

**ADDITIONAL INVESTMENT / DEBIT ORDER INSTRUCTION**  
INDIVIDUALS / ENTITY

Boutique Collective Investments (RF) (Pty) Ltd administers the BCI unit trusts. It is authorised to do so as a Manager, in terms of the Collective Investment Schemes Control Act. In this document it will be referred to as "BCI".

**IMPORTANT INFORMATION**

1. This form is to be used by existing investors only.
2. Please read the Terms and Conditions that apply to this investment. This is available from your financial adviser, the Client Service Centre or at [www.bcis.co.za](http://www.bcis.co.za).
3. Please email required documents to the Client Service Centre at [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to (0)86 502 5319.
4. The cut-off for instructions is 14:00, Money Market cut-off is 11:30. If received after the cut-off the next business day pricing will apply.

**SECTION 1: INVESTOR DETAILS**

BCI Investor Number / Client Account Number

Create new sub-account

Title

Surname / Entity Name (e.g company or trust)

Name of Investor / authorised contact person

ID or passport number / Registration number

Telephone (H)

(W)

Email

Mobile

**SECTION 2: INVESTMENT DETAILS**

Portfolio Name	Class	Account Number	Lump Sum Investments		Recurring Debit Order	
			Investment amount (R)	Applicable Fee	Investment amount (R)	Applicable Fee
TOTAL INVESTMENT AMOUNT						

**SECTION 3: PAYMENT DETAILS**

**Source of funds (Where the funds for the investment is coming from)**

Business Income/Profits      Capital/Savings      Donations      Inheritance  
Investment Proceeds      Retirement Funds      Sale of Property      Salary/Bonus

**Other (Please specify)**

**Method of payment**

Electronic / Internet transfer

Debit order      Once-off Debit order\*\*      on   /   /     (cut off time: 13:00)

\*\*Electronic collection is restricted to a maximum of R1 000 000 per investment. BCI will debit your account within five business days of receiving the application form and all relevant documents. If your investment amount exceeds R1 000 000, please electronically transfer the amounts directly to our BCI operations account stated in section 7 together with an additional investment form for each deposit.

**SECTION 4: BANK DEBIT AUTHORITY**

**Debit orders will be collected on the 1st or the 15th of each month. Investor**      **\*Third Party (Legal guardian/Person acting on behalf)**

I hereby instruct and authorise BCI to draw direct debits against the bank account below. Debit orders can only be drawn from a South African bank account. The following accounts cannot be debited: an offshore, blocked rand, credit card, bond, or market-linked bank account.

Account holder

Bank

Branch name

Branch code

Account number

Account type

Current

Savings

Transmission

**Debit Order Details**

Total to be collected      R      commencing of the      1st      or      15th      of        /

Debit orders are applied on the 1st or the 15th of each month. If the selected day falls on a weekend or public holiday it will be effected on the next business day. The cut-off for all debit order notices to be processed in a particular month is by 14:00, five business days before the selected day. Please note there is a 28 day clearance period on all debit orders, including once-off debit orders.

If no escalation rate is completed a 0% escalation will be applied.

\*If the bank account holder is a third party individual, or legal entity please complete Annexure B: Third Party Bank account authorisation.

Signature of bank account holder  Date  /  /

**SECTION 5: FINANCIAL ADVISER FEES**

**NEGOTIABLE FINANCIAL ADVISOR FEES**

**Initial\***

Maximum 3.0% (excl VAT), or in the case of money market funds maximum 0.5% (excl VAT), deducted prior to the investment being made. If it is agreed that no initial fee is payable, please insert 0%.

**Ongoing advisory fee\*\***

Negotiable to a maximum of 1% (excl VAT), or in the case of money market funds maximum 0.5% (excl VAT) p.a. Advisory fees are withdrawn by way of a unit reduction. This annual advice fee, if any, is in addition to the standard portfolio service charges. If it is agreed that no initial fee is payable, please insert 0%.

Please refer to the table below for maximum permissible combinations of initial and annual advisory fees.

