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

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	Orders	Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
	Investment Programs & Strategy						
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	Reports & Documents	Active Fee Arrangemen	nts			Edit Fee Arranger	End Fee Arrangement
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ılı	Research	Is this account funded with borrowed	d funds? Yes	No			

3. Select Ongoing for the fee type

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	Portfolios Investments	One Off Adviser Fee	e			One Off Fee
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	Portfolio Settings	Fixed-term				
	Notifications					
	Reports & Documents	Active Fee Arrangen	nents			Request Client Consent End Fee Arrangement
۵	Investment Programs	How will your client(s) authorise t	this arrangement?	Digital Consent Doc	cument Upload	

4. Enter the Reference Date

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

PLA	TFORM+ WRAP ×	Fees & Interest	Portfolio 🗸 🔍 Search	◎ ④ ♀ ♠ ❷ ⊍
•	Home	Matthew Stallwood A	Quick Links Holdings Contribut	e Create Orders Go to the Client Portal 13
Ť	Clients	Adviser Fees Client Fees	Agreed Remuneration	Schedules
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	Investments	One Off Adviser Fee		One Off Fee
	Cash & Payments Orders	Account Id Date Created GST INCL	GST EXCL Charge Status	Action
	Investment Programs & Strategy			
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	Fees & Interest			
	Notifications			
	Reports & Documents	Active Fee Arrangements		Request Client Consent End Fee Arrangement
\$	Investment Programs	How will your client(s) authorise this arrangement? Digital Consent	Document Upload	
dt	Research	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 **<u>Statement of Advice</u>** date
- 6. Tick the relevant check box
- 7. Confirm all details are correct, then read and tick the **Declaration** box

PLATFORMPLUSWRAP - USER GUIDE - ADDING AN ONGOING AGREEMENT TO AN EXISTING CLIENT (NO EXISTING FEE)

PLATFORM + WRAP

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ılı	Research	Matts Account - Personal Portfolio 🤇)		
٥	Literature Library	is this account funded with borrowed funds?	Yes No	Estimated Account Balance	\$ 0.00
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					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	Withdrawais / Benefit payments	Other
		Declaration			
		I Confirm The Following:			
		I declare that: • the information entered is true and convert			
		 the fees to be paid by the client meet the sole 	purpose test (superannuation accounts only).		
		Declaration I Contine The Following: I declare that: • the Information entered is true and correct.			
		the rest to be paid by the crieft meet the sole the Trustee/Derator has discretion to reject t	pergrave was (apperannoation accounts only).		

8. Click Request Client Consent

PLATFORMPLUSWRAP - USER GUIDE - ADDING AN ONGOING AGREEMENT TO AN EXISTING CLIENT (NO EXISTING FEE)

PLATFORM + WRAP

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+ TVRAP ×	Fees & Interest		Portfolio V Q :	Search 🐵 🛛 🎗 🌲 🤮
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Library	Is this account funded with borrowed funds?	Yes No	Estimated Account Balance	\$ 0.00
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9. Once successfully submitted, you will receive the following message and the status in the Fee Arrangements screen will be updated to **Pending Client Consent**

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•	Home	Matthew Stallwood A		Quick Links Holdin	gs Deposit Cash	Create Orders Go to the Client Portal
–	Clients	Adviser Fees	Client Fees	Agreed Remuneration		Schedules
	Portfolios					
	Investments	Changes have been successfully submitted.				
	Cash & Payments					
	Orders Investment Programs &	One Off Adviser Fee				One Off Fee
	Strategy Add Account	Account Id Date Created	GST INCL	GST EXCL	Charge Status	Action
	Transfers					
	Corporate Actions					
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	Fees & Interest					
	Portfolio Settings	Type Status	Reference Date	Next Reference Date Renewa	I Period End Date Co	nsent Expiry Date Action
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	Reports & Documents					
\$	Investment Programs	Dending Fee Arrangements				
.lı	Research	Fending Fee Arrangements				Edit Fee Arrangement Cancel Request
		Matts Account - Personal Portfolio ③				
E	Literature Library	Is this account funded with borrowed funds?	Yes No	Estimated Account Balance	S	0.00
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		Adviser Service Fee				
		Charge Type	Annual Amount GST INCL GST EXCL	Charge Frequency	Estimat Frequen GST)	ed Fee Per Icy (INCL
		% \$ No Charge	\$ 2,500.00 \$ 2,272.73	Monthly	\$208.33	3
						Estimated Annual Fee \$2,500.00 (incl GST)

