

# BOUTIQUE + COLLECTIVE INVESTMENTS

Think Efficient. Realise potential.

## STEP BY STEP

Your guide to easy investing with Boutique Collective Investments



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Boutique Collective Investment (Pty) Ltd offers investors a range of unit trust funds to cater for the diverse investment needs and investment plans.

We have prepared the attached document to assist you when you invest with us. Amongst others it outlines the steps to follow when placing a new investment with us, or if at a later date you need to buy into new portfolios, switch, transfer or repurchase portfolios.

The document also provides useful information on how to access our web based investment portal which will allow you to transact online, and access statements and certificates.

If at any stage in the process you require assistance, please call us on 087 057 0571 or email us at [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za)

Boutique Collective Investment (Pty) Ltd is committed to building a long-lasting relationship with you, and helping support you in managing your investments.

We trust that you will find this guide useful and welcome any suggestions you may have.

Yours sincerely



## Opening a new investment

### STEP 1:

Complete an application form, sign the form and attach all the required FICA.

### STEP 2:

Email the signed application and FICA to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax it to 011 2636152.

### STEP 3:

Once the application form has been processed, you will receive a welcome pack detailing your account number.

## Financial Intelligence Centre Act (FICA)

FICA is a process followed by all accountable institutions to appropriately identify and verify investors and the source of their funds in an effort to combat money laundering, reduce fraud and prevent the possible use of money for acts of terrorism. FICA is required to protect the interest of investors, and investment providers, globally.

“To establish a Financial Intelligence Centre and a Money Laundering Advisory Council in order to combat money laundering activities and the financing of terrorist and related activities; to impose certain duties on institutions and other persons who might be used for money laundering purposes and the financing of terrorist and related activities; to amend the Prevention of Organised Crime Act, 1998, and the Promotion of Access to Information Act, 2000; and to provide for matters connected therewith”

From time to time, we may request that you send updated documentation in order to validate the records we keep on our administration system, and to safeguard your investment.

When opening a new account, Boutique Collective Investments requires the following documentation:

- + A fully completed and signed application form
- + A copy of your bank statement indicating your banking details
- + Utility bill (not older than three months) showing your residential address

In addition to this, we require the following information:

### Individual

1. Certified or notarised copy of a valid I.D document containing a photo, full names, date of birth & ID number.
2. Cancelled cheque or bank statement (not older than 3 months).
3. Document (not older than 3 months) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates).

\* A passport /driver's license containing the above information will only be accepted with a written reason for the unavailability of the ID document.



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## Foreign national

1. Copy of passport containing a photo, full names, date of birth and ID number
2. Cancelled cheque or bank statement (not older than 3 months).

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## Legal incapacity (including minors)

1. Certified or notarised copy of a valid I.D document containing a photo, full names, date of birth and ID number for both parties.
2. Proof of authority to act (e.g. power of attorney, mandate, resolution, court order).
3. Document (not older than 3 months) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for both parties.

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## Company

1. Certificate of incorporation (CM1).
2. Notice of registered office, and postal address (CM22) containing registrars stamp and signed by the company secretary.
3. List of directors (CM29).
4. Certificate of name change (CM9) – if applicable.
5. Copy of document[s] issued by SARS bearing income tax and VAT registration numbers.
6. Resolution by the board of directors authorising representative[s] to act on behalf of the company.
7. Document (not older than 3 months) showing residential address for all authorised representatives.
8. Certified copy of a valid ID document/passport respectively, iro the manager, all authorised representatives and all individuals holding 25% or more of the voting rights at a general meeting.
9. Applicable documentation (CM1, CM22, CK1, CK2 or Official document from foreign regulators witnessing incorporation, bearing the name, number and address) iro institutions holding 25% or more of the voting rights at a general meeting.
10. Cancelled cheque or bank statement (not older than 3 months).