Initial Advice Fee ex VAT*	Maximum ongoing advice fee ex VAT p.a.**
3%	0.50%
between 2% and 3%	0.60%
between 1% and 2%	0.80%
0% - 1%	1.00%

**SECTION 6: INCOME INSTRUCTION**

**Distribution Payments**

Distributions to be re-invested    OR    Distributions to be paid directly into the bank account detailed in original application

**SECTION 7: BCI BANKING DETAILS**

Please use the bank details below for deposits. Please note, we will no longer accept cash deposits. In order for BCI to identify your transaction, please note the reference to be used for your deposit.

Bank: Standard Bank  
 Branch: Menlyn  
 Branch code: 012345  
 Account name: Boutique Collective Investments (RF) (Pty) Ltd Operations Account  
 Account number: 41-143-612-0  
 Account type: Current  
 Reference: Initials and Surname

Please send proof of deposit with this form to: instructions@bci-transact.co.za.

**SECTION 8: INVESTOR DECLARATION**

- + I confirm that all information provided in this form and all other documents signed by me in connection with this withdrawal, whether in my handwriting or not, are true and correct.
- + I have read, understood and agree to the latest **Terms and Conditions** on the BCI website [www.bcis.co.za](http://www.bcis.co.za).
- + Where signed in the capacity as legal guardian of a minor, I explicitly consent to the use of the minor's personal details contained herein.

**PRIVACY STATEMENT**

Boutique Collective Investments (RF)(Pty) Ltd ("BCI") takes your privacy and the protection of your personal information seriously, and we will only use your personal information in accordance with Applicable Laws and the BCI Privacy Policy. It is important to us that you understand how we obtain, process, store, and share your information. By submitting any personal information to BCI you provide consent to the processing and sharing where applicable of your personal information and/or that of your children or children that you have legal guardianship over (if applicable) as set out in the Privacy Policy. Please do not submit any personal information to BCI if you do not agree to any of the provisions of the Privacy Policy. If you do not consent to the provisions of the Privacy Policy, or parts thereof, BCI may not be able to provide its products and/or services to you. To access the BCI Privacy Policy please click on the [link](#) or on the BCI website [www.bcis.co.za](http://www.bcis.co.za).

Signature of investor(s) or legal guardian  Date  /  /

**CONTACT DETAILS**

**+ Physical Address**  
 Boutique Collective Investments  
 Catnia Building  
 Bella Rosa Village  
 Bella Rosa Street  
 Bellville  
 7530

**Contact us**  
[www.bcis.co.za](http://www.bcis.co.za)  
 Get in touch: t: +27 21 007 1500/1/2 | +27 21 914 1880 | (0)87 057 0571 | f: (0)86 502 5319  
 Submit a query: clientservices@bcis.co.za | Submit forms: instructions@bci-transact.co.za

Should you have any complaints, please send an email to [complaints@bcis.co.za](mailto:complaints@bcis.co.za)



**+ Custodian / Trustee**  
 The Standard Bank of South Africa Limited  
 Tel: +27 (0)21 441 4100

## FICA ANNEXURE

### IMPORTANT INFORMATION

As an accountable institution, BCI must comply with legislation. The new Financial Intelligence Centre Amendment Act of 2017 (FICA) introduced a risk-based approach to customer due diligence. This means that we must obtain and hold certain information and do a risk-rating on investors.

Without the required information and risk-rating we are not allowed to transact with you, which may mean that you will not be allowed to redeem your investment or add additional investments.

**Please complete section A below if you are an Individual Investor OR section B if you are an Institutional Investor/Legal Entity. You do not have to submit the FICA Risk rating information again if you have previously submitted it.**

### SECTION A - INDIVIDUAL INVESTOR

Are you a resident of South Africa? Yes No

If no, where are you resident?

Is your bank account domiciled in South Africa? Yes No

If no, where is your bank domiciled?

