

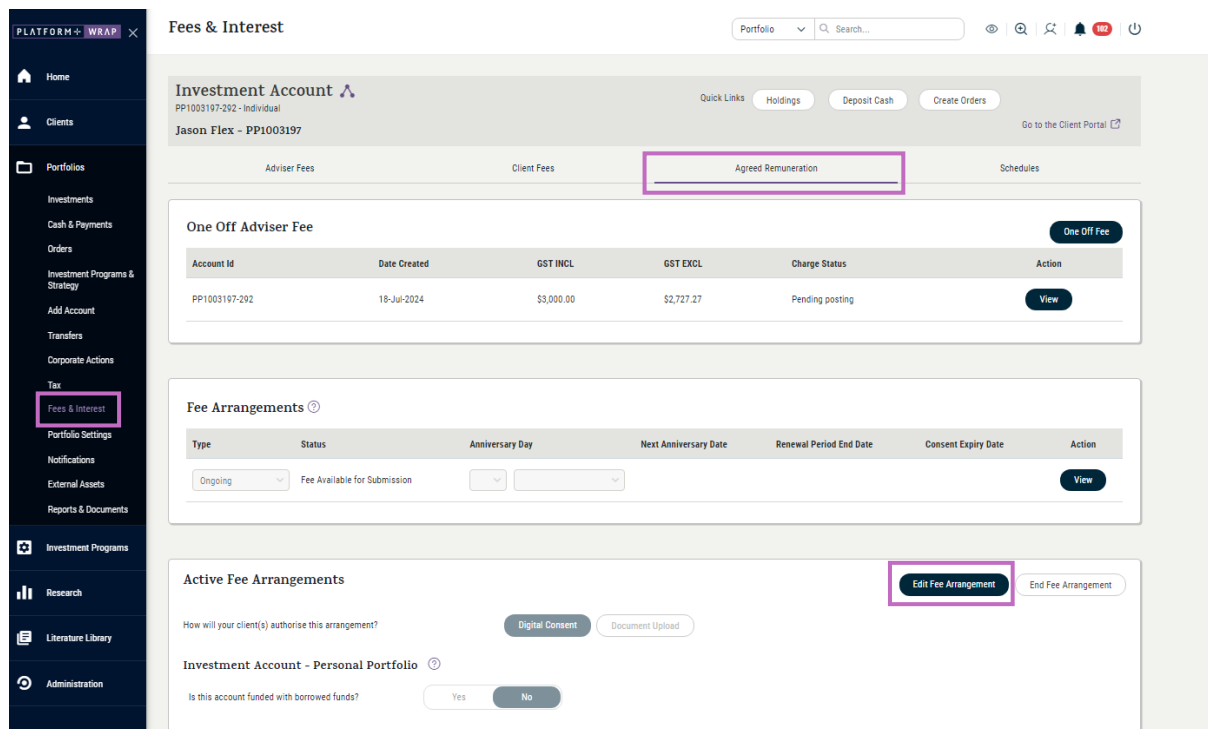
# Adding a fixed term agreement to an existing client (no existing fee)

## 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**



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**

**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	<a href="#">View</a>

**Fee Arrangements**

Type	Status	Start Date	End Date	Action
Fixed-term	Fee Available for Submission	18-Jul-2024	17-Aug-2025	<a href="#">View</a>

**Active Fee Arrangements** Request Client Consent End Fee Arrangement

How will your client(s) authorise this 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. If the account is funded with borrowed funds, click **Yes**. 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



*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**

- 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**.

**Fees & Interest**

Investment Account **Jason Flex - PP1003197**

Quick Links: Holdings, Deposit Cash, Create Orders

Go to the Client Portal

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

Changes have been successfully submitted.