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## SA Close Corporation

1. Founding statement and certificate of Incorporation (CK1)
2. Amended Founding Statement (CK2) if applicable, containing registrars stamp and signed by authorised representative/employee
3. Document (not older than 3 months) containing trade name and business address (eg utility bill, bank statement, tax invoice, Telkom account, municipal rates)
4. Resolution by the board of members authorising representatives to act on behalf of the CC
5. Certified copy of a valid ID document/passport respectively, iro each member and all authorised representatives
6. Document (not older than 3 months) showing residential address for all authorised representatives
7. Cancelled cheque or bank statement (not older than 3 months).

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## Foreign Companies

1. Official document from foreign regulators witnessing incorporation, bearing the name, number and address.
2. Document (not older than 3 months) containing trade name and business address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates).
3. Certified copy of a valid ID document/passport respectively, iro the manager, all authorised representatives, all individuals holding 25% or more of the voting rights at a general meeting.
4. Resolution by the board of Resolution by the board members authorising representative[s] to act on behalf of the company.
5. Applicable documentation (CM1, CM22, CK1, CK2 or Official document from foreign regulators witnessing incorporation, bearing the name, number and address) iro institutions holding 25% or more of the voting rights at a general meeting.
6. Cancelled cheque or bank statement (not older than 3 months)

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## Partnership

1. Partnership agreement.
2. Certified copy of a valid ID document/passport respectively, iro to any individual partners, an individual exercising executive control and all authorised representatives.
3. Resolution by the partners authorising a representative[s] to act on behalf of the partnership.
4. Document (not older than 3 months) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for all authorised representatives.
5. Applicable documentation (CM1, CM22, CK1, CK2 or Official document from foreign regulators witnessing incorporation, bearing the name, number and address) iro institutions holding 25% or more of the voting rights at a general meeting.
6. Cancelled cheque or bank statement (not older than 3 months).

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## Other Legal Persons (ie club, association, body corporate)

1. Constitution or other founding documents in terms of which legal person is created.
2. Certified copy of a valid ID document/passport respectively, iro each member and all authorised representatives.
3. Resolution by the authorised body authorising representative[s] to act on behalf of the legal person.
4. Document (not older than 3 months) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for all authorised representatives.
5. Cancelled cheque or bank statement (not older than 3 months).

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## Retirement Fund

1. FSB number and proof of registration.
2. Copy of letterhead, utility bill or bank statement.
3. Documentation/resolution authorising person[s] to act on behalf of retirement fund.

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## Trust

1. The trust deed or other found document (i.e. a will).
2. Letters of authority from Master (SA Trust) or foreign regulator (foreign trust) to trustees.
3. Certified copy of a valid ID document/passport respectively, iro an individual founder of the trust, each individual trustee, each individual beneficiary, all authorised representative's details on determination of beneficiaries if not specified.
4. A death certificate or certificate of deregistration where founder died or ceased to exist.
5. Document (not older than 3 months) showing residential address (e.g. utility bill, bank statement, tax invoice, Telkom account, payslip or municipal rates) for individual found of the trust, each individual trustee each individual beneficiary, all authorised representatives.
6. Applicable documentation (CM1, CM22, CK1, CK2 or Official document from foreign regulators witnessing incorporation, bearing the name, number and address, constitution or other founding documents in terms of which legal person is created, partnership agreement, trust deed or other founding document) iro institutions holding 25% or more of the voting rights at a general meeting.
7. Cancelled cheque or bank statement (not older than 3 months).



## Examples of utility bills

The documents provided must reflect your name and residential address and not the postal address. Copies of the following, less than 3 months old, are acceptable:

- Water and electricity statement
- Telephone account
- Rates and taxes document
- Lease or rental agreement
- Municipal rates and taxes invoice
- SARS tax return/IRP5 - (excluding e-filing documents)
- Bond statement
- Life insurance policy document
- Correspondence from a body corporate or share-block association
- Payslip or salary advice
- Bill/statement from a company contracted for services rendered at your residential address
- Motor vehicle license
- Short-term insurance document
- Utility bill from Telkom/Eskom or a local authority
- You may verify your physical address by presenting a declaration from the property owner/landlord, or permit to occupy the premises, or a site rental certificate, or a letter from your employer where you are either housed in/on employer premises
- A letter from a traditional authority confirming that you (or your business) is permitted to reside (or operate) on communal land. The letter would need to be signed and stamped by the relevant traditional authority with the stamp issued by government for official documents.
- In the case of a married couple, the spouse of the homeowner may present a marriage certificate proving the relationship to the homeowner

## Dividends withholding tax

As part of the February 2011 Budget speech, Minister of Finance announced that Dividend Withholding Tax (DWT) came into effect on 01 April 2012. This replaced Secondary Tax on Companies (STC). DWT is a tax placed on investors who receive dividends. This is the responsibility of the investor, although it is administered through a withholding tax so dividends will be paid less the 15% tax (or whatever the latest DWT rate is).

