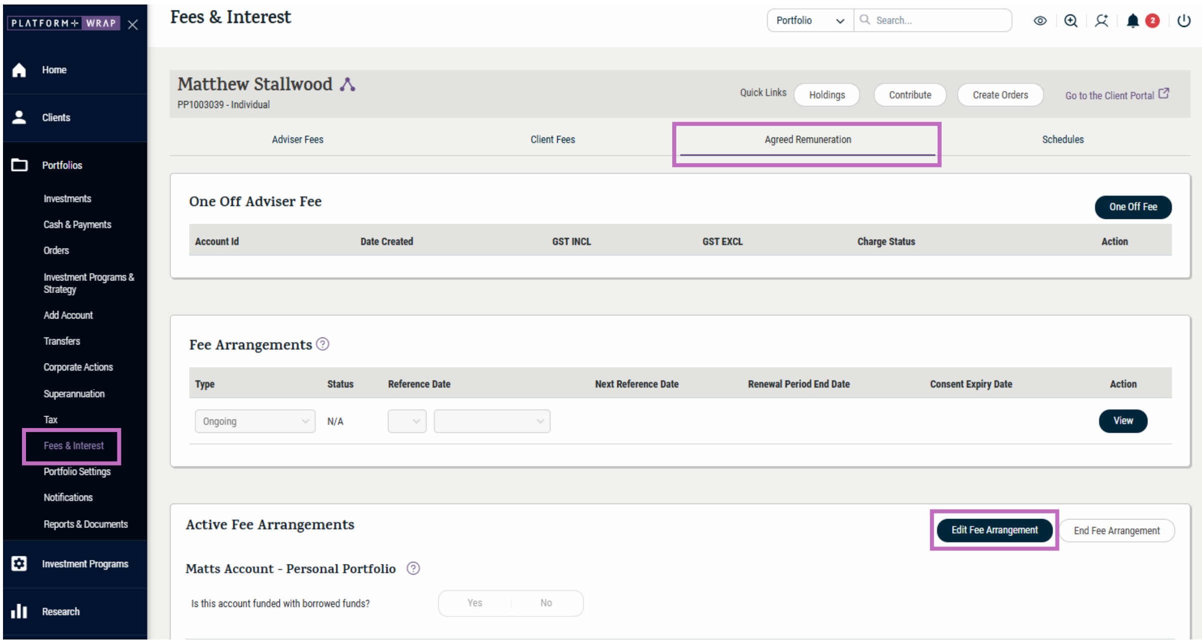
Adding an Ongoing agreement to an existing client (no existing fee)

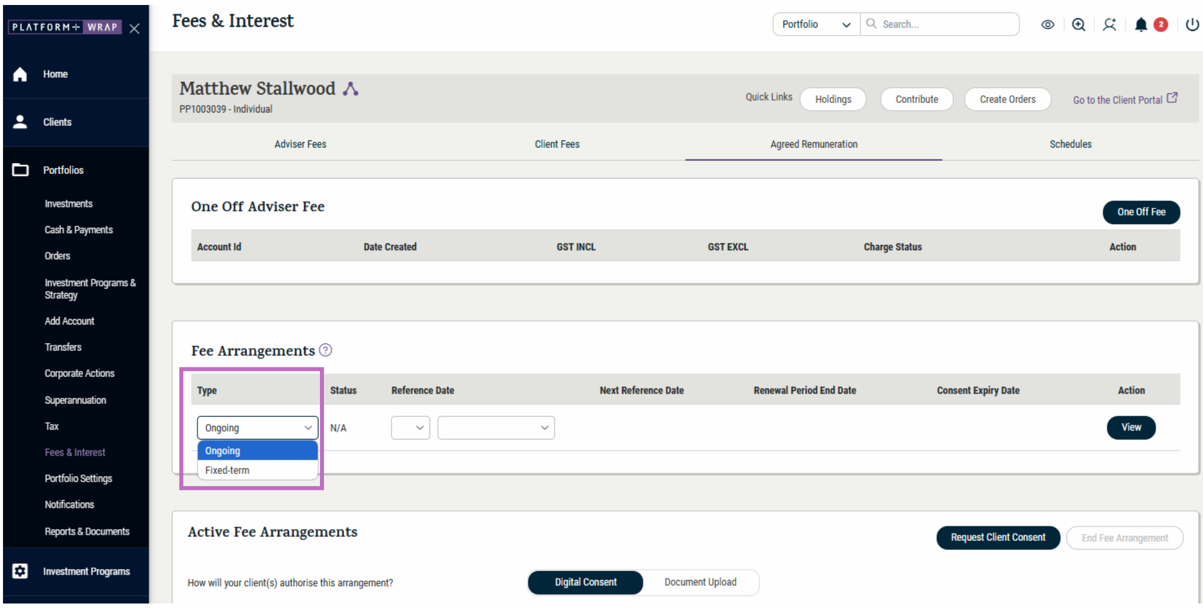
Adviser guide only.