**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	<b>Pending Client Consent</b>	18 July	18th July 2025	14th November 2025	14th December 2025	View

**Pending Fee Arrangements**

Investment Account - Personal Portfolio

Is this account funded with borrowed funds?  Yes  No

Estimated Account Balance: \$ 0.00

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

- Click on **Document Upload**
- Click **Upload**

**Fees & Interest**

Investment Account **Tilly Rose - PP1003217**

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
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**Fee Arrangements**

Type	Status	Start Date	End Date	Action
Fixed term	Fee Available for Submission	22-Jul-2024	21-Jul-2025	View

**Active Fee Arrangements**

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

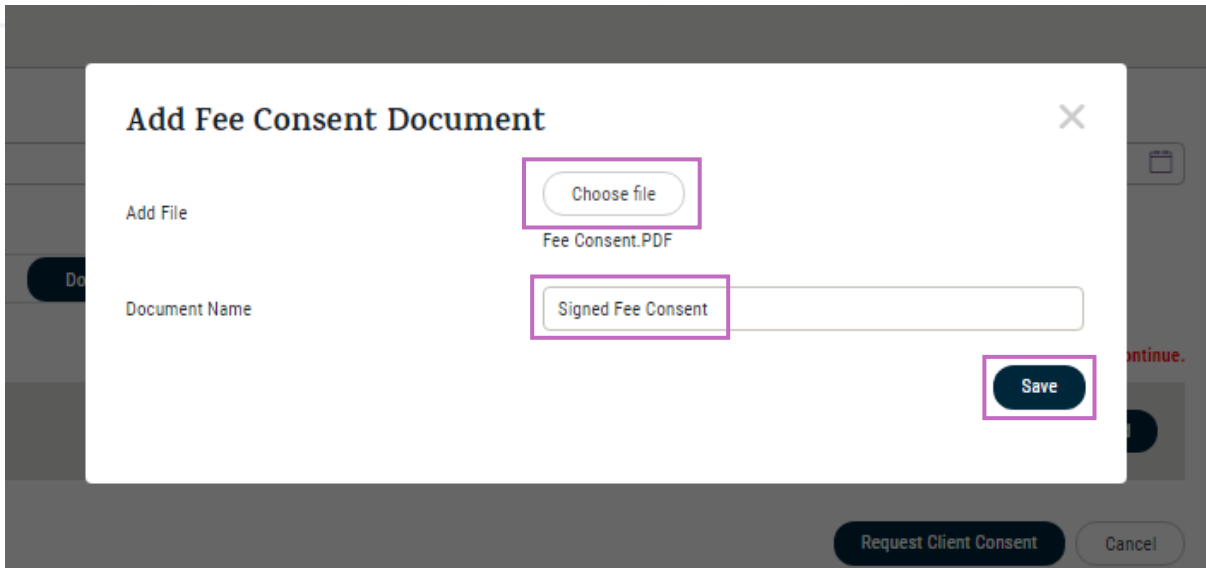
Please upload a signed client authorisation to continue.

Fee consent documentation (Accepted formats: jpeg or PDF)

