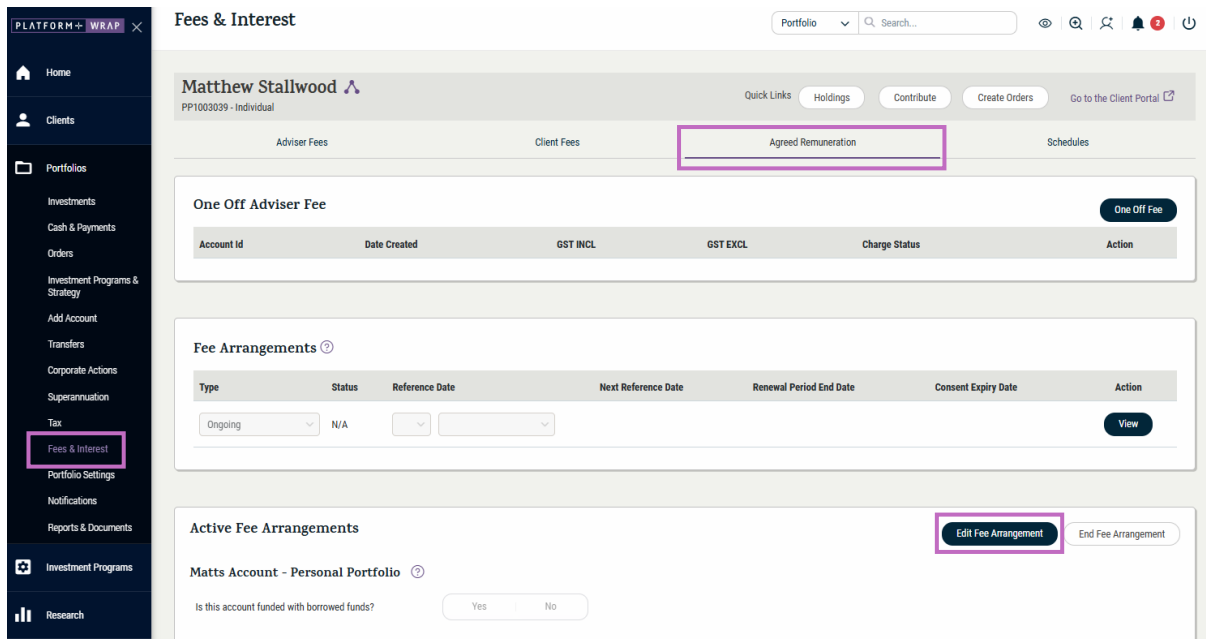


Adding an Ongoing agreement to an existing client (no existing fee)

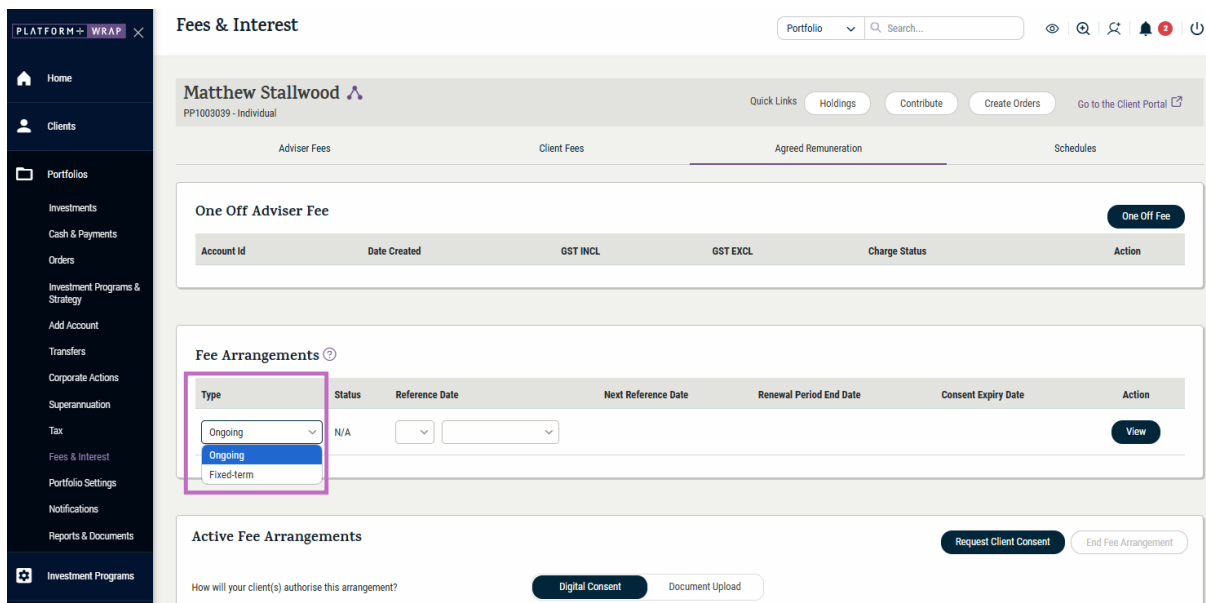
Adviser guide only.