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

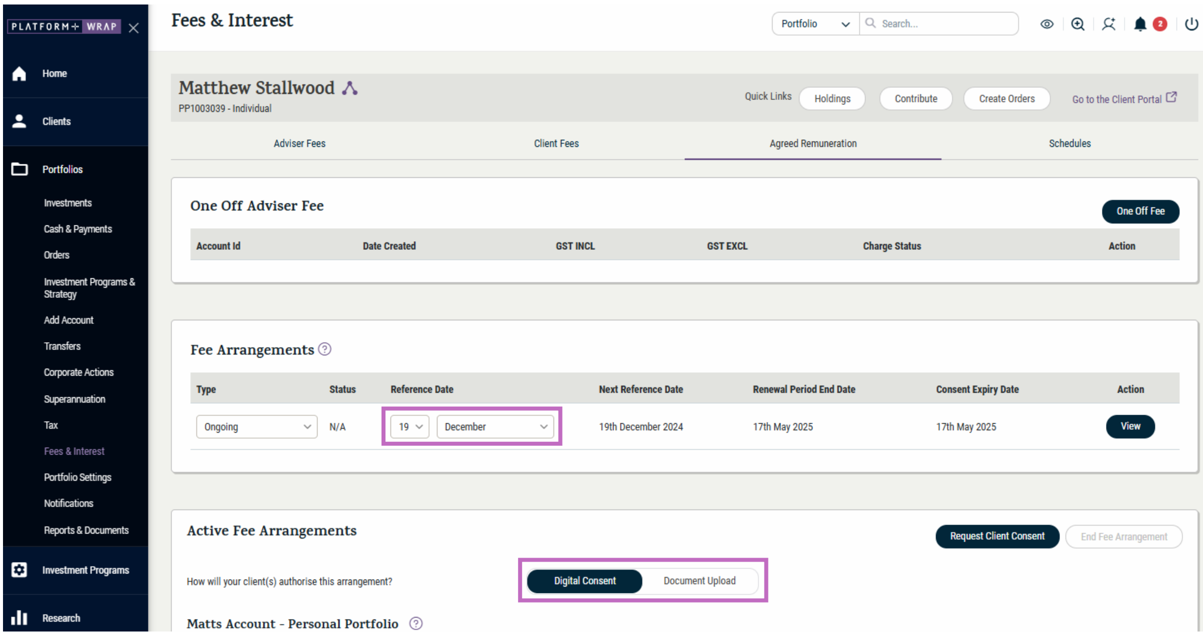
1. Once in the client's portfolio, click **Fees & Interest**, **Agreed Remuneration**
2. Click **Edit Fee Arrangement**



