

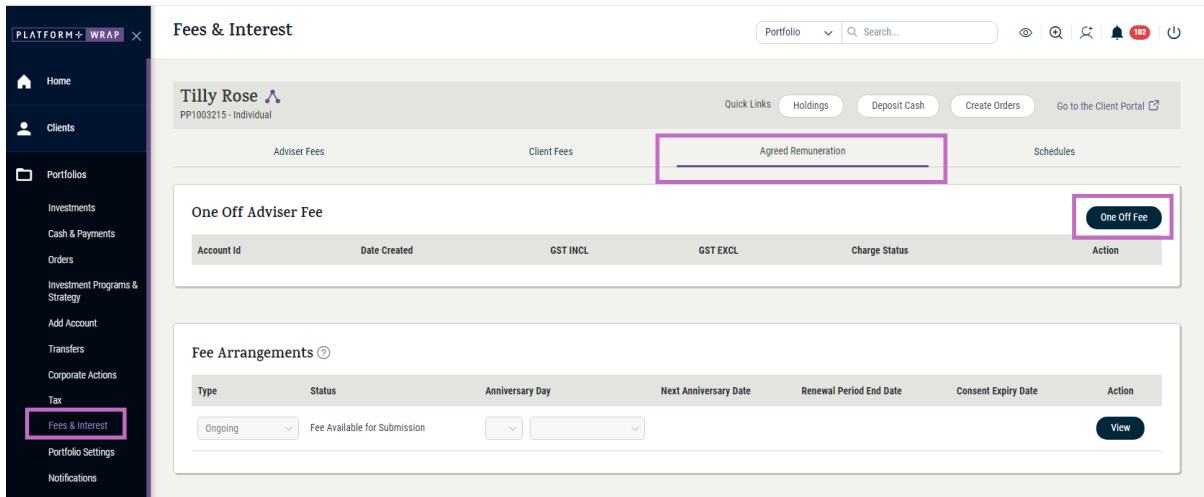
Charging a one-off adviser fee – Active account

Adviser guide only.

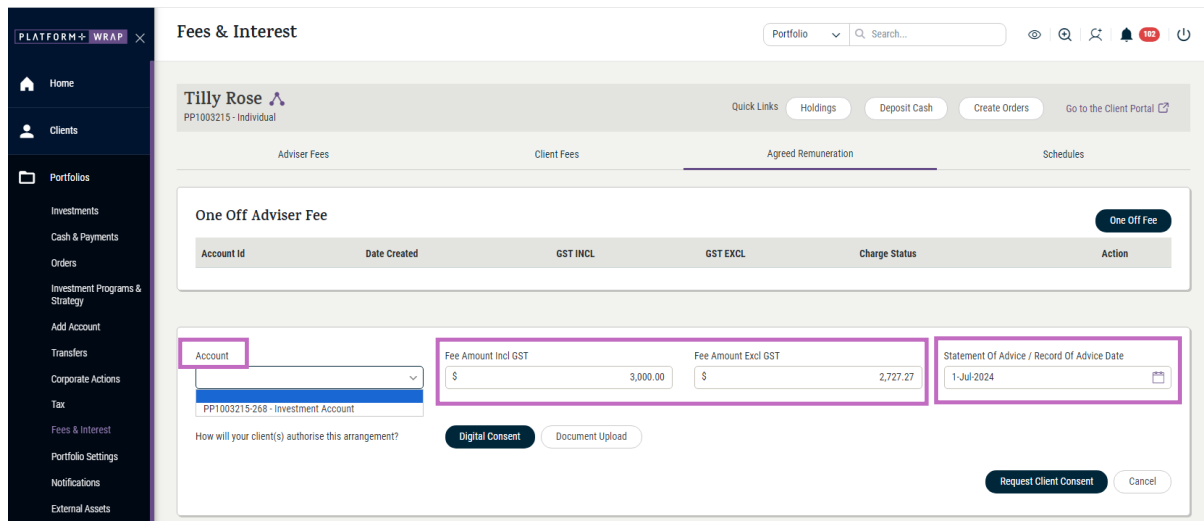
This guide provides instructions on how add one-off adviser fee on active portfolio.

