

**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)**

**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   /   /     (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.**

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 40 day clearance period on all debit orders.

Optional escalation rate per annum                      5.00%                      10.00%                      15.00%                      Other                     

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

If the bank account holder is a third party individual, a copy of their South African bar-coded ID, utility bill and the proof of bank account is required. If the bank account holder is a third party legal entity we require proof of bank details, copies of all the signatories' identity documents and either a copy of the resolution of signatories signed by all signatories or a letter from the bank listing the authorised signatories on the account.

Signature of bank account holder  Date  /  /

## SECTION 5: FINANCIAL ADVISER FEES

Should the existing fee structure apply to this lump sum transaction?                      Yes                      No

If No, please select the fees that will apply to this lump sum only.

### 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 cheque deposits and electronic / internet transfers. 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](mailto:instructions@bci-transact.co.za).

## SECTION 8: FORM

- + I confirm that all information provided herein, including Annexures, are true and correct and that I have read and understood the contents of this form.
- + I have read, understood and agree to the Terms and Conditions.
- + I confirm that I have accessed and calculated the Effective Annual Cost on [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](mailto:clientservices@bcis.co.za) | Submit forms: [instructions@bci-transact.co.za](mailto: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:

### 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 5)

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	Non-profit Organisation	Partnership
Unlisted Company	Retirement/Pension/Provident Fund	Trust
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 3 Persons, please copy page 4.

## BENEFICIAL OWNERS / RELATED PARTIES

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 an **UNLISTED COMPANY**, complete the below for all directors and all authorised signatories.
- + Does any natural person hold more than 25% of the company shares? Yes      No  
(Provide confirmation of shareholding)
- 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 confirm if any natural person of that Trust or Legal Person holds more than 25% shareholding. Yes      No  
(Provide confirmation of shareholding)
- If yes, complete below for all natural persons holding more than 25%
- + If the legal entity is a **LISTED COMPANY**, complete the below for all authorised signatories.
- + 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 every 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")? <small>(Refer to definition of FPPO and DPIP on page 5)</small>		
		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")? <small>(Refer to definition of FPPO and DPIP on page 5)</small>		
		Yes      No

If yes, please specify

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")? <small>(Refer to definition of FPPO and DPIP on page 5)</small>		
		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
- (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 (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.