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

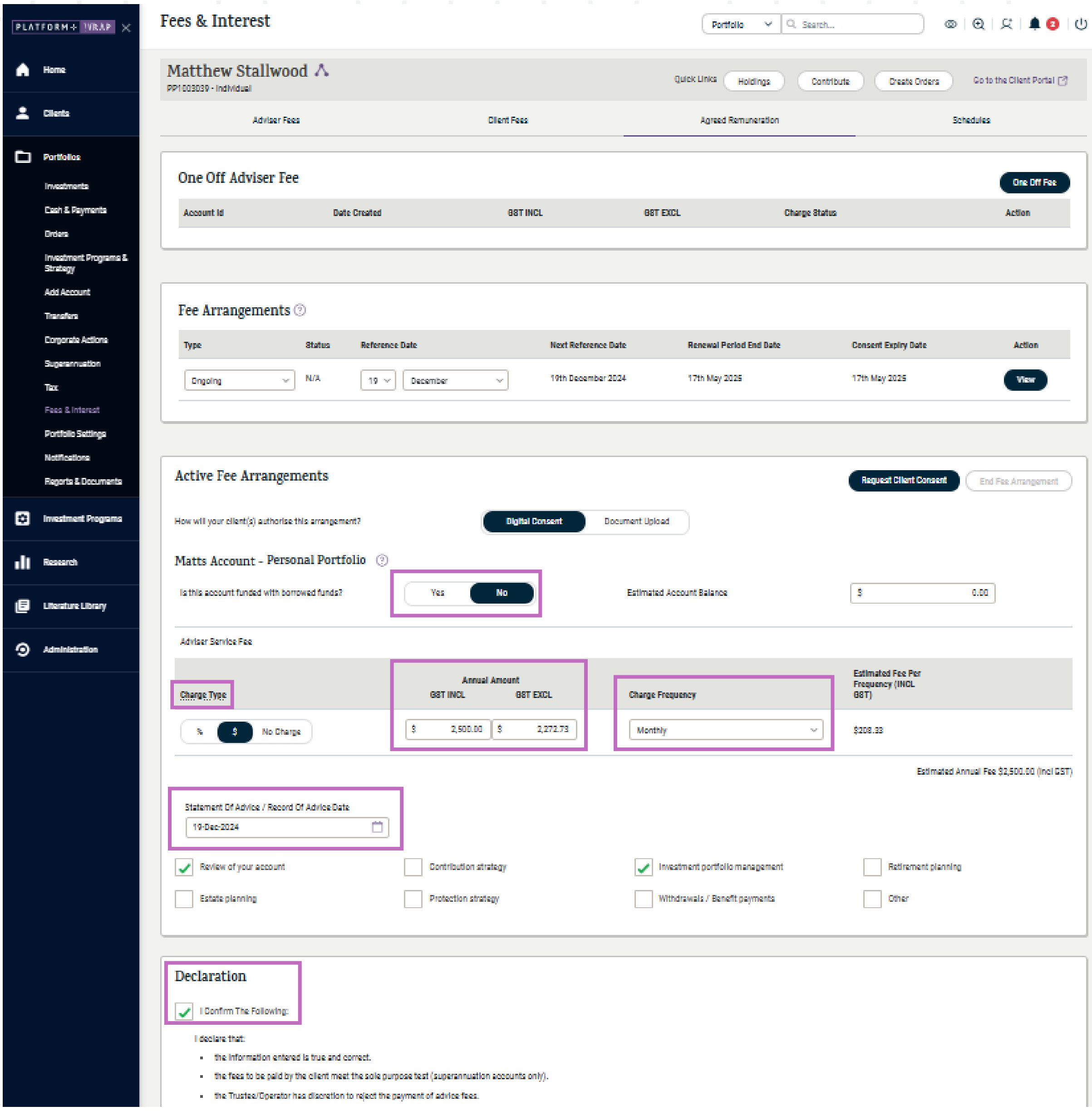


4. Enter the Reference Date
5. From here, you have two authorisation methods – **Digital Consent** or **Document Upload**

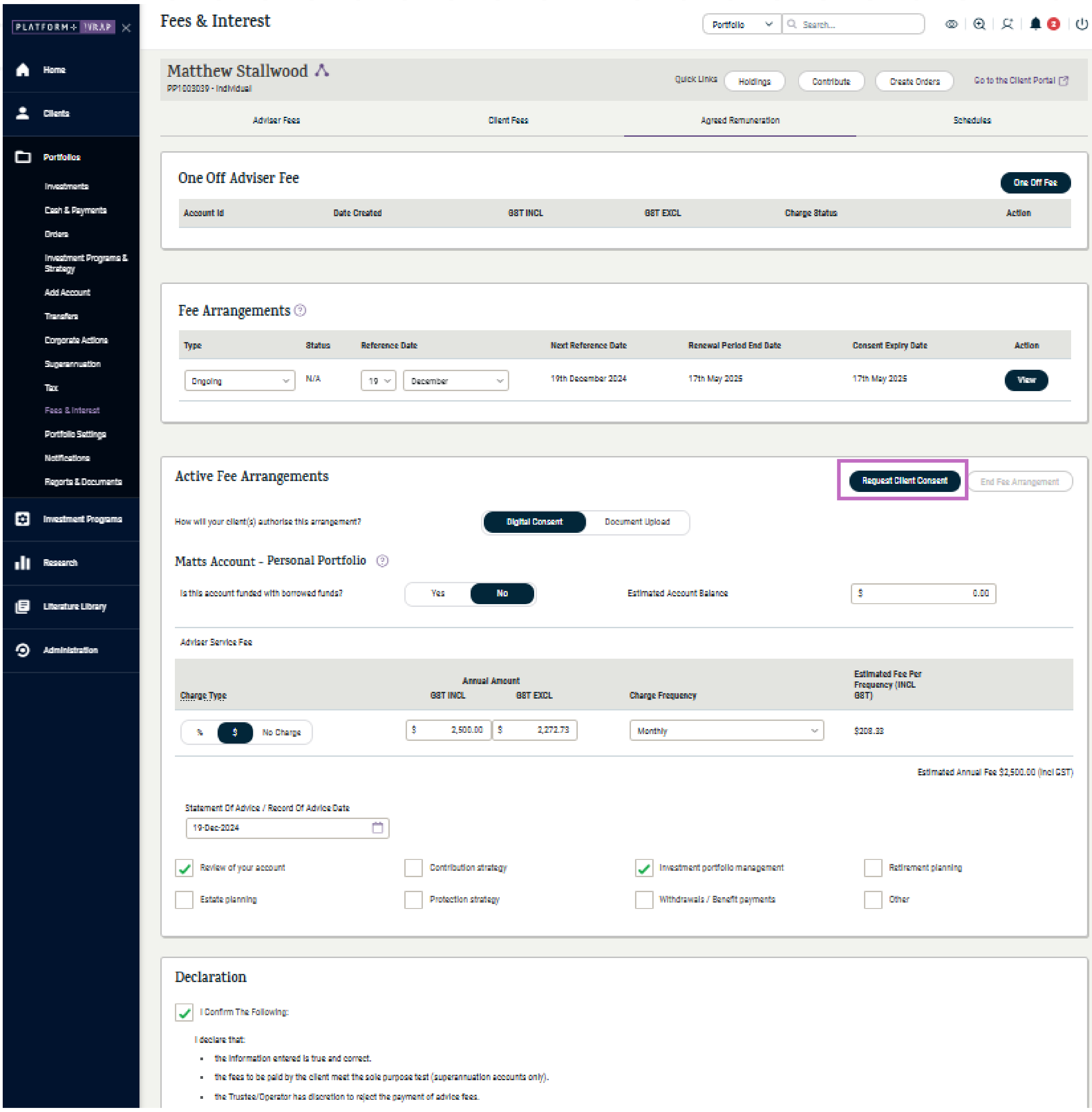


Option 1: Digital Consent (client to accept via the client portal)