PLATFORM + WRAP

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

1. Click Document Upload

2. Click Upload

PLAT	FORM $+$ wrap \times	Fees & Interest	🌲 🔁 🛛 🕛
•	Home	Adviser Fees Client Fees Agreed Remuneration Schedules	
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	Cash & Payments		
	Orders		
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	Notifications	nequess citalit consent	
	External Assets	How will your client(s) authorise this arrangement? Digital Consent Document Upload	
	Reports & Documents		
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	Kesearch	Matts Account - Personal Portfolio 💿	
٨	Literature Library	Is this account funded with borrowed funds? Yes No Estimated Account Balance \$ 0.00	

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

One Off Adviser Fe	e				One Off Fee
Account Id	Date Created	GST INCL	GST EXCL	Charge Status	Action
Fee Arrangements	0	Add Fee Consent	Document		×
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Ongoing ~	N/A	Document Name	Fee Consent Fo	rm - Signed.pdf Form - Signed	View
					Save
Active Fee Arranger	nents				End Fee Arrangement
How will your client(s) authorise	this arrangement?	Digital Consent	Document Upload		
				PI	ease upload a signed client authorisation to continue.

- 4. When the document has been successfully uploaded, you will receive the following message
- 5. Click Save

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ive Fee Arrangements				Request Cli	ent Consent End Fee Arrengement
vill your client(s) authorise this arrangement?	ſ	Date of the second seco	nument tiples.		
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e consent documentation (Accepted formats: jpeg	or PDF)	Add Fee Consent I	Document		Vpload
estment Account - Personal Portfo	olio	Add File	Choose file Fee Consent.PDF		
s account funded with borrowed funds?	Yes	Document Name	Fee Consent form_Signed		0.00
ser Service Fee					Save
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- 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

PLAT	FORM $+$ WRAP \times	Fees & Interest	Portfolio V Q Search I Q X A C
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÷	Clients	Active Fee Arrangements	Request Client Consent End Fee Arrangement
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	Cash & Payments Orders	Fee consent documentation (Accepted formats: jpeg or PDF)	Fee Consent Form - Signed .Pdf
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	Add Account Transfers	Is this account funded with borrowed funds? Yes No Estimat	ed Account Balance S 0.00
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۹	Administration		
		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. 	
		 the fees are reasonable for the proposed services. 	

PLATFORM + WRAP

13. Click Request Client Consent

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Administration Declaration I confirm The Following: I declare that: the information entered is true and correct. the informatin entered is true and correct. the in	e	Literature Library	Estate planning	account	Protection strategy			Withdrawals / Benefit pa	yments		etirement planning		
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the Trustee/Operator has discretion to reject the payment of advice fees.			the Trustee	e/Operator has discretion to reject the p	pose vest (superannuation acc payment of advice fees.	ound uniy).							

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

PLATFORMPLUSWRAP - USER GUIDE - ADDING AN ONGOING AGREEMENT TO AN EXISTING CLIENT (NO EXISTING FEE)

PLATFORM + WRAP

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U	iterature Library	Pending Fee Arrangements				Edit Fee Arrangement	Cancel Request
A	dministration	Investment Account - Personal Por	tfolio				
		Is this account funded with borrowed funds?	Yes No	Estimated Account Balance		\$ 0.00]
		Adviser Service Fee					
		Charge Type	Annual Amount GST INCL GST EXCL	Charge Frequency		Estimated Fee Per Frequency (INCL SST)	
		% S No Charge	\$ 2,500.00 \$ 2,272.73	Monthly		\$208.33	
						Estimated Annual Fe	e \$2,500.00 (incl GST)

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.





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 and Transaction</u>:

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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.