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**



3. Select **Ongoing** for the fee type



4. Enter the Reference Date
5. From here, you have two authorisation methods – **Digital Consent** or **Document Upload**

Fees & Interest

Matthew Stallwood
PP1003039 - Individual

Quick Links: Holdings, Contribute, 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

Fee Arrangements ⓘ

Type	Status	Reference Date	Next Reference Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	N/A	19 December	19th December 2024	17th May 2025	17th May 2025	View

Active Fee Arrangements [Request Client Consent] [End Fee Arrangement]

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

Matts Account - Personal Portfolio ⓘ

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. Enter the **Statement of Advice** date
6. Tick the relevant check box
7. Confirm all details are correct, then read and tick the **Declaration** box

PLATFORM+ WRAP

- Home
- Clients
- Portfolios
- Investments
- Cash & Payments
- Orders
- Investment Programs & Strategy
- Add Account
- Transfers
- Corporate Actions
- Superannuation
- Tax
- Fees & Interest
- Portfolio Settings
- Notifications
- Reports & Documents
- Investment Programs
- Research
- Literature Library
- Administration

Fees & Interest

Matthew Stallwood PP1003039 - Individual

[Quick Links](#)
[Holdings](#)
[Contribute](#)
[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	GBT INCL	GBT EXCL	Charge Status	Action

Fee Arrangements [View](#)

Type	Status	Reference Date	Next Reference Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	N/A	19 December	19th December 2024	17th May 2025	17th May 2025	View

Active Fee Arrangements [Request Client Consent](#) [End Fee Arrangement](#)

How will your client(s) authorise this arrangement? [Digital Consent](#) [Document Upload](#)

Matts Account - Personal Portfolio [?](#)

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

Charge Type	Annual Amount		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GBT INCL	GBT EXCL		
% 9 No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

Estimated Annual Fee \$2,500.00 (incl GST)

Statement Of Advice / Record Of Advice Date 19-Dec-2024

<input checked="" type="checkbox"/> Review of your account	<input type="checkbox"/> Contribution strategy	<input checked="" type="checkbox"/> Investment portfolio management	<input type="checkbox"/> Retirement planning
<input type="checkbox"/> Estate planning	<input type="checkbox"/> Protection strategy	<input type="checkbox"/> Withdrawals / Benefit payments	<input type="checkbox"/> 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.

8. Click [Request Client Consent](#)

PLATFORM+ WRAP

- Home
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Fees & Interest

Portfolio Search... [Icons]

Matthew Stallwood
PPI1003039 - Individual

Quick Links: Holdings, Contribute, 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	GBT INCL	GBT EXCL	Charge Status	Action

Fee Arrangements

Type	Status	Reference Date	Next Reference Date	Renewal Period End Date	Consent Expiry Date	Action
Going	N/A	19 Dec	December	19th December 2024	17th May 2025	View

Active Fee Arrangements Request Client Consent End Fee Arrangement

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

Matts Account - Personal Portfolio

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

Adviser Service Fee

Charge Type	Annual Amount		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GBT INCL	GBT EXCL		
% No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

Estimated Annual Fee \$2,500.00 (Incl GST)

Statement Of Advice / Record Of Advice Date: 19-Dec-2024

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.

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

The screenshot displays the 'Fees & Interest' section for a client named Matthew Stallwood. A notification box at the top states 'Changes have been successfully submitted.' Below this, the 'One Off Adviser Fee' section is visible. The 'Fee Arrangements' table shows a row with the status 'Pending Client Consent'. The 'Pending Fee Arrangements' section for 'Matts Account - Personal Portfolio' includes a form for 'Is this account funded with borrowed funds?' (set to 'No') and an 'Adviser Service Fee' table.