Upload

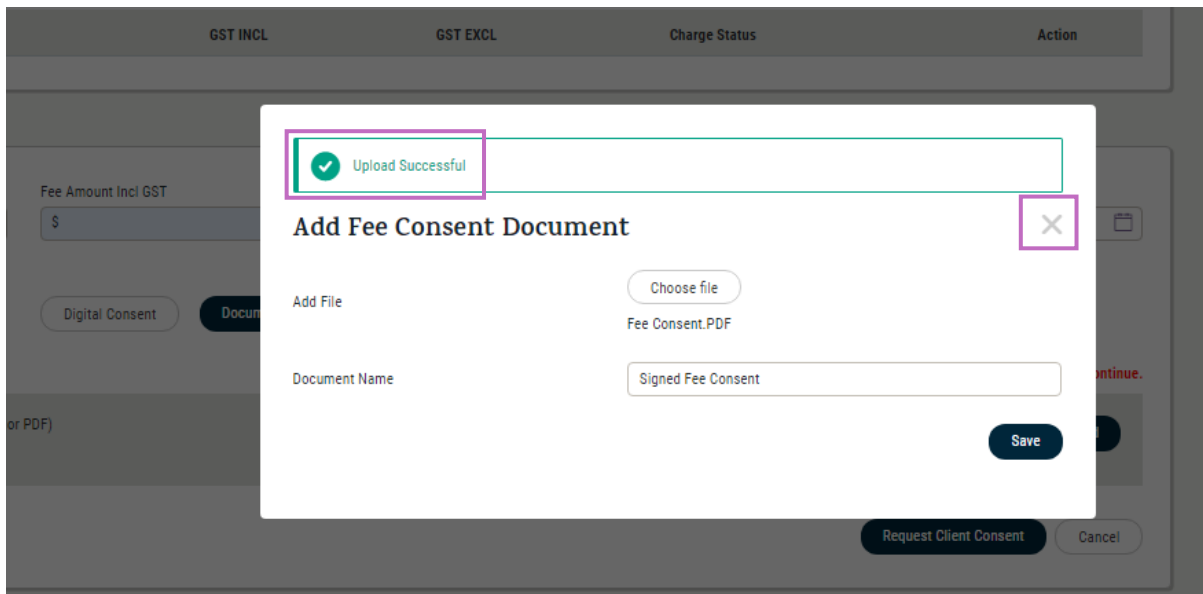
- Click **Choose file**, select PDF document
- Enter the **Document Name**

5. Click **Save**



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

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



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 **Yes**. 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

**Fees & Interest**

Portfolio 1340

**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) Upload

**Fake Account Name - Accumulation**

Is this account funded with borrowed funds? Yes No Estimated Account Balance

Adviser Service Fee

Charge Type	Amount Per Frequency		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GST INCL	GST EXCL		
<input checked="" type="checkbox"/> % <input checked="" type="checkbox"/> No Charge	\$ 1,000.00	\$ 909.09	Monthly	\$1,000.00

Total Estimated Fee \$1,051.33 (incl GST)

Statement Of Advice / Record Of Advice Date

Review of your account  Contribution strategy  Investment portfolio management  Retirement planning

Estate planning  Protection strategy  Withdrawals / Benefit payments  Other

**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.



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

15. Click **Request Client Consent**

**Fees & Interest**

Portfolio 1340

**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) Upload

**Fake Account Name - Accumulation**

Is this account funded with borrowed funds? Yes No Estimated Account Balance \$ 0.00

Adviser Service Fee

Charge Type	Amount Per Frequency		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GST INCL	GST EXCL		
% <input checked="" type="radio"/> No Charge	\$ 1,000.00	\$ 909.09	Monthly	\$1,000.00

Total Estimated Fee \$1,051.33 (incl GST)

Statement Of Advice / Record Of Advice Date: 5-Jan-2025

Review of your account   
  Contribution strategy   
  Investment portfolio management   
  Retirement planning  
 Estate planning   
  Protection strategy   
  Withdrawals / Benefit payments   
  Other

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

**Fees & Interest**

Portfolio Search...

**Investment Account** PP1003197-292 - Individual Jason Flex - PP1003197 Go to the Client Portal

Quick Links: Holdings Deposit Cash Create Orders

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	<span>View</span>

**Fee Arrangements**

Type	Status	Anniversary Day	Next Anniversary Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	<b>Pending Client Consent</b>	18 July	18th July 2025	14th November 2025	14th December 2025	<span>View</span>

**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

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 Search... [Icons]

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

**Filter**

Process: Agreed Remuneration - Manual Consent (dropdown) Date Started From: 23-Jun-2024 (calendar)

Status: Open (dropdown) Date Started To: 23-Jul-2024 (calendar)

Account/Client Number: [input] Search

Account/Client Name: [input]

Ready To Authorise Only:

**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 10:43AM	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](mailto:support@platformpluswrap.com.au).