There is Digital and Paper Form acceptance available on active accounts for all fees types

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



3. Select Account from the drop-down box
4. Enter either **Fee Amounts Incl & Excl GST**
5. Enter the Advice document date



6. From here you have two authorisation methods – **Digital Consent** or **Document Upload**

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

1. Click [Digital Consent](#)
2. Tick the **Declaration** box
3. Click [Request Client Consent](#)

The screenshot shows the 'Fees & Interest' section for 'Tilly Rose' (PP1003215 - Individual). The 'Agreed Remuneration' tab is active, displaying a 'One Off Adviser Fee' form. The form includes fields for 'Account' (PP1003215-268 - Investment Account), 'Fee Amount Incl GST' (\$3,000.00), 'Fee Amount Excl GST' (\$2,727.27), and 'Statement Of Advice / Record Of Advice Date' (1-Jul-2024). Below these fields, there are two buttons: 'Digital Consent' and 'Request Client Consent', both highlighted with a red box. A 'Declaration' section below contains a checkbox labeled 'I Confirm The Following:' which is also highlighted with a red box. The declaration text states: '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. I acknowledge that: the fees will not be 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.'

Once successfully submitted, the status in the Fee Arrangements screen will be updated to **Pending client consent**.

The screenshot shows the 'Fees & Interest' section for 'Tilly Rose' (PP1003215 - Individual). The 'Agreed Remuneration' tab is active, displaying a table of 'One Off Adviser Fee' entries. The table has columns for 'Account Id', 'Date Created', 'GST INCL', 'GST EXCL', 'Charge Status', and 'Action'. A single entry is shown with 'Account Id' PP1003215-268, 'Date Created' 22-Jul-2024, 'GST INCL' \$3,000.00, 'GST EXCL' \$2,727.27, and 'Charge Status' Pending client consent, which is highlighted with a red box. The 'Action' column contains a 'View' button.

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

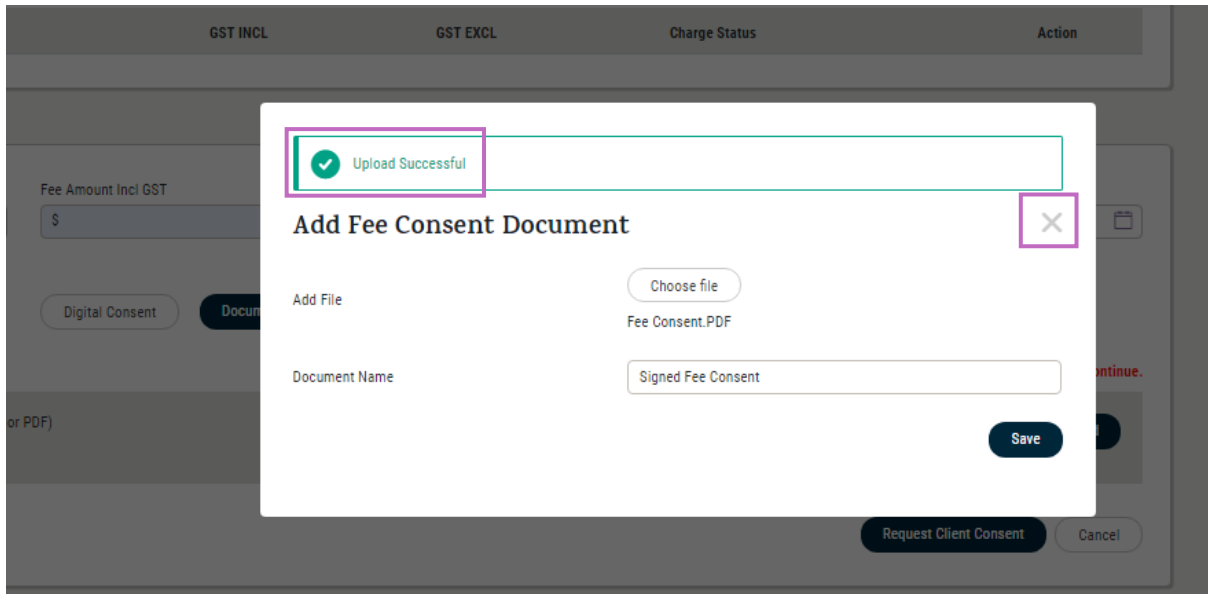
1. Click on [Document Upload](#)
2. Click [Upload](#)

