

**UNIT TRUST APPLICATION FORM**  
**DIRECT INVESTMENTS: INDIVIDUALS**

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. Please refer to **www.bcis.co.za** for fees and fund information.
2. Please ensure that you read the Terms and Conditions.
3. Unless we receive information from you indicating otherwise, we will treat all account holders as individual South African residents for Dividend Withholding Tax, and the account will attract the default tax rate.
4. Please email the required documents in the checklist below to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to (0)86 502 5319.
5. BCI will process this application when all required documents are received, and once in order we will provide you with BCI’s banking details. BCI reserves the right to request additional documents/information.
6. The legal owner of the investment will be the person in whose name the investment is registered.
7. All corrections and changes to the application must be initialed by the investor.
8. A welcome pack will be forwarded to the email address provided in Section 1 within 2 business days once the investment has been finalised, thereafter you have to download statements from our website.

**DOCUMENT CHECKLIST**

- + Signed and completed Unit Trust application for individual investors.....
- + A copy of your South African bar-coded ID/Card, valid passport (if foreign national) or unabridged birth certificate (if minor).....
- + Proof of your bank details (e.g. bank statement).....
- + If a representative legal/guardian is acting on behalf of the investor, the representative / legal guardian must submit:
  - + Proof of authority (e.g. power of attorney/unabridged birth certificate/discretionary mandate) .....
  - + A copy of South African bar-coded ID/Card or valid passport (if foreign national) .....

**SECTION 1: INVESTOR DETAILS**

**PERSONAL DETAILS**

Title	Surname	
First Name(s)		Initials
Physical Address		
		Postal Code
Postal Address	If the same as above, please check this box <input type="checkbox"/>	
		Postal Code
Telephone	(H)	(W)
Mobile		
Email		
ID Number/ Passport number (if foreign national*)		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Passport Expiry Date* <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country of Birth		Country of Residence
Country of Tax Residence		
Tax Identification Number		
South African resident	Non resident	
If you are an emigrant, please complete the following: Is the investment being made from a blocked Rand account?		
	Yes	No

**Occupation**

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	

Other (Please Specify)

**Source of Income/Wealth (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 in Annexure A)

Yes      No

If yes, please specify

**TAX DETAILS**

Are you a resident for TAX purposes anywhere other than South Africa?

Yes No

If you have answered 'Yes', please complete the table below:

Country of Tax Residence	Tax Identification Number*

If you are unable to provide a Tax Identification Number, please tick one of the following reasons below:

TIN not issued by jurisdiction

TIN not required under domestic law

Not required to register for tax

I hereby confirm the tax information provided is correct. I hereby acknowledge that BCI is legally obliged to provide the South African Revenue Service (SARS) with information provided to BCI when I invest or transact with BCI to adhere to the Foreign Accounts Tax Compliance Act ('FATCA') and the Organisation for Economic Co-operation and Development's (OECD) Common Reporting Standards (CRS).

**Dividend withholding TAX**

SARS requires BCI to pay over dividend tax on your behalf where applicable. We will deduct this tax before we pay any dividends to you or re-invest these into your investment account. The tax rate for South African residents is 20%. If you are not a South African resident you may qualify for a reduced tax rate. If your country of residence qualifies for a reduced rate please contact us and we will send you the necessary forms to complete.

Signature of investor(s) or legal guardian/  
Persons acting on behalf of investor

Date   /   /

**PERSON ACTING ON BEHALF OF THE INVESTOR**

Please insert name of legal guardians or persons with a power of attorney/discretionary mandate to act on behalf of this investor/minor.

Title Surname

First Name(s)

Date of birth   /   /

Relationship

ID Number/ Passport number  
(if foreign national)

Telephone Mobile (H) (W)

Email Address

Physical Address

Postal code

**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 in Annexure A)

Yes No

If yes, please specify

**ONLINE ACCESS**

Your investment statements and/or tax certificates must be collected from the BCI website, where you can view and/or download your statements and certificates, as well as perform other transactions such as purchases, redemptions and switches. Please confirm what level of access you require:

View and transact online? Yes No Viewing access only? Yes No

**SECTION 2: INVESTMENT DETAILS**

Portfolio Name	Class	Lump Sum Investment (R)	Monthly Debit Order Investment (R)	1. Initial Advice Fee %	2. Ongoing Annual Advisory Fee %	3. Reinvest Distributions	
						Reinvest	Payout
TOTAL INVESTMENT AMOUNT							

- <sup>1</sup> Refer to [www.bcis.co.za](http://www.bcis.co.za) for maximum fees applicable. Initial advice fee is deducted from the investment amount and paid to the advisor.
- <sup>2</sup> Negotiable to a maximum of 1% per annum (excl. VAT). Advisory fees are withdrawn by way of unit redemption. The annual advice fee, if any, is in addition to the standard service charges and initial advice fee. If the initial fee exceeds 1.5%, the annual advisory fee may not exceed 0.5%
- <sup>3</sup> Income distributions of less than R300 will always be reinvested.
- + Please note: Clients should agree to all fees. If no fees are inserted above, 0% fees will be implemented. Please refer to [www.bcis.co.za](http://www.bcis.co.za) for fund information and maximum fees; or visit our website for the detailed Minimum Disclosure Documents.
  - + BCI levies a R15 (excl. Vat) monthly administration fee at the end of each month on all direct retail investor account balances less than R100 000, excluding those account balances that has online trading. The administration fee is in addition to the investment charges on the relevant portfolio(s).
  - + BCI reserves the right to change the administration processes, charges and thresholds subject to at least 3 months' notice to investors.

Signature of investor(s) or legal guardian/  
Person acting on behalf of investor  Date DD / MM / YYYY

### 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)**

Purpose of Investments (example: long term returns saving toward retirement, education, etc.)