### Adding to an investment

#### STEP 1:

Complete an additional investment form – please note, it is vital that this is completed and sent with the proof of payment.

#### STEP 2:

Email the signed form to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or alternatively you can fax it to 011 2636152.

Alternatively you can complete an online request on our website.

**Please be aware that no investment will be captured without the additional investment form.**

Important: All forms are available on our website [www.bcis.co.za](http://www.bcis.co.za). Instructions received by the daily cut-off time of 14h00 will be completed using the NAV price at the close of business on the same day. Instructions received after 14h00 will be completed using the NAV price of the next business day. Cut off for money market is 11:30am.

### Switching portfolios

#### STEP 1:

Complete a switch form.

#### STEP 2:

Email the signed form to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or alternatively you can fax it to 011 2636152.

Alternatively you can complete an online request on our website.

Important: All forms are available on our website [www.bcis.co.za](http://www.bcis.co.za). Instructions received by the daily cut-off time of 14h00 will be completed using the NAV price at the close of business on the same day. Instructions received after 14h00 will be completed using the NAV price of the next business day.

### Transfer of units

#### STEP 1:

Complete a transfer form.

#### STEP 2:

Email the signed form to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or alternatively you can fax it to 011 2636152.

#### STEP 3:

If the transfer is made to a new investor, we require a new application form signed by transferee and all other documents applicable to a new investment.

Alternatively, you can complete an online request on our website.

**Note: The transfer process cannot be initiated until the original application and supporting documents have been received.**

Important: All forms are available on our website [www.bcis.co.za](http://www.bcis.co.za). Instructions received by the daily cut-off time of 14h00 will be completed using the NAV price at the close of business on the same day. Instructions received after 14h00 will be completed using the NAV price of the next business day

### Repurchases

#### STEP 1:

Complete a repurchase form.

#### STEP 2:

Email the signed form to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or alternatively you can fax it to 011 2636152.

Alternatively, you can complete an online request on our website.

Important: All forms are available on our website [www.bcis.co.za](http://www.bcis.co.za). Instructions received by the daily cut-off time of 14h00 will be completed using the NAV price at the close of business on the same day. Instructions received after 14h00 will be completed using the NAV price of the next business day. Cut off for money market is 11:30am.

Provided you have met the requirements stipulated by FICA, we adhere to a 48-hour turnaround for repurchases. If the payment of a regular repurchase falls over a weekend or public holiday, the payment will be made on the next working day after this date.





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## Investment minimums

The minimum investment for our portfolios is as follows:

Lump sum investment: R25 000 per account

Minimum monthly debit order: R 1 000 per account

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## Debit orders

You can set up a debit order from your account to pay a recurring amount into a fund(s) of your choice. You can choose to increase your investment each year by a percentage by providing authorisation on the application form. Debit orders can only be deducted on the first and fifteenth or every month. Existing debit orders that are below the minimums mentioned will continue unchanged. If the date of a debit order falls over a weekend or public holiday, your account will be debited on the first working day thereafter.

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## Fees

Boutique Collective Investments does not charge initial fees on any of its portfolios. All portfolio fees are disclosed on our website [www.bcis.co.za](http://www.bcis.co.za).

## Welcome packs

Once Boutique Collective Investments has processed an instruction, a letter will be sent to you providing confirmation of the instruction and a balance for all portfolios. An example of this confirmation letter is displayed below.