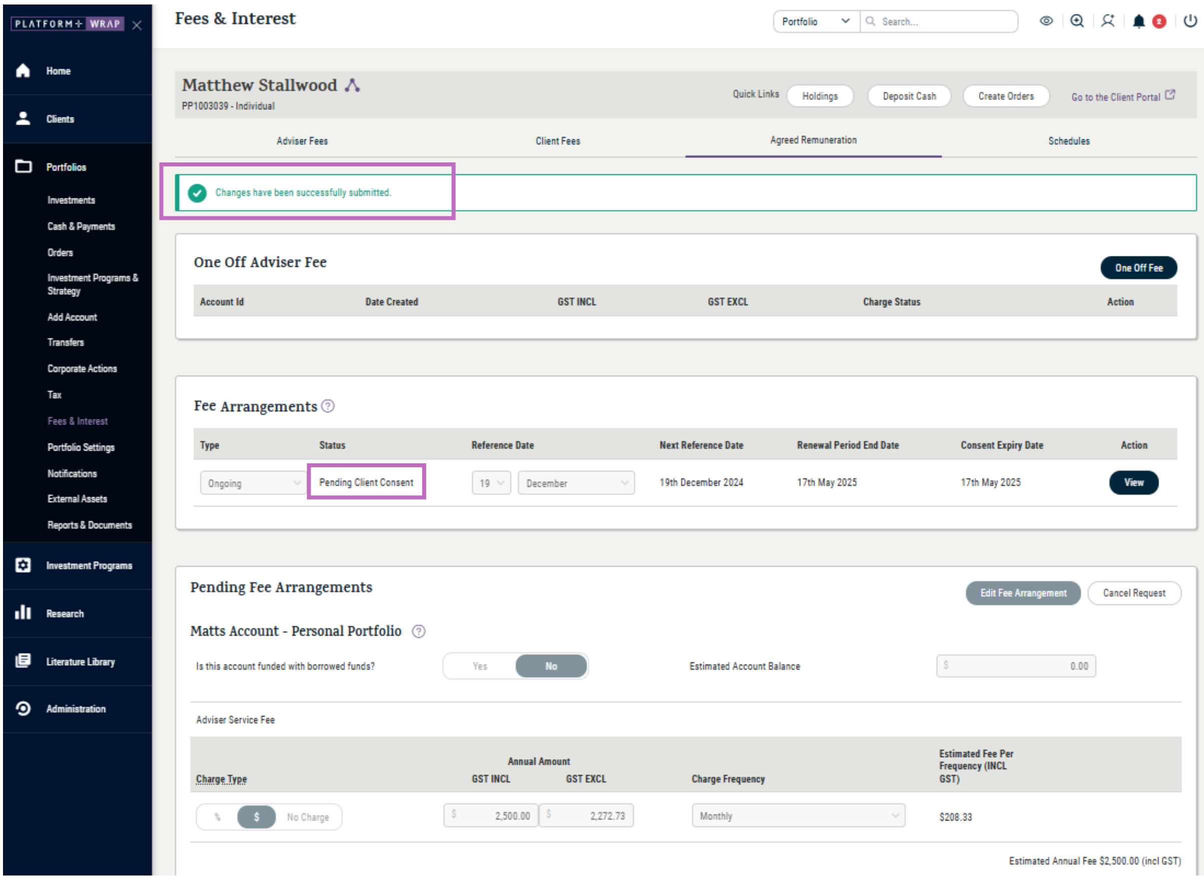
1. Answer the **Is this account funded with borrowed funds?** question
2. Enter the **Estimated Account Balance**. NOTE: this field only activates if a % fee is being charged
3. Select **Charge Type**. NOTE: if you select **No Charge**, no fee will be applied
4. Complete the ongoing fee type, amount 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



8. Click **Request Client Consent**

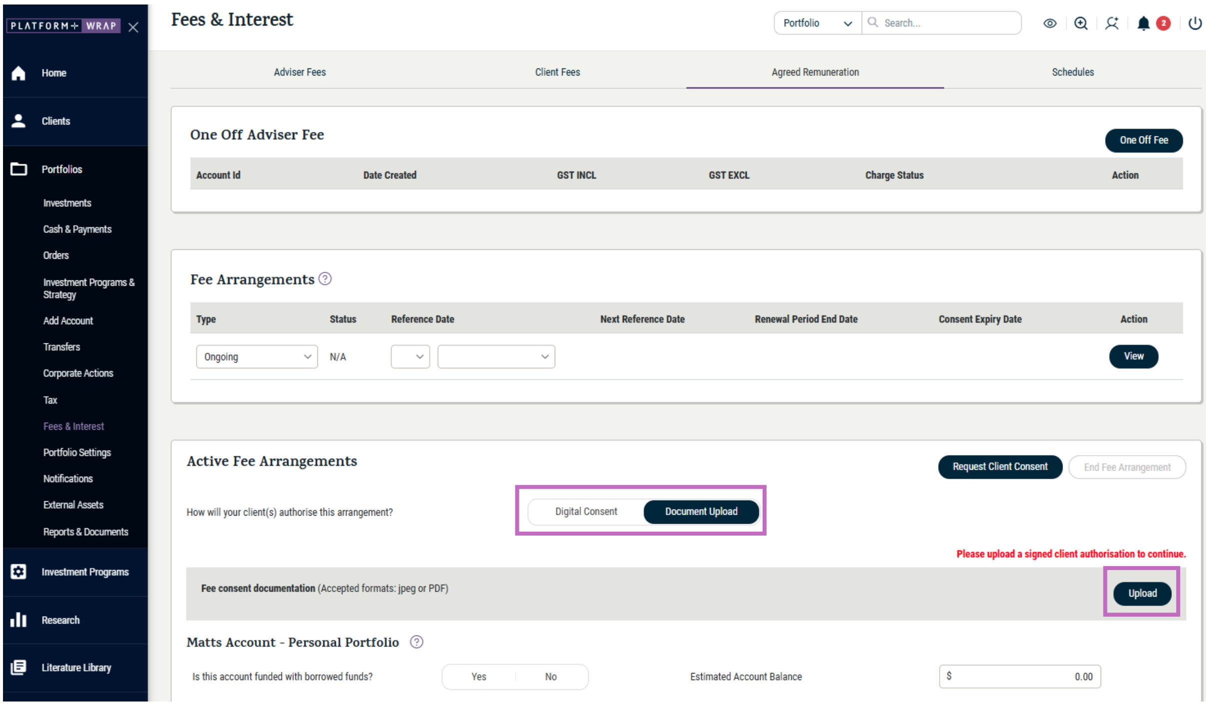

Fees & Interest
Home
Clients
Portfolios
Investments
Cash & Payments
Orders
Investment Programs & Strategy
Add Account
Transfers
Corporate Actions
Superannuation
Tax
Fees & Interest
Portfolio Settings
Notifications
Reports & Documents
Investment Programs
Research
Literature Library
Administration
Matthew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

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**

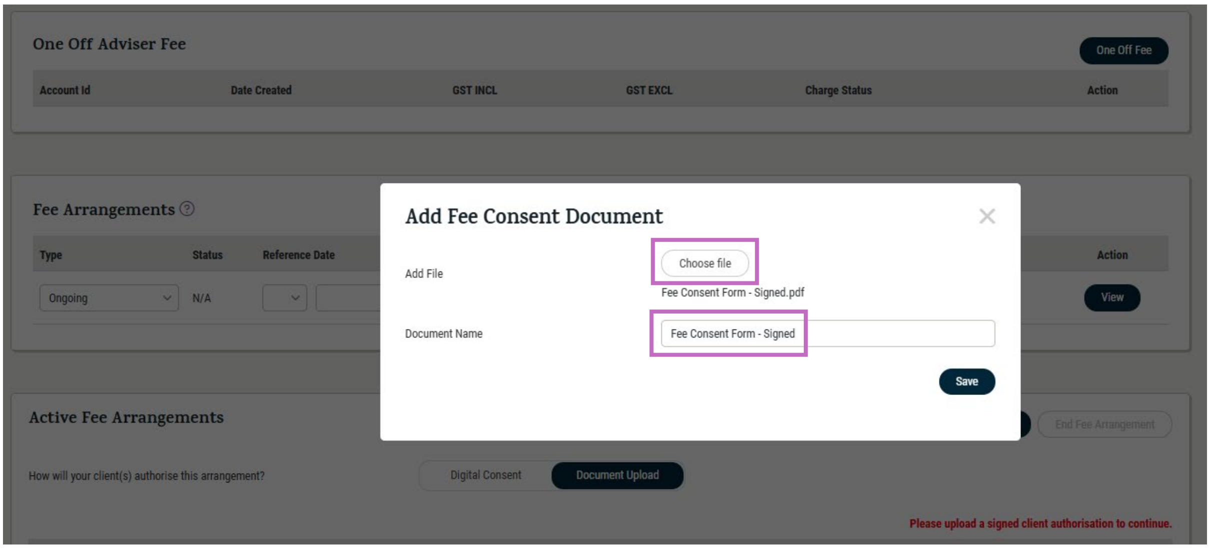


Option 2: Document Upload – for clients that have signed a paper fee consent form

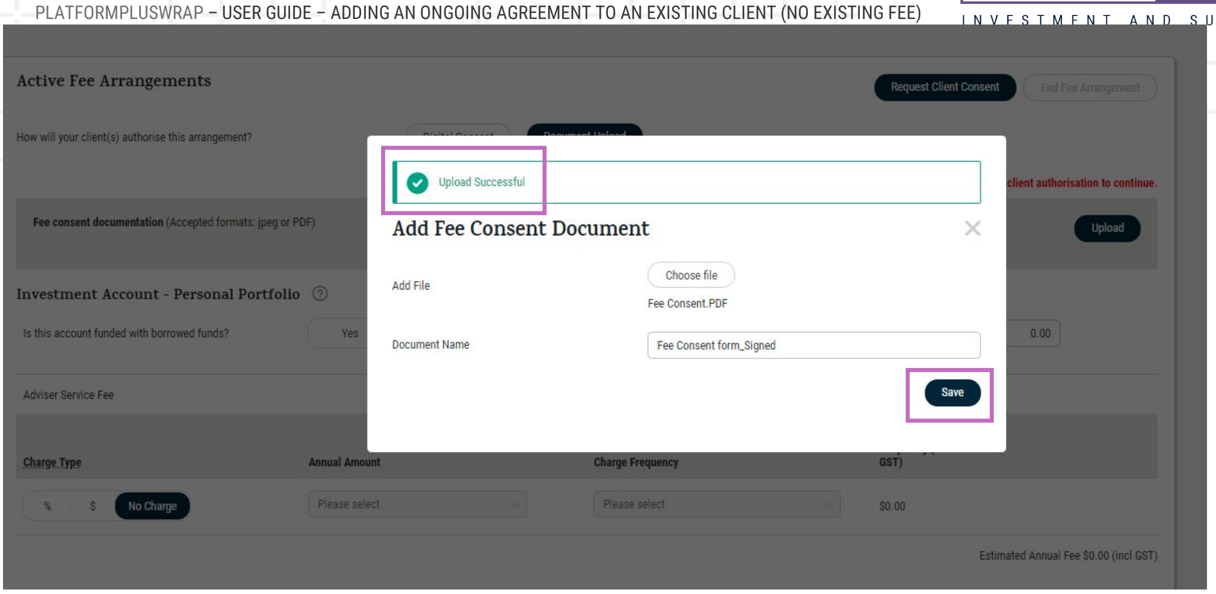
1. Click Document Upload
2. Click Upload



