



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 in checklist below to our Client Service Centre - (011) 263 6152 or email [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za).
  - Letter from existing client
  - A certified copy of South African bar-coded ID or valid passport (if foreign national)
  - Proof of residential address, not older than three (3) months (refer to Annexure B for examples)

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**SECTION 1: INVESTOR DETAILS**

|                                              |                                                  |
|----------------------------------------------|--------------------------------------------------|
| BCI Investor Number / Client Account Number  | <input type="text"/>                             |
| Title                                        | <input type="text"/>                             |
| Surname / Entity Name (e.g company or trust) | <input type="text"/>                             |
| Name of Investor / authorised contact person | <input type="text"/>                             |
| ID or passport number / Registration number  | <input type="text"/>                             |
| Telephone (H)                                | <input type="text"/> (W) <input type="text"/>    |
| Fax                                          | <input type="text"/> Mobile <input type="text"/> |
| Email                                        | <input type="text"/>                             |

**SECTION 2: APPOINTMENT OF A FINANCIAL ADVISOR (to be completed by the investor)**

**FINANCIAL ADVISOR**

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Full name and surname                           | <input type="text"/> |
| Practice name (FSP)                             | <input type="text"/> |
| FSP licence number                              | <input type="text"/> |
| Financial advisor code                          | <input type="text"/> |
| Advisor assistant dealing with this transaction | <input type="text"/> |

I confirm that the financial advisor, as authorised representative of the FSP above, is my appointed financial advisor.

**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%                                    |

**Financial advisor FAIS declaration**

1. I/We 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.
2. 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.

|                                |                      |      |                      |                      |   |                      |                      |   |                      |                      |                      |                      |                      |
|--------------------------------|----------------------|------|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Signature of financial advisor | <input type="text"/> | 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"/> | <input type="text"/> |
|--------------------------------|----------------------|------|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|

**FICA Declaration**

- 1. I/We confirm that I can verify the identity of the client mentioned below according to the requirements as set out in the Financial Intelligence Centre Act, 38 of 2001, and any legislation, regulations or guidelines related thereto.
- 2. We confirm that we have internal rules and procedures in compliance with the requirements of FICA regarding the establishing and verification of client's identity and establish and verify the identity of all new clients. We further confirm that we will keep record of the verification documents as required in terms of the said Act and will make available copies of these documents and details of the verification procedures followed on request to any party entitled thereto in terms of the Act.
- 3. I understand that I am the primary accountable institution under The Act.

Signature of financial advisor  Date  /  /

**INVESTOR**

**Discretionary mandate declaration**

This section is **only applicable if the FSP above holds a 'Category II' licence** with the FSB and is therefore an approved discretionary FSP. Where the FSP has a Category II FAIS licence 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

Signature of investor  Date  /  /

**SECTION 3: 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.

Date  /  /

Signature of investor(s) or legal guardian


**CONTACT DETAILS**

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

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

**Contact us**  
Tel: +27 (0)87 057 0571 | +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)*

 AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA