## Adding a fixed term agreement to an existing client (no existing fee)

## Adviser guide only.

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

When adding a fee arrangement onto an active account, take the following steps:

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

PLA	TFORM÷ WRAP X	Fees & Interest					Po	rtfolio 🗸 Q Search	© (	ען אַ ו אַ ו ש	
▲	Home Clients	PP10	vestment Acco 103197-292 - Individual on Flex - PP1003197				Quick Links	Holdings Deposit Cash	Create Orders	Go to the Client Portal $\ensuremath{\mathbb{C}}^3$	
Þ	Portfolios		Adviser F	ees		Client Fees	Agr	eed Remuneration	Schedules		
	Investments Cash & Payments	o	ne Off Adviser Fe	ee	e					One Off Fee	
	Orders Investment Programs & Strategy	1	Account Id	Date Crea	ited	GST INCL	GST EXCL	Charge Status		Action	
	Add Account	F	PP1003197-292	18-Jul-20	24	\$3,000.00	\$2,727.27	Pending posting		View	
	Transfers Corporate Actions										
	Tax Fees & Interest	F	ee Arrangements	s ⑦							
	Portfolio Settings Notifications	١	lype :	Status		Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action	
	External Assets Reports & Documents		Ongoing v	Fee Available for Submission						View	
\$	Investment Programs										
dt	Research	A	ctive Fee Arrange	ements					Edit Fee Arrangement	End Fee Arrangement	
٥	Literature Library	How will your client(s) authorise this arrangement? Digital Convent Digital Convent Operation									
9	Administration		this account funded with bo	- Personal Portfolio	Yes	No					

- 3. In the Fee Arrangements box under Type, select Fixed-term via the drop-down box
- 4. Alter the start and end dates as required
- 5. From here, you have two authorisation methods, Digital Consent or Document Upload

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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. If the account is funded with borrowed funds, click <u>Yes</u>. NOTE: the platforms default on this question if No
- 4. Select Charge Type. NOTE: if you select No Charge, no fee will be applied
- 5. Complete the amount per frequency and **Charge Frequency** fields
- 6. Confirm all details are correct, then read and tick the **Declaration** box
- 7. Enter the statement of advice date
- 8. Check the relevant service box

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×	Fees & Interest				Portfolio 🗸 🔍 1340		R   R   🌲 🚥
	Account Id	Date Created	GST INCL	GST EXCL	Charge Status		Action
	Fee Arrangements ③						
	Туре	Status	Start Di	ate	End Date		Action
	Fixed-term	<ul> <li>Fee Available for Submission</li> </ul>	07.1	n-2025	07-Feb-2025		View
	- Theorem			2020			
8							
	A shine The American						
	Active Fee Arrangeme	nts				Request Client Consent	End Fee Arrangement
	How will your client(s) authorise this	arrangement?	Digital Consent	Document Upload			
		_					
	Fake Account Name - Ac	cumulation ③					_
	Is this account funded with borrow	ed funds? Yes	No	Estimated Account Ba	alance	S	0.00
ts	Adviser Service Fee						
	Adviser Service Fee						
15	Charge Type	Annual Amount	a	Charge Frequency		Estimated Fee Per Frequency (INCL GST)	
	% \$ No Charge	Please select	t v	Please select		\$0.00	
						Total Est	imated Fee \$0.00 (incl GST)
	Statement Of Advice / Record Of A	Advice Date					
		<b>**</b>					
	Review of your account	Contribu	ition strategy	Investment p	ortfolio management	Retirement planning	7
	Estate planning	Protecti	on strategy	Withdrawals	/ Benefit payments	Other	
					,		
	Declaration						
	I Confirm The Following:						
	I declare that:						
	the information entered is						
		client meet the sole purpose test (superar discretion to reject the payment of advice	nnuation accounts only).				

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Pro Tip: *When entering a dollar based Fixed term amount, please ensure you enter the Frequency Amount NOT the annual amount.* 

## 9. Click Request Client Consent

PL A 1	FORM+ WRAP ×	Fees & Interest	Portfolio Y Q 1340	◎   ④   ♀   ●   ◎
•	Home	One Off Adviser Fee		One Off Fee
÷	Clients	Account Id Date Created GST INCL GST EXC	L Charge Status	Action
	Portfolios			
	Investments			
	Cash & Payments Orders	Fee Arrangements 🗇		
	Investment Programs & Strategy	Type Status Start Date	End Date	Action
	Add Account	Fixed-term V Fee Available for Submission 07-Jan-2025	07-Feb-2025	Tiew View
	Transfers			
	Corporate Actions			
	Superannuation	Active Fee Arrangements	Count	Client Consent End Fee Arrangement
	Fees & Interest	5	Request	chent consent
	Portfolio Settings	How will your client(s) authorise this arrangement? Digital Consent Document Upload		
	Notifications	Fake Account Name - Accumulation ③		
	Reports & Documents	Is this account funded with borrowed funds? Yes No	count Balance	0.00
\$	Investment Programs			0.00
ılı	Research	Adviser Service Fee		
e	Literature Library	Amount Per Frequency <u>Charge Type</u> GST INCL GST EXCL Charge Freq	Estimated Frequency GST)	
9	Administration	%         \$         1,000.00         \$         909.09         Monthly	× \$1,000.00	
				Total Estimated Fee \$1,051.33 (incl GST)

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10. Once the Fixed term fee has been submitted, you will receive the following notification. The status in the Fee Arrangements screen will change to **Pending client consent**.

PLA	TFORM $+$ wrap $\times$	Fees & Interest			Portfolio V Q Search		
•	Home Clients	Investment Account A PP1003197-292 - Individual Jason Flex - PP1003197		Quick Links	5 Holdings Deposit Cash	Create Orders	Go to the Client Portal 🖒
Þ	Portfolios	Adviser Fees	Client Fees	A	greed Remuneration	Sche	dules
	Investments Cash & Payments	Changes have been successfully submitted.					
	Orders Investment Programs & Strategy	One Off Adviser Fee					One Off Fee
	Add Account Transfers	Account Id Date Create	d GST INCL	GST EXCL	Charge Status		Action
	Corporate Actions	PP1003197-292 18-Jul-2024	\$3,000.00	\$2,727.27	Pending posting		View
	Тах						
	Fees & Interest						
	Portfolio Settings Notifications	Fee Arrangements 🔊					
	External Assets Reports & Documents	Type Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
\$	Investment Programs	Ongoing V Pending Client Consent	18   V	18th July 2025	14th November 2025	14th December 2025	View
ılı	Research						
٥	Literature Library	Pending Fee Arrangements				Edit Fee Arrangement	Cancel Request
9	Administration	Investment Account - Personal Portfolio	3				
		Is this account funded with borrowed funds?	Yes No	Estimated Account Ba	alance		0.00

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

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

PLA	TFORM+ WRAP ×	Fees & Interest				Portfolio 🖌 Q Search	◎   ♀   ♀   ●   ◎
٨	Home	Tilly Rose 🔥			Quick L	inks Holdings Deposit Cash	Create Orders Go to the Client Portal
•	Clients	Adviser Fees		Client Fees		Agreed Remuneration	Schedules
	Portfolios						
	Investments Cash & Payments	One Off Adviser Fee					One Off Fee
	Orders	Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
	Investment Programs & Strategy						
	Add Account						
	Transfers	Fee Arrangements 💿					
	Corporate Actions	Туре	Status		Start Date	End Date	Action
	Fees & Interest	Fixed-term ~	Fee Available for Submission		22-Jul-2024	21-Jul-2025	View
	Portfolio Settings						
	Notifications						
	External Assets						
	Reports & Documents	Active Fee Arrangements				Reque	st Client Consent End Fee Arrangement
۵	Investment Programs	How will your client(s) authorise this arrange	jement?	Digital Consent	Document Upload		
dt	Research					Pleas	e upload a signed client authorisation to continue.
٥	Literature Library	Fee consent documentation (Accepted	formats: jpeg or PDF)				Upload

- 3. Click <u>Choose file</u>, select PDF document
- 4. Enter the Document Name
- 4 V2.0 January 2025