#### Occupation/Industry Type

Agriculture, Fishing, Forestry	Education or Medical	Manager	Professional	Unemployed
Armed Forces	Executive	Minister or Senior Government	IT Technician or Artisan	
Clerical, Services & Sales	Government Employee	Pension/Retired	Self-employed	

#### Source of wealth or income

(BCI reserves the right to request additional supporting documents)

Salary Pension Annuity Other

#### Prominent Influential Person or Prominent Public Official

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person (DPIP)?  
(refer to definition of FPPO and DPIP on Page 6)

Yes No

If yes, please specify

### SECTION B - INSTITUTIONAL INVESTOR/LEGAL ENTITY

#### Entity Type

CIS	Close Corporation	Foreign Company
Government Entity	Listed Company	LISP/Nominee
Medical Scheme	Registered Non-profit Organisation	Partnership
Unlisted Company	Unregistered Non-profit Organisation	Trust
Retirement/Pension/Provident Fund	Other (Please specify)	

#### Industry Type

Agriculture, Forestry, Fishing	Construction
Corporate	Manufacturing, Wholesale, Retail
Mining & Quarrying	State Owned, Government Enterprise, Armed Forces
Real Estate	Other (Please specify)

Is the Entity domiciled in South Africa? Yes No

If no, please state where?

Is your bank account domiciled in South Africa? Yes No

If no, where is your bank domiciled?

**Please complete the following for each beneficial owner/related party and each representative acting on behalf of the Institutional Investor/Legal Entity:**

\*If you need to list more than 7 Persons, please copy page 4.

## BENEFICIAL OWNERS / RELATED PARTIES

Boutique Collective Investments (RF) (Pty) Ltd administers the BCI unit trusts. It is authorised to do so as a Manager, in terms of the Collective Investment Schemes Control Act. In this document it will be referred to as "BCI".

## REPRESENTATIVES ACTING ON BEHALF OF THE INSTITUTIONAL INVESTOR / LEGAL ENTITY

### Important Information

The Financial Intelligence Centre Act no. 38 of 2001 (FICA) obliges BCI to verify the identity of its clients. Each of the following **natural persons** must complete this annexure A and provide a clear copy of ID:

- + If the legal entity is a **LISTED COMPANY** or **UNLISTED COMPANY**, complete the below for all directors (included non-executive directors and independent non-executive directors) and all authorised signatories.
- + Does any natural person hold more than 25% of the company shares? Yes          No  
Provide proof of confirmation of shareholding (even if you select NO): Organogram of company structure reflecting shareholding OR confirmation of shareholding on a company letterhead signed by company secretary.  
If yes, complete the below for all persons holding more than 25% shareholding.
- + If the shareholder having more than 25% shareholding is a Trust or a Legal Person provide documents as per FICA supporting documents available on [www.bcis.co.za](http://www.bcis.co.za), for Trusts or relevant Legal Person.  
Complete the below for all beneficiaries, trustees and founder and all authorised signatories for Trusts; or for Legal Persons complete the below for all directors and authorised signatories.  
Provide proof of confirmation of shareholding: Organogram of company structure reflecting shareholding OR confirmation of shareholding on a company letterhead signed by company secretary.
- + If the legal entity is a **TRUST**, complete the below for each trustee, each beneficiary and the founder of the Trust and all authorised signatories.
- + If the legal entity is a **PARTNERSHIP** or a **CLOSE CORPORATION**, complete the below for every partner, member and authorised signatories.
- + If the legal entity is **OTHER LEGAL ENTITY** (Clubs, churches, unions, etc), complete the below for all authorised signatories.
- + If any natural person is appointed as per discretionary mandate, complete the below for mandated person.
- + If any natural person has power of attorney who is authorised to represent or act on behalf of the legal entity, complete the below for the person who holds power of attorney.

## NATURAL PERSON

### Type (Complete for each natural person)

Full Name(s) & Surname / and Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Income Tax Reference number	Nationality
1.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile
Authorised Signatory	Beneficiary	Controlling Person
Founder	Mandate	Partner
Power of Attorney	Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes          No

If yes, please specify

2.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile
Authorised Signatory	Beneficiary	Controlling Person
Founder	Mandate	Partner
Power of Attorney	Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes          No

If yes, please specify

# NATURAL PERSON

## Type (Complete for each natural person)

Full Name(s) & Surname / and Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Income Tax Reference number	Nationality
3.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory		Beneficiary	Controlling Person
Founder		Mandate	Partner
Power of Attorney		Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes No

If yes, please specify

4.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory		Beneficiary	Controlling Person
Founder		Mandate	Partner
Power of Attorney		Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes No