**Method of payment**

- \*Electronic / Internet transfer
- Debit order                      Once-off Debit order\*\*      on DD / MM / YYYY (cut off time: 13:00)

**\*If you prefer to do an electronic/internet transfer, banking details will be provided once your application form has been successfully processed. Proof of payment will be required.**

\*\*If selecting a once-off debit order, BCI will debit your account within five business days of receiving the application form and all relevant documents. The once-off debit order will take 40 days to clear. \*\* Once-off debit order is restricted to a maximum of R1 000 000 per investment. If your investment amount exceeds R1 000 000, you will need to transfer the amounts directly to our BCI operations account.

### 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)**

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

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.

I hereby instruct and authorise BCI to draw direct debits against the bank account below.

Account Holder

Identification number (if third party)

Country of citizenship (if third party)

Name of Bank

Branch Name

Branch code

Account Number

Account Type                      Current                                      Savings                                      Transmission

**Debit Order Details**

Total to be collected      R                                      commencing on the 1st                      or 15th                      of DD / MM / YYYY

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 40 day clearance period on all debit orders.

**Optional escalation rate per annum**                      5%                      10%                      15%                      Other                      %

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

Signature of bank account holder  Date DD / MM / YYYY

## SECTION 5: INCOME INSTRUCTION

### Regular Withdrawal Payments

Payment Frequency

Monthly

Quarterly

Biannually

Annually

Start date  /  /

Participatory interests will be redeemed at the price calculated according to the requirements of the Collective Investment Schemes Control Act, No 45 of 2002, and in line with the Terms and Conditions and relevant Deeds and will be paid to the unitholder within 2 business days. Inter-bank rules may apply.

### FROM FUND

Portfolio Name	Amount per regular withdrawal (R)	Percentage
		or <input type="text"/> %
		or <input type="text"/> %
		or <input type="text"/> %
TOTAL TO BE WITHDRAWN PER PERIOD		<input type="text"/> %

## SECTION 6: INVESTOR BANK ACCOUNT DETAILS *(Account to be used for income and withdrawal payment instructions)*

Please keep BCI informed of any changes in your banking details by completing the investor update form.

Tick this box if your banking details are the same as completed in section 4

Account Holder

Bank

Branch Name

Branch code

Account Number

Account Type

Current

Savings

Transmission

All payments are made electronically to the current, transmission or savings bank account of the registered investor only. No payments will be made to credit card or market-linked accounts. No Third Party bank accounts are permitted for withdrawals.

## SECTION 7: FINANCIAL ADVISOR DETAILS

### FINANCIAL ADVISOR

Full name and surname

FSP name (FSP)

FSP license number

Financial advisor code

Advisor email

### Financial advisor FAIS declaration

- I have made the disclosures required in terms of the Collective Investment Schemes Control Act and Financial Advisory and Intermediary Services Act 37 of 2002 (FAIS) and subordinate legislation thereto, to the investor. Yes No
- I have explained all fees that relate to this investment to the investor. I understand and accept that the investor may write to BCI to cancel my fees. Yes No
- I confirm that where the applicant is a minor, I have obtained the legal guardian's consent to process the personal details of the minor as contained herein. Yes No

Signature of financial advisor

Date

 /  / 

### INVESTOR

### Discretionary mandate declaration

This section is **only applicable if the FSP above holds a 'Category II' License** with the FSCA and is therefore an approved discretionary FSP. Where the FSP has a Category II FAIS License and the Client has mandated the FSP/Representative to act on his/her behalf in terms of a discretionary mandate, a copy of the discretionary mandate must be provided. BCI will not act on instructions from the FSP/Representative if not provided.

- I confirm that I have entered into a mandate with the above approved discretionary FSP. Yes No
- I agree and understand that, in terms of the mandate, the FSP may give BCI investment instructions directly, and I authorise BCI to accept all instructions, including electronic transactions, submitted by the FSP on my behalf. Yes No
- I confirm that where the applicant is a minor that I am the legal guardian of the minor, and have consented to the approved FSP processing the personal details of the minor in respect of this application. Yes No

Signature of investor(s) or legal guardian/  
Person acting on behalf of investor

Date

 /  /

## SECTION 8: INVESTOR DECLARATION

- + I confirm that all information provided in this form and all other documents signed by me in connection with this application, whether in my handwriting or not, are true and correct.
- + Where this application form is signed in a representative capacity I confirm that I have the necessary authority to do so.
- + I confirm that BCI may accept instructions from any authorised third-party who has been authorised by me in writing.
- + I have read and understood the relevant fund factsheets (minimum disclosure documents) of the unit trusts I wish to invest in.
- + I have read, understood and agree to the latest **Terms and Conditions** on the BCI website **www.bcis.co.za**.
- + Where signed in the capacity as legal guardian, 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/  
Person acting on behalf of investor

Date   /   /

## CONTACT DETAILS

### + Physical Address

Boutique Collective Investments  
Catnia Building  
Bella Rosa Village  
Bella Rosa Street  
Bellville  
7530

### + Contact us

Tel: +27 21 007 1500/1/2 | +27 21 914 1880 | (0)87 057 0571 | f: (0)86 502 5319  
Email: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | [compliance@bcis.co.za](mailto:compliance@bcis.co.za) |  
Visit our website: [www.bcis.co.za](http://www.bcis.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

**ASISA**

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

## ANNEXURE A: DEFINITIONS

### Domestic Prominent Influential Person

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
- (c) the position of head, or other executive directly accountable to that head, of an international organisation based in the Republic.

### Foreign Prominent Public Official

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 in section 4.

Signature of bank account holder/  
authorised signatory

/   /