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5. C	lick	<u>Save</u>
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Add Fee Consent	Document	×
Add File	Choose file Fee Consent.PDF	
Document Name	Signed Fee Consent	
		Save
		Request Client Consent Cancel

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	Deposed Suc Add Fee Co	eessful Insent Docui	ment	
Digital Consent Do	Add File		Choose file Fee Consent.PDF	_
	Document Name		Signed Fee Consent	ontinue.
DF)				Save
				Request Client Consent Cancel



- 7. Answer Is this account funding with borrowed funds? Question
- 8. Enter the **Estimated Account Balance**. NOTE: this field only activates if a % fee is being charged
- 9. If the account is funded with borrowed funds, click <u>Yes</u>. NOTE: the platforms default on this question is No
- 10. Select Charge Type. NOTE: if you select No Charge, no fee will be applied
- 11. Complete the Amount Per Frequency and Charge Frequency fields
- 12. Confirm all details are correct, then read and tick the **Declaration** box
- 13. Enter the statement of advice date
- 14. Check the relevant service box

PLAT	FORM+ WRAP ×	Fees & Interest	Portfolio → Q 1340 ③ (Q   C   ♠ 🚥 (U)
٨	Home		
÷	Clients	Active Fee Arrangements	Request Client Consent End Fee Arrangement
	Portfolios	How will your client(s) authorise this arrangement? Digital Consent Document Upload	
	Investments Cash & Payments		Please upload a signed client authorisation to continue.
	Orders Investment Programs &	Fee consent documentation (Accepted formats: jpeg or PDF)	Upload
	Strategy Add Account	Fake Account Name - Accumulation ③	
	Transfers Corporate Actions	Is this account funded with borrowed funds? Yes No Estimated Acc	ccount Balance 0.00
	Superannuation Tax	Adviser Service Fee	
	Fees & Interest	Amount Per Frequency Charge Type GST INCL GST EXCL Charge Frequ	Estimated Fee Per Frequency (INCL GST)
	Notifications	%         S         1,000.00         S         909.09	✓ \$1,000.00
\$	Reports & Documents Investment Programs		Total Estimated Fee \$1,051.33 (incl GST)
ılı	Research	Statement Of Advice / Record Of Advice Date 5-Jan-2025	
e	Literature Library	Review of your account Contribution strategy Inves	estment portfolio management Retirement planning
9	Administration	Estate planning Protection strategy With	hdrawais / Benefit payments Other
		Declaration          I Confirm The Following:	
Nidge	ts	I declare that:     the information entered is true and correct.     the frees 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.	

Pro Tip: *When entering a dollar based Fixed term amount, please ensure you enter the Frequency Amount NOT the annual amount.* 

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	15. Click	( <u>R</u>	Request Client Cons	ent									
LAT	FORM+ WRAP ×	F	ees & Interest				Portfolio v Q 1340		۲	€	¢	<b>•</b> 💷	ሳ
	Home												
2	Clients		Antine Tee Americante										
1	Portfolios		Active Fee Arrangements					Request Cli	ent Consent	) (_Er	nd Fee Arr	angement	
	Investments		How will your client(s) authorise this arrangement?		Digital Consent	Document Upload							
	Cash & Payments							Please upl	oad a signed c	lient aut	thorisatio	n to continue	h.
	Orders Investment Programs & Strategy		Fee consent documentation (Accepted formats: jpeg	or PDF)								Jpload	
	Add Account		Fake Account Name - Accumulation	0									
	Transfers		Is this account funded with borrowed funds?	Yes	No	Estimated Accoun	nt Balance	S		0.00	5		
	Corporate Actions												_
	Superannuation Tax		Adviser Service Fee										
	Fees & Interest			Amount	t Per Frequency			Estimated Fee Frequency (IN					
	Portfolio Settings		Charge Type	GST INCL	GST EXCL	Charge Frequency	у	GST)					
	Notifications		% S No Charge	\$ 1,000.0	00 \$ 909.09	Monthly	~	\$1,000.00					
	Reports & Documents								Total Esti	mated F	ee \$1,051	.33 (incl GST	- n
	Investment Programs												
)	Research		Statement Of Advice / Record Of Advice Date 5-Jan-2025										
	Literature Library		Review of your account	Contribution	27		nt portfolio management	Retir	ement plannin	9			
	Administration		Estate planning	Protection st	rategy	Withdraw	vals / Benefit payments	Othe	r				

16. Once the fixed term fee has been submitted, you will receive the following notification. The status in the Fee Arrangements screen will change to Pending Client Consent

PLAT	FORM+ WRAP ×	Fees & Interest				Po	rtfolio 🗸 Q Search	۵ (	Q   X   🏚 🧰   U
▲ -	Home Clients	Investment Ac PP1003197-292 - Individual Jason Flex - PP10031				Quick Links	Holdings Deposit Cash		Go to the Client Portal 🖸
Þ	Portfolios	Advis	er Fees	Client Fees		Agre	ed Remuneration	Sched	ules
	Investments							-	
	Cash & Payments Orders	Changes have been s	uccessfully submitted.						
	Investment Programs & Strategy	One Off Adviser	Fee						One Off Fee
	Add Account	Account Id	Date Cre	ated GST I	ICL	GST EXCL	Charge Status		Action
	Transfers Corporate Actions	PP1003197-292	18-Jul-2	024 \$3,000	1.00	\$2,727.27	Pending posting		View
	Тах								
	Fees & Interest								
	Portfolio Settings Notifications External Assets	Fee Arrangemer	nts 🗇						
	Reports & Documents	Туре	Status	Anniversary Day	Next Ann	niversary Date	Renewal Period End Date	Consent Expiry Date	Action
۵	Investment Programs	Ongoing	Pending Client Consent	18 V July	<ul> <li>18th July</li> </ul>	y 2025	14th November 2025	14th December 2025	View
ılı	Research								
۵	Literature Library	Pending Fee Arr	angements					Edit Fee Arrangement	Cancel Request
9	Administration	Investment Accou	nt - Personal Portfoli h borrowed funds?	0 ?		Estimated Account Bala	nce	\$	0.00
		Is this account funded wit	h borrowed funds?	Yes No		Estimated Account Bala	nce	\$	0.00

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.* 

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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>:

PLAT	FFORM+ WRAP ×	Authorisation	s					Portfolio v Q Search			◎   ④   ⊄   ♠ 🚥   ୯		
٨	Home	Authorise V	lizards	Client Changes A	nd Transactio	1s Aut	norise Clients		Account Upda	stes	Bank Ace	count	
•	Clients	Filter											
D	Portfolios	Process	[	Agreed Remunerat	tion - Manual (	Consent ~	Date Started Fro	m*		23-Jun-2024			
۵	Investment Programs	Status		Open ~			Date Started To	Date Started To*		23-Jui-2024			
ılt	Research	Account/Client Number										Search	
٦	Literature Library	Account/Client Name											
9	Administration	Ready To Authorise Onl											
C	Password Authorisations	Results											
	Log An Issue MI & Reports Ad Hoc Notifications	Date Started V 22-Jul-2024	Process	Manual Consent	Status Open	(Account/Client) Number	(Account/Cliv	ent) Name 🗸	Progress Step 1 Of			Reg Check	
	Notifications Preferences Model Portfolios	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 - F	Pension	Step 1 Of	1 22-Jul-2024 11:04AM	View	Non-PEP	
		22-Jul-2024	Agreed Remuneration -	Manual Consent	Open	PP6003200	Jason Flex - F	Pension	Step 1 Of	1 22-Jul-2024 11:02AM	View	Non-PEP	
		22-Jul-2024	Agreed Remuneration -		Open	PP6003128	Jason Flex - A		Step 1 Of	1 22-Jul-2024 10:56AM		Non-PEP	
		22-Jul-2024	Agreed Remuneration -		Open	PP6003128	Jason Flex - J		Step 1 Of			Non-PEP	
		10-Jul-2024	Agreed Remuneration -		Open	PP1000010	Mr. Jeremiah		Step 1 Of			Non-PEP	
		09-Jul-2024	Agreed Remuneration -		Open	PP1002025	Sheldon Coop	ier	Step 1 Of			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 <a href="support@platformpluswrap.com.au">support@platformpluswrap.com.au</a>.