Type	Status	Reference Date	Next Reference Date	Renewal Period End Date	Consent Expiry Date	Action
Ongoing	Pending Client Consent	19 December	19th December 2024	17th May 2025	17th May 2025	View

Charge Type	Annual Amount		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GST INCL	GST EXCL		
% No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

Estimated Annual Fee \$2,500.00 (incl GST)

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

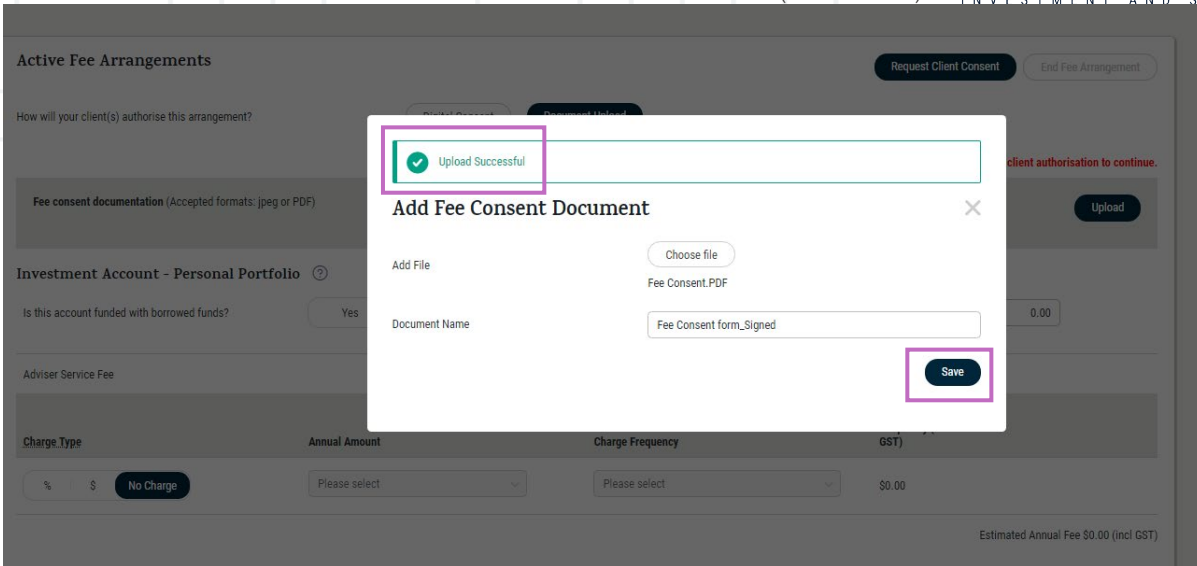
1. Click [Document Upload](#)
2. Click [Upload](#)

The screenshot shows the 'Fees & Interest' page in the Platform Plus Wrap system. The left sidebar contains navigation options like Home, Clients, Portfolios, and Investment Programs. The main content area is divided into three sections: 'One Off Adviser Fee', 'Fee Arrangements', and 'Active Fee Arrangements'. In the 'Active Fee Arrangements' section, there are two buttons: 'Digital Consent' and 'Document Upload'. The 'Document Upload' button is highlighted with a red box. Below this, there is a section for 'Fee consent documentation' with an 'Upload' button, also highlighted with a red box. A red message states: 'Please upload a signed client authorisation to continue.'