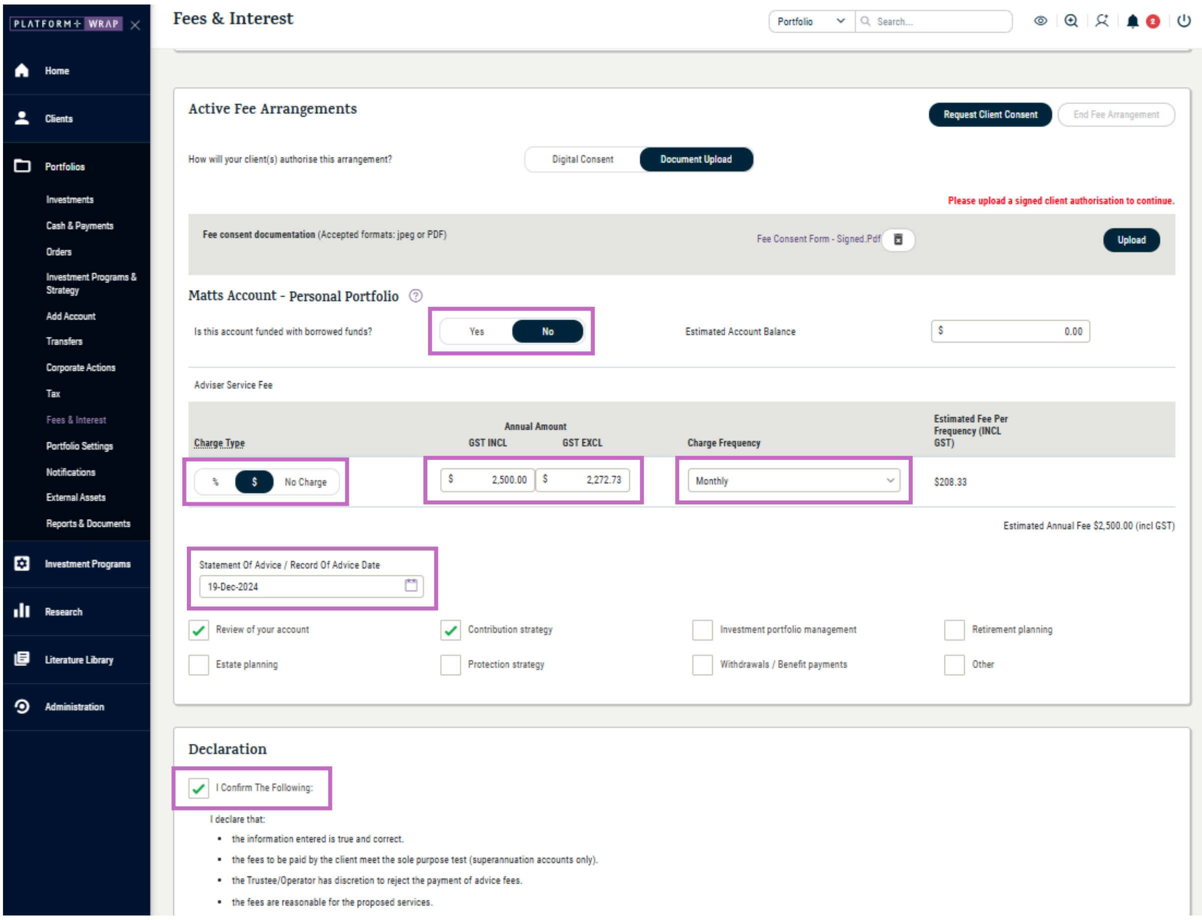
3. Upload the file and enter a **Document Name**



