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

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-	Portfolios	Adviser Fees		Client Fees	Agi	reed Remuneration	Schedules		
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	Add Account Transfers								
	Corporate Actions			Anniversary Day	Next Anniversary Date Renewal Period End Date Consent Expiry Date			Action	
	Fees & Interest Portfolio Settings							View	
	Notifications								

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

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	Portfolio Settings	How will your client(s) autnorise this arrangement?	Digital Consent	Document Upload			Dequeet C	liant Consol
	Notifications External Assets							Request C	Cancel

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

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INVESTMENT AND SUPER

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

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ılı	Research	I Confirm The Following:				
٨	Literature Library	deciale that: the information entered is true and correct. the fees to be naid by the client meet the sole number test (sume	ranguation accounts only)			
0		the Trustee/Operator has discretion to reject the payment of advice	ce fees.			
.9	Administration	the fees are reasonable for the proposed services.				
		any estimates provided are reasonable estimates. lacknowledge 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 a 	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**.

FORM+ WRAP ×	Fees & Interest				Portfolio V Q Search	◎ ♀ ♀ ● ⊍
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Investments	One Off Adviser Fee					One Off Fee
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Add Account						
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Option 2: Document Upload – for clients that have signed a paper fee consent form

- 1. Click on Document Upload
- 2. Click Upload

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	Investment Programs & Strategy				
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	Corporate Actions	PP1003216-211 - Investment Account	\$ 3,000.00	\$ 2,727.27	1-Jul-2024
	Tax Fees & Interest Portfolio Settinos	How will your client(s) authorise this arrangement?	Digital Consent Document Upload		
	Notifications				Please upload a signed client authorisation to continue.
	External Assets Reports & Documents	Fee consent documentation (Accepted formats: jpeg	or PDF)		Upload
۵	Investment Programs				Request Olient Consent Cancel

- 3. Click Choose file, select PDF document
- 4. Enter the **Document Name**
- 5. Click Save

	Add Fee Consent Docume	dd Fee Consent Document d File cument Name Choose file Fee Consent.PDF Signed Fee Consent					
	Add File	Choose file Fee Consent.PDF					
Do	Document Name	Signed Fee Consent		untinue			
			Save				
			Request Client Consent Ca	ncel			

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



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

	GST INCL	GST EXCL	Charge Status	Action
Fee Amount Incl GST	Add	Upload Successful	nent	
Digital Consent	Docun Add Fil	e	Choose file Fee Consent.PDF	_
	Docum	ent Name	Signed Fee Consent	ontinue.
or PDF)				Save
		_		Request Client Consent Cancel

- 7. Check the **Declaration**
- 8. Click Request Client Consent

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	Reports & Documents											
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٨	Literature Library		Declaration									
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			l declare that: • the information entere • the fees to be paid by • the Trustee/Operator h • the fees are reasonabl • any estimates provide	d is true and correct. the client meet the sole purp has discretion to reject the p le for the proposed services. d are reasonable estimates.	cose test (superannuation ac ayment of advice fees.	counts only).						



 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 <u>Request Client</u> <u>Consent</u>

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	Transfers	PP1003219-266	23-Jul-2024	\$3,000.00	\$2,727.27	Pending client consent	View				
	Corporate Actions										
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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.

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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 <u>Administration</u> > <u>Authorisations</u> > <u>Client Changes</u> and Transaction:

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	Preferences	22-Jul-20	124 Agreed Remu	neration - Manual Consent	Open	PP1003215		Tilly Rose		Step 1 Of	1	22-Jul-2024 09:20PM	View	Non-PEP	
	MOUELE OF LIVIUS	22-Jul-20	24 Agreed Remu	neration - Manual Consent	Open	PP6003200		Jason Flex - F	Pension	Step 1 Of	1	22-Jul-2024 11:04AM	View	Non-PEP	
		22-Jul-20	124 Agreed Remu	neration - Manual Consent	Open	PP6003200		Jason Flex - F	Pension	Step 1 Of	1	22-Jul-2024 11:02AM	View	Non-PEP	
		22-Jul-20	24 Agreed Remu	neration - Manual Consent	Open	PP6003128		Jason Flex - A	Accumulation	Step 1 Of	1	22-Jul-2024 10:56AM	View	Non-PEP	
		22-Jul-20	24 Agreed Remu	neration - Manual Consent	Open	PP6003128		Jason Flex - A	Accumulation	Step 1 Of	1	22-Jul-2024 10:43AM	View	Non-PEP	
		10-Jul-20	Agreed Remu	neration - Manual Consent	Open	PP1000010		Mr. Jeremiah	Cole	Step 1 Of	1	10-Jul-2024 03:14PM	View	Non-PEP	
		09-Jul-20	24 Agreed Remu	neration - Manual Consent	Open	PP1002025		Sheldon Coop	er	Step 1 Of	1	09-Jul-2024 11:45AM	View	Non-PEP	
		09-Jul-20	124 Agreed Remu	neration - 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.