Boutique Collective Investments (RF) (Pty) Ltd  
Catnia Building, Bella Rosa Village, Bella Rosa Street, Bellville, 7530  
t: +27 (0)87 057 0571 | +27 (0)21 914 1880 f: +27 (0)86 502 5319  
e: clientservices@bcis.co.za www@bcis.co.za  
Directors: R Walton (CEO), G Abrahams, H Weidhase, J Meyer, M Geale

Reg. no.2003/024082/07 VAT no.4550233128

dd Month yyyy

MR X XXXXXXXX  
1234 XXXXX Street  
XXXXXXXXXXXXXXXXXX  
1234

**Investor number: 12345**

Dear Mr Xxxxxxxx,

### Welcome Letter

Thank you for investing with Boutique Collective Investments. Please find attached confirmation of your investment.

If you have any queries, please contact your financial advisor (if applicable) or our client service centre on 021 007 1500/1/2 or via email at [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za).

Yours sincerely,

**Boutique Collective Investments**

## Ceding an investment

In order to cede part, or all, of an investment, you must:

Submit a signed request to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to 011 2636152.

You will be mailed a confirmation letter which will be sent to the cessionary upon registration and/or cancellation of the cession. Cessions cannot be changed. You will need to cancel and re-register a cession in order to amend the cessionary information. If some of your units have been ceded, the written consent of the cessionary is required in order to switch portfolios. You can still trade on any units that have not been ceded.



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## Income distributions

Income distributions can be reinvested or paid into your bank account. Income distributions of less than R300 will always be reinvested. To reinvest distributions, you should tick the relevant box on the Boutique Collective Investments Application Form.

## Changes to personal details

To change personal details on an investment, the following is required:

### Change of address

- Completed Change of Personal Details Form
- A utility bill reflecting your new address

### Change of bank details

- Completed Change of Personal Details Form
- Proof of your new bank details, such as a cancelled cheque or bank statement

### Change of surname (marital status)

- Completed Change of Personal Details Form
- Copy of your marriage certificate or divorce order with your old and new signatures

The signed form(s) should be emailed to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or faxed to 011 263 6152 together with the required standard documentation.

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## Power of attorney

In order to institute a power of attorney, the following is required:

- Original / certified copy of the general power of attorney
- Contact particulars for the authorised person(s)
- Copy of the authorised signatory(ies) ID together with specimen signature and a utility bill (not older than three months) reflecting the physical address of the authorised signatory(ies)

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## Estate late

When dealing with late estates the following is required:

- Executors complete a repurchase form
- Email instruction to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)
- Copy of death certificate
- Letter of executorship/letter of authority
- FICA documents for the executor
- We are only able to pay money into an Estate Late bank account

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## Outstanding requirements

“Outstanding requirements” is outstanding information that prevents our Client Service Centre from acting on an instruction. A list of the missing information will be emailed to whoever submitted the instruction (e.g. if the instruction was submitted by a financial adviser, the request for more information will be sent to the financial adviser, the same if the instruction was submitted by you). Our Client Service Centre is only able to complete an instruction once all outstanding information has been received.

## Transacting online

From early July investors and financial advisors will be able to view all their information and statements on-line at [www.bcis.co.za](http://www.bcis.co.za) and [www.bci-transact.co.za](http://www.bci-transact.co.za).

From mid-August 2014 Boutique Collective Investments, will provide investors with the ability to transact online. Our online services include switches, repurchases, investing in new portfolios, checking statements, changing address details, changing name and bank account details; and other services that we introduce from time-to-time.

To transact online, you need to complete the relevant form, available on our website: [www.bcis.co.za](http://www.bcis.co.za). All forms are available on our website.

We are in the process of developing an on-line capability for financial advisors with discretionary mandates to transact on behalf of their clients. The target date for implementation is early 2015.

## Client service centre details

Our Client Service Centre's, based in Bellville, are staffed with highly trained individuals who are there to answer your queries and assist you in any way they can.

**Physical address:**

Catnia Building, Bella Rosa Village, Bella Rosa Street, Bellville 7530

**Postal address:**

PO Box 3625, Tygervalley 7536

**Contact Details:**

Tel: 087 057 0571  
021 914 1880

Fax: 011 263 6152

Email: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za)