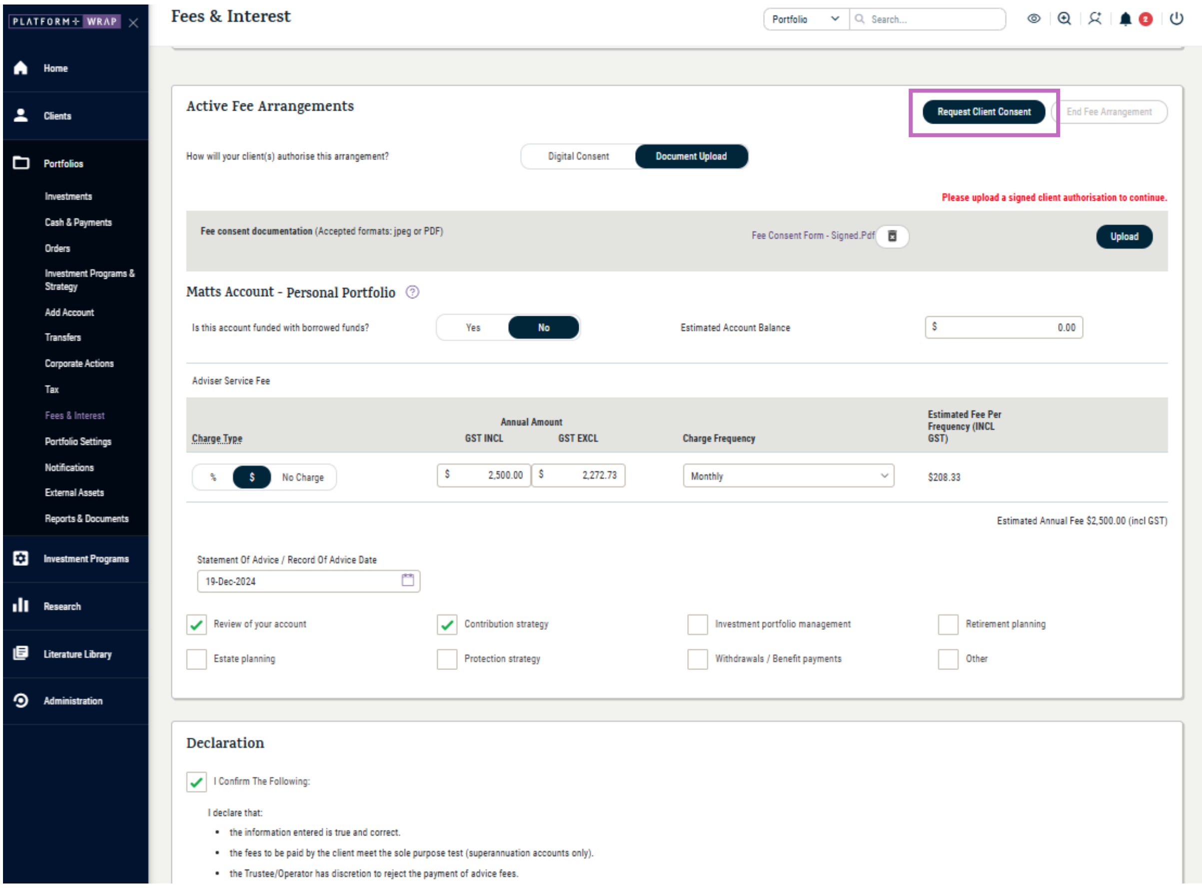
4. When the document has been successfully uploaded, you will receive the following message
5. Click Save



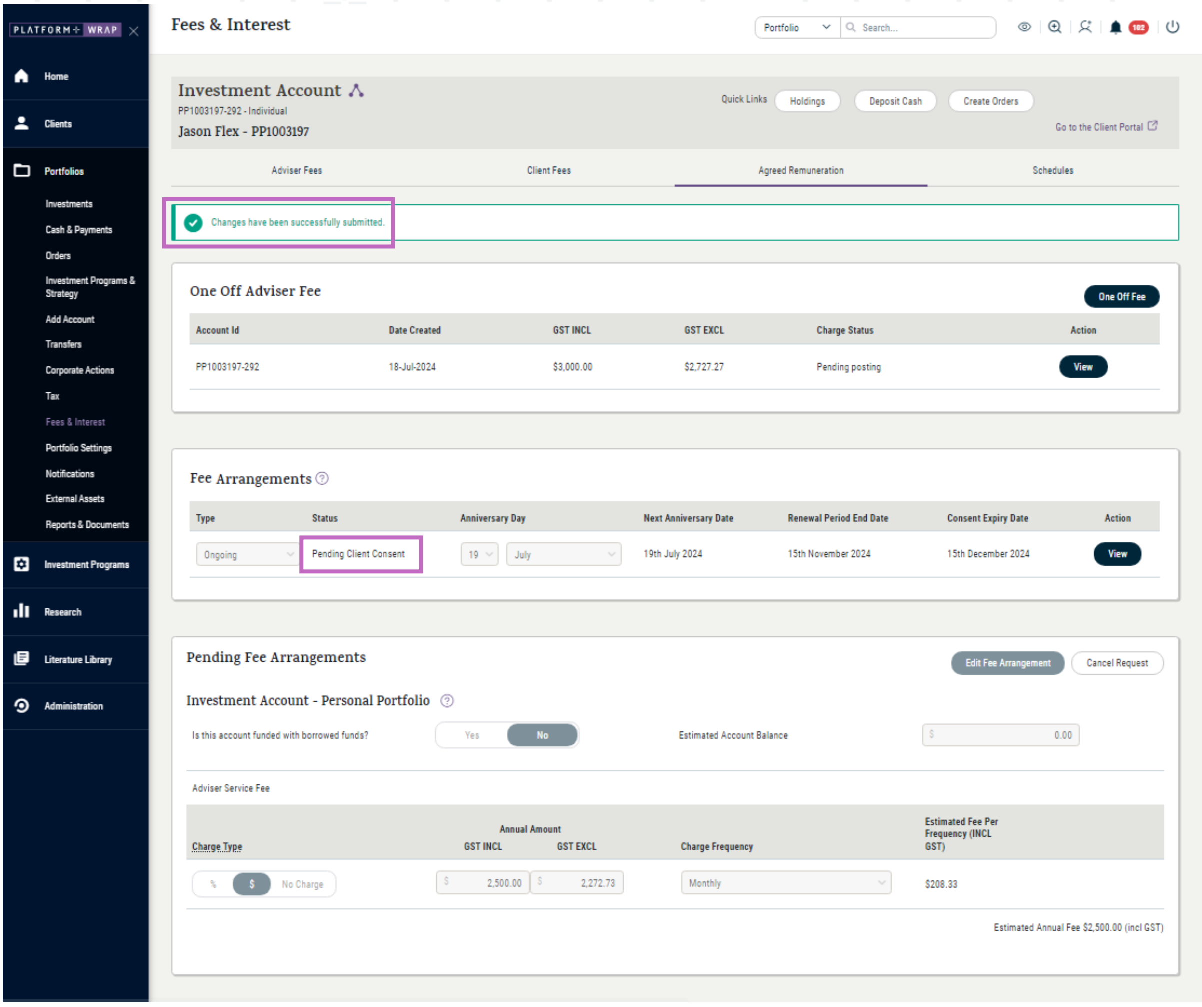
6. Answer the **Is this account funded with borrowed funds?** question
7. Enter the **Estimated Account Balance**. NOTE: this field only activates if a % fee is being charged
8. Select **Charge Type**. NOTE: if you select No Charge no fee will be applied
9. Complete the ongoing fee type, amount and frequency
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**



