GST)	
			S S No Ch	aarge S	2,500.00	Monthly		\$208.33	
								Estimated Annual	Fee \$2,500.00 (incl GST)

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

Click <u>Document Upload</u> Click <u>Upload</u>

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٨	Home	Investment Account	•		Quick Lin	ks Holdings Deposit Cash	Create Orders	
-	Clients	Jason Flex - PP1003197						Go to the Client Portal 🗹
	Portfolios	Adviser Fees		Client Fees		Agreed Remuneration	Sch	edules
	Investments							
	Cash & Payments	One Off Adviser Fee						One Off Fee
	Orders Investment Programs &	Account Id	Date Created	GST INCL	GST EXCL	Charge Status		Action
	Strategy Add Account	PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting		View
	Transfers							
	Corporate Actions							
	Tax							
	Fees & Interest	Fee Arrangements 💿						
	Portfolio Settings	Type Status	Anniversary Day		Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
	Notifications							
	External Assets	Ongoing ~ Cancelled b	y Admin 18 ~ Jul	y ~	18th July 2025	14th November 2025	14th December 2025	View
	Reports & Documents							
\$	Investment Programs							
ılı	Research	Active Fee Arrangements				(Request Client Consent	End Fee Arrangement
٥	Literature Library	How will your client(s) authorise this arrang	ement?	Digital Consent	Document Upload			
9	Administration	Fee consent documentation (Accepted 1	ormats: jpeg or PDF)				Please upload a signed clie	upload

3. Upload the file and enter a Document Name

ctive Fee Arrangements					Request Client Conse	ent End Fee Arrangement
ow will your client(s) authorise this arrangement?		Digital Consent	Document Upload			
Fee consent documentation (Accepted formats: jpeg		Add Fee Consen	t Document		×	client authorisation to continue
		Add File	Choose file Fee Consent.PDF			Upload
nvestment Account - Personal Portfo		Document Name	Fee Consent form_Sign	ed		0.00
Adviser Service Fee					Save	
Charge Type	Annual Amount		Charge Frequency		Estimated Fee Per Frequency (INCL GST)	
% \$ No Charge	Please select		Please select		\$0.00	
					Es	stimated Annual Fee \$0.00 (incl GS

4. When the document has been successfully uploaded, you will receive the following message5. Click <u>Save</u>

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Active Fee Arrangements					Request Client Cor	Isent End Fee Arrangement
How will your client(s) authorise this arrangement?		Upload Successful	Document Holood			client authorisation to continue.
Fee consent documentation (Accepted formats: jpeg or P	DF)	Add Fee Consent	Documen	ıt	×	
Investment Account - Personal Portfolio	0	Add File		Choose file Fee Consent.PDF		
Is this account funded with borrowed funds?	Yes	Document Name		Fee Consent form_Signed		0.00
Adviser Service Fee					Save	
Charge Type	Annual Amount		Charge Fr	equency	GST)	
% % No Charge	Please select		Please		\$0.00	
						Estimated Annual Fee \$0.00 (incl GST)

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- 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

6	Portfolios		
	Investments	Active Fee Arrangements	Request Client Consent End Fee Arrangement
	Cash & Payments		
	Orders	How will your client(s) authorise this arrangement? Digital Consent Document Upload	
	Investment Programs & Strategy		Please upload a signed client authorisation to continue.
	Add Account		
	Transfers	Fee consent documentation (Accepted formats: jpeg or PDF) Fee Consent.PDF	Upload
	Corporate Actions		
	Tax	Investment Account - Personal Portfolio 💿	
	Fees & Interest	Is this account funded with borrowed funds? Yes No Estimated Account Balance	\$ 0.00
	Portfolio Settings		
	Notifications	Adviser Service Fee	
	External Assets		
	Reports & Documents	Annual Amount Charge Type GST INCL GST EXCL Charge Frequency	Estimated Fee Per Frequency (INCL GST)
\$	Investment Programs	% S No Charge \$ 2,500.00 \$ 2,272.73 Monthly ✓	\$208.33
.11	Research		
			Estimated Annual Fee \$2,500.00 (incl GST)
٨	Literature Library		
9	Administration	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. 	