3. Click [Choose file](#), select PDF document
4. Enter the **Document Name**
5. Click [Save](#)

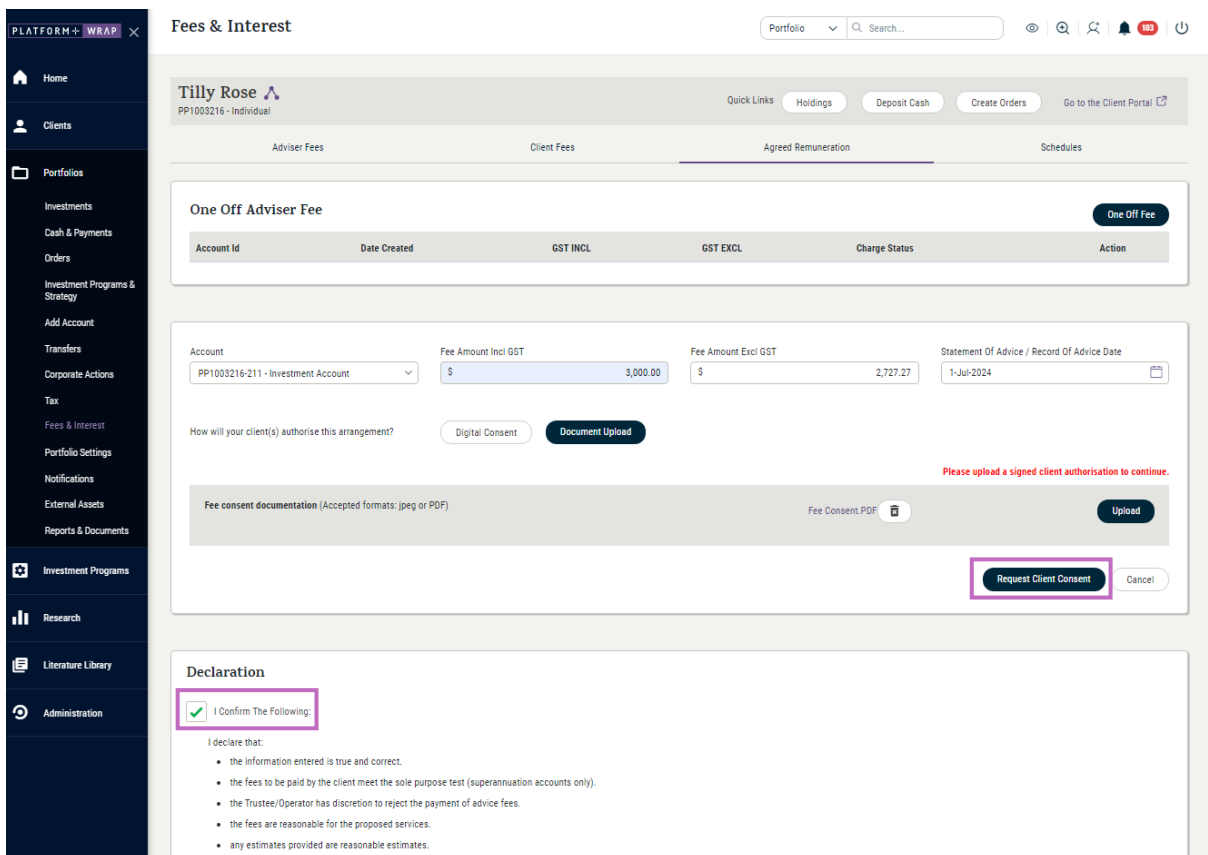


Pro Tip: Where you need to upload a second document, (for example a DocuSign Summary) repeat the step above.

- Once successfully uploaded, you will receive the following message. Close the window



- Check the **Declaration**
- Click **Request Client Consent**



- Once the Fixed term fee has been submitted, you will receive the following notification. The status in the Charge screen will be updated to **Pending client consent**. Click [Request Client Consent](#)

The screenshot shows the 'Fees & Interest' section of the Platform Plus Wrap interface. A notification at the top states 'One off adviser fee successfully created.' Below this is a table titled 'One Off Adviser Fee' with the following data:

Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
PP1003219-266	23-Jul-2024	\$3,000.00	\$2,727.27	Pending client consent	View

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:**

The screenshot shows the 'Authorisations' section of the Platform Plus Wrap system. The 'Client Changes And Transactions' tab is selected. The filter section is set to 'Process: Agreed Remuneration - Manual Consent' and 'Status: Open'. The results table lists several entries with the following columns: Date Started, Process, Status, (Account/Client) Number, (Account/Client) Name, Progress, Last Updated, Action, and Reg Check.

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 10:43AM	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.