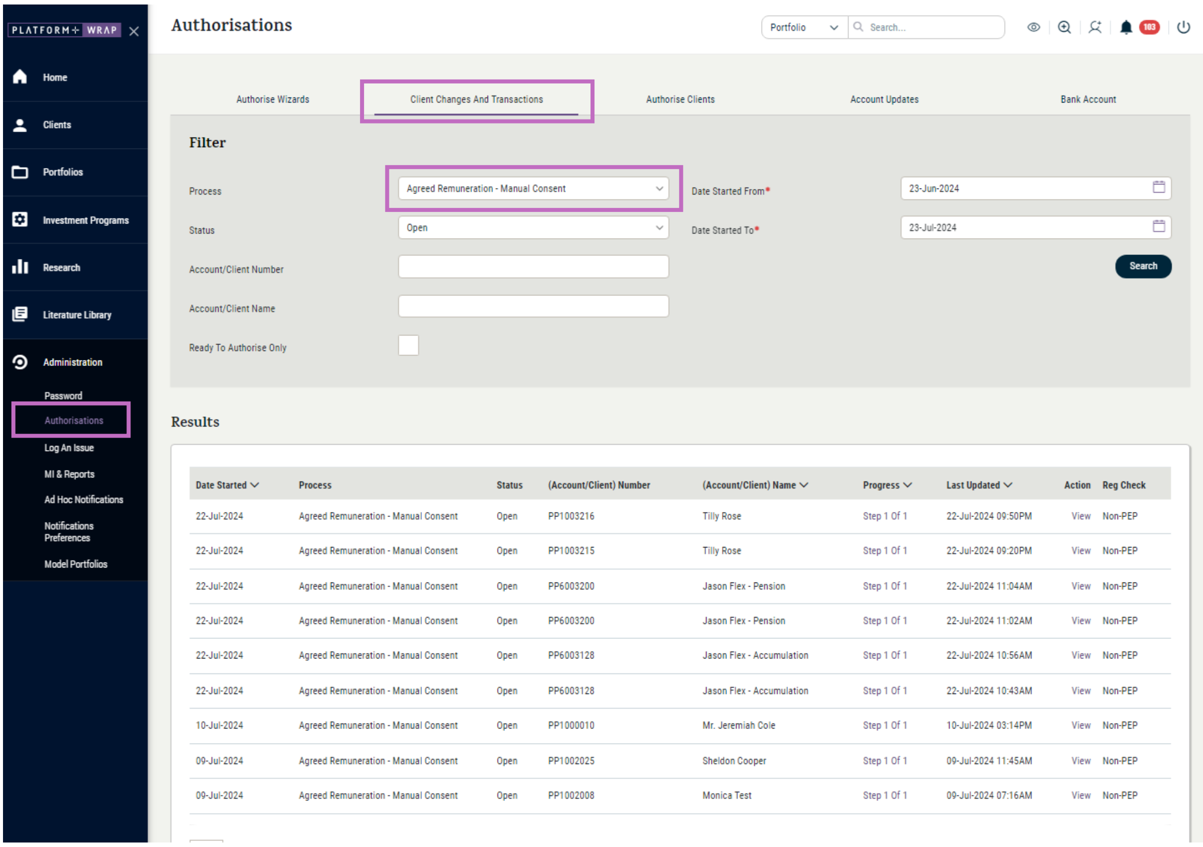
Once successfully submitted you will receive the following message. The status in the Fee Arrangements screen will be updated to **Pending Client Consent**.



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**:



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.