11. Click Request Client Consent

	Portfolios					
	Investments	Active Fee Arrangements			Request Client	Consent End Fee Arrangement
	Cash & Payments					
	Orders	How will your client(s) authorise this arrangement	? Digital Consent	Document Upload		
	Investment Programs & Strategy				Please upload	a signed client authorisation to continue.
	Add Account	Fee consent documentation (Accepted format				
	Transfers	ree consent documentation (Accepted format	s. jpeg or PDP)	Feel	Consent.PDF	Upload
	Corporate Actions					
	Tax	Investment Account - Personal P	ortfolio 💿			
	Fees & Interest	Is this account funded with borrowed funds?	Yes No	Estimated Account Balance	s	0.00
	Portfolio Settings					
	Notifications	Adviser Service Fee				
	External Assets					
	Reports & Documents		Annual Amount		Estimated Fee Per Frequency (INCL	
_		Charge Type	GST INCL GST EXCL	Charge Frequency	GST)	
\$	Investment Programs	% S No Charge	\$ 2,500.00 \$ 2,272.73	Monthly	× \$208.33	
ılı	Research					stimated Annual Fee \$2,500.00 (incl GST)
						, , , ,
٥	Literature Library					

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

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•	Home Clients		Investment Account A PP1003197-292 - Individual Jason Flex - PP1003197			Quick Link	ts Holdings Deposit Cash		Go to the Client Portal 🖸
Þ	Portfolios		Adviser Fees		Client Fees	,	Agreed Remuneration	Sched	ules
	Investments Cash & Payments Orders	[Changes have been successfully submitted.						
	Investment Programs & Strategy		One Off Adviser Fee						One Off Fee
	Add Account Transfers		Account Id	Date Created	GST INCL	GST EXCL	Charge Status		Action
	Corporate Actions		PP1003197-292	18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting		View
	Tax Fees & Interest								
	Portfolio Settings								
	Notifications External Assets		Fee Arrangements 💿						
	Reports & Documents		Type Status	An	niversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
۵	Investment Programs		Ongoing V Pending Client Con	sent 1	19 ~) July ~	19th July 2024	15th November 2024	15th December 2024	View
ılı	Research								
E	Literature Library		Pending Fee Arrangements					Edit Fee Arrangement	Cancel Request
۹	Administration		Investment Account - Personal Po	ortfolio 💿					
			Is this account funded with borrowed funds?	Ye	es No	Estimated Account B	alance	ŝ	.00
			Adviser Service Fee						
			Charge Type	65	Annual Amount ST INCL GST EXCL	Charge Frequency		Estimated Fee Per Frequency (INCL GST)	
			% \$ No Charge		2,500.00 \$ 2,272.73	Monthly		\$208.33	
								Estimated Annu	al Fee \$2,500.00 (incl GST)

Upon submission, a Platform Administration user will review the signed fee consent form and onplatform 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.*

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

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٨	Home	Authorise Wizards		Client Changes And Transactions		is A	Authorise Clients		Account Updates		Bank Account	
:	Clients	Filter	L									
Þ	Portfolios	Process	Γ	Agreed Remuneration - Manual Consent			✓ Date Started Fro	Date Started From •		3-Jun-2024	<u> </u>	
۵	Investment Programs	IS Status		Open			✓ Date Started To®		23-Jul-2024		<u> </u>	
ılı	Research	Account/Client Number										Search
٥	Literature Library	Account/Client Name										
0	Administration	Ready To Authorise Only										
	Password Authorisations Log An Issue	Results										
	MI & Reports Ad Hoc Notifications	Date Started \checkmark	Process	Status		(Account/Client) Number	(Account/Clie	(Account/Client) Name \checkmark		Last Updated 🗸	Action Reg Check	
	Notifications	22-Jul-2024	Agreed Remuneration - M	anual Consent	Open	PP1003216	Tilly Rose		Step 1 Of 1	22-Jul-2024 09:50PM	View	Non-PEP
	Preferences Model Portfolios	22-Jul-2024	Agreed Remuneration - M	anual Consent	Open	PP1003215	Tilly Rose		Step 1 Of 1	22-Jul-2024 09:20PM	View	Non-PEP
		22-Jul-2024	Agreed Remuneration - M	anual Consent	Open	PP6003200	Jason Flex - F	Pension	Step 1 Of 1	22-Jul-2024 11:04AM	View	Non-PEP
		22-Jul-2024	Agreed Remuneration - M	lanual Consent	Open	PP6003200	Jason Flex - F	Pension	Step 1 Of 1	22-Jul-2024 11:02AM	View	Non-PEP
		22-Jul-2024	Agreed Remuneration - M	lanual Consent	Open	PP6003128	Jason Flex - A	Accumulation	Step 1 Of 1	22-Jul-2024 10:56AM	View	Non-PEP
		22-Jul-2024	Agreed Remuneration - M	anual Consent	Open	PP6003128	Jason Flex - A	Accumulation	Step 1 Of 1	22-Jul-2024 10:43AM	View	Non-PEP
		10-Jul-2024	Agreed Remuneration - M	anual Consent	Open	PP1000010	Mr. Jeremiah	Cole	Step 1 Of 1	10-Jul-2024 03:14PM	View	Non-PEP
		09-Jul-2024	Agreed Remuneration - M	lanual Consent	Open	PP1002025	Sheldon Coop	ber	Step 1 Of 1	09-Jul-2024 11:45AM	View	Non-PEP
		09-Jul-2024	Agreed Remuneration - M	anual 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.