If yes, please specify

5.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory		Beneficiary	Controlling Person
Founder		Mandate	Partner
Power of Attorney		Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes No

If yes, please specify

6.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory		Beneficiary	Controlling Person
Founder		Mandate	Partner
Power of Attorney		Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes No

If yes, please specify

7.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory		Beneficiary	Controlling Person
Founder		Mandate	Partner
Power of Attorney		Shareholder	Trustee

Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")?  
(Refer to definition of FPPO and DPIP on page 6)

Yes No

If yes, please specify

## DOMESTIC PROMINENT INFLUENTIAL PERSON (DPIP)

A domestic prominent influential person is an individual who holds, including in an acting position for a period exceeding six months, or has held at any time in the preceding 12 months, in the Republic—

### a) a prominent public function including that of—

- (i) the President or Deputy President;
- (ii) a Government Minister or Deputy Minister;
- (iii) the Premier of a province;
- (iv) a member of the Executive Council of a province;
- (v) an executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- (vi) a leader of a political party registered in terms of the Electoral Commission Act, 1996 (Act No. 51 of 1996);
- (vii) a member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003);
- (viii) the head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994 (Proclamation No. 103 of 1994)
- (ix) the municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
- (x) the chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (xi) the chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);
- (xii) a constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001 (Act No. 47 of 2001);
- (xiii) an ambassador or high commissioner or other senior representative of a foreign government based in the Republic; or
- (xiv) an officer of the South African National Defence Force above the rank of major- general;

### b) the position of—

- (i) Chairperson of the Board of Directors;
- (ii) Chairperson of the Audit Committee;
- (iii) Executive Officer; or
- (iv) Chief Financial Officer, of a company, as defined in the Companies Act, 2008 (Act No. 7 of 2008), if the company provides goods or services to an organ of state and the annual transactional value of the goods or services or both exceeds an amount determined by the Minister by notice in the Gazette; or
- (v) the position of head, or other executive directly accountable to that head, of an international organisation based in the Republic.

## FOREIGN PROMINENT PUBLIC OFFICIAL (FPPO)

A foreign prominent public official is an individual who holds, or has held at any time in the preceding 12 months, in any foreign country a prominent public function including that of a—

- (a) Head of State or Head of a country or government;
- (b) member of a foreign royal family;
- (c) Government Minister or equivalent senior politician or leader of a political party;
- (d) Senior Judicial Official;
- (e) Senior Executive of a state owned corporation; or
- (f) high-ranking member of the military.

### Family members and known close associates

1. Sections 21F and 21G apply to immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be.
2. For the purposes of subsection (1), an immediate family member includes—
  - (a) the spouse, civil partner or life partner;
  - (b) the previous spouse, civil partner or life partner, if applicable;
  - (c) children and step children and their spouse, civil partner or life partner;
  - (d) parents; and
  - (e) sibling and step sibling and their spouse, civil partner or life partner.

**ANNEXURE B: THIRD PARTY BANK AUTHORISATION**

Complete and submit this section if the payment is from a third party's bank account and provide copies where requested.

**Individuals**

- Copy of the third party's identity document.
- Proof of banking details.

**Legal Persons**

- Proof of establishing document.
- Completed Beneficial owner/Related party form, available on [www.bcis.co.za](http://www.bcis.co.za), for each authorised signatory and copy of Identity document for each.
- Proof of banking details.

**THIRD PARTY INFORMATION**

First Name/s and Surname/Registered Name of Legal Person

Date of Birth/Incorporation  /  /  Country of Birth/Incorporation

Identity/Registration Number

**OR**

Passport (if foreign national)

Number

Expiry Date  /  /

Country

Address

Postal Code

Email address

Mobile

Occupation

Self-employed  Yes  No

Source of Funds

**Third party banking details**

Account Holder

Name of Bank

Branch Name

Branch Code

Account Number

Account Type  Current  Savings  Transmission

**DECLARATION**

I instruct and authorise Boutique Collective Investments or its agents to draw direct debits against my bank account as per the instruction above.

Signature of bank account holder/  
 authorised signatory

/  /