



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 advisor, the Client Service Centre or at [www.bcis.co.za](http://www.bcis.co.za).
3. Please fax required documents to the Client Service Centre at (011) 263 6152, or email [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za).

**SECTION 1: INVESTOR DETAILS**

BCI Investor Number / Client Account Number

Title

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

Name of Investor / authorised contact person

ID or passport number / Registration number

Telephone (H)  (W)

Fax  Mobile

Email

**SECTION 2: INVESTMENT DETAILS**

The minimum lump sum investment is R25 000 per account. The minimum debit order is R1 000 per month per fund.

Portfolio Name	Account number	Lump Sum Investments		Recurring debit order	
		Investment amount	Applicable Fee	Investment amount	Applicable Fee
<input type="text"/>	R <input type="text"/>	R <input type="text"/>	<input type="text"/>	R <input type="text"/>	<input type="text"/>
<input type="text"/>	R <input type="text"/>	R <input type="text"/>	<input type="text"/>	R <input type="text"/>	<input type="text"/>
<input type="text"/>	R <input type="text"/>	R <input type="text"/>	<input type="text"/>	R <input type="text"/>	<input type="text"/>
<input type="text"/>	R <input type="text"/>	R <input type="text"/>	<input type="text"/>	R <input type="text"/>	<input type="text"/>
<b>TOTAL INVESTMENT AMOUNT</b>	R <input type="text"/>	R <input type="text"/>	<input type="text"/>	R <input type="text"/>	<input type="text"/>

**SECTION 3: PAYMENT DETAILS**

**Source of contribution**  Inheritance  Sale of assets  Savings  Salary  Other (specify)

**Method of payment**  Cheque deposit  Electronic / Internet transfer / Direct Deposits  Debit order  Once-off Debit order on

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 on 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 ADVISOR 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% (excluding VAT), or in the case of money market funds maximum 0.5% (excluding 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% (VAT excl), or in the case of money market funds maximum 0.5% (ex 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. 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 application form to: Fax (011) 263 6152, or email [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)

**SECTION 8: INVESTOR DECLARATION**

- + I confirm that all information provided herein is 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) / legal guardian  Date  /  /

**CONTACT DETAILS**

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

**Contact us**  
 Tel: +27 (0)21 007 1500/1/2 | +27 (0)21 914 1880 | Fax: +27 (0)86 502 5319  
 Email: [clientservices@bcis.co.za](mailto:clientservices@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