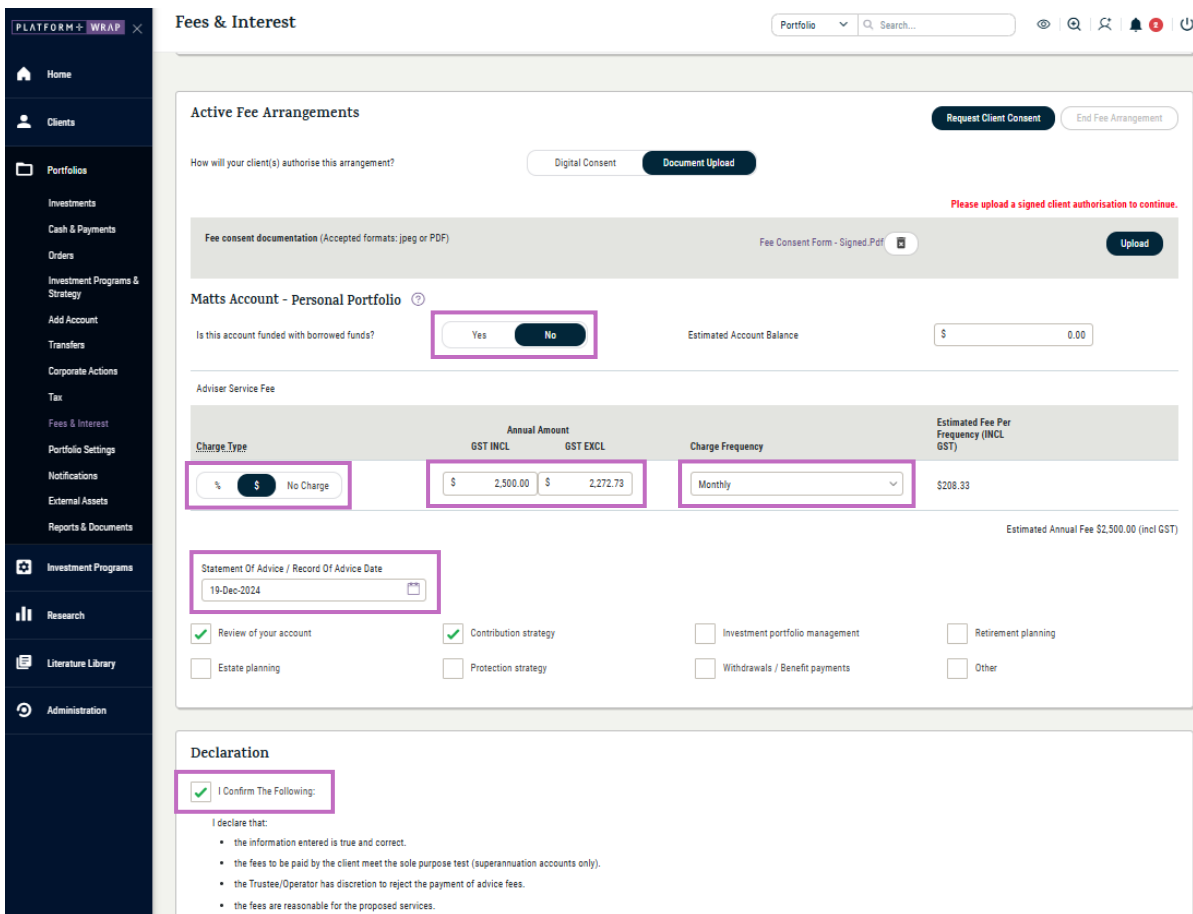
3. Upload the file and enter a **Document Name**

The screenshot shows a modal window titled 'Add Fee Consent Document'. It has a close button (X) in the top right corner. There are two main sections: 'Add File' and 'Document Name'. In the 'Add File' section, there is a 'Choose file' button highlighted with a red box. Below it, the file name 'Fee Consent Form - Signed.pdf' is displayed. In the 'Document Name' section, there is a text input field containing 'Fee Consent Form - Signed', which is highlighted with a red box. A 'Save' button is located at the bottom right of the modal. The background shows the same 'Active Fee Arrangements' section as the previous screenshot, with the 'Document Upload' button highlighted.

4. When the document has been successfully uploaded, you will receive the following message
5. Click [Save](#)



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. Enter the **Statement of Advice** date
11. Tick the relevant check box
12. Confirm all details are correct, then read and tick the **Declaration** box



13. Click Request Client Consent

Fees & Interest

Portfolio [v] Search...

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) Fee Consent Form - Signed.Pdf **Upload**

Matts Account - Personal Portfolio

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

Adviser Service Fee

Charge Type	Annual Amount		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GST INCL	GST EXCL		
% \$ No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

Estimated Annual Fee \$2,500.00 (incl GST)

Statement Of Advice / Record Of Advice Date
19-Dec-2024

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.

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

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

✓ 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	Pending Client Consent	19 July	19th July 2024	15th November 2024	15th December 2024	View

Pending Fee Arrangements

Investment Account - Personal Portfolio

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

Adviser Service Fee

Charge Type	Annual Amount		Charge Frequency	Estimated Fee Per Frequency (INCL GST)
	GST INCL	GST EXCL		
% No Charge	\$ 2,500.00	\$ 2,272.73	Monthly	\$208.33

Estimated Annual Fee \$2,500.00 (incl GST)

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 [v] Search...

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

Filter

Process: Agreed Remuneration - Manual Consent
 Status: Open
 Account/Client Number: [input]
 Account/Client Name: [input]
 Date Started From: 23-Jun-2024
 Date Started To: 23-Jul-2024
 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 10:49AM	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.