

# STEP BY STEP MANUAL

Your guide to easy investing with Boutique Collective Investments



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Boutique Collective Investments RF (Pty) Ltd offers investors a range of unit trust funds to cater for their 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 access statements and certificates.

If at any stage in the process you require assistance, please call us on 021 879 9937/9 or email us at [bci-clientservices@fundrock.com](mailto:bci-clientservices@fundrock.com)

Boutique Collective Investments RF (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.

## Opening a new investment

### Step 1

- Complete an application form.
- Attach your ID document.

### Step 2

- Email your signed application form and ID document to - bci-instruct@fundrock.com

### Step 3

- Once the application form has been processed, BCI will notify you of our bank account number for your lump sum deposit.

## 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; as per the FICA Requirements Annexure below:

## FICA REQUIREMENTS: ANNEXURE

### FINANCIAL INTELLIGENCE CENTRE ACT NO 38 OF 2001 (FICA)

The Financial Intelligence Centre Act no 38 of 2001 (FICA), which came into effect on 30 June 2003, obligates BCI to request certain mandatory information before entering into a financial transaction with the Client. Details of the information and documentation required from Clients are set out below. BCI reserves the right to request additional supporting documents.

## 1. NATURAL PERSONS

### 1.1. SA Citizen/Resident

- 1.1.1. Copy of your green bar-coded Identity Document/ID Card (South African citizens)

\* South African citizens: a passport /driver's license containing the above information will only be accepted with a written reason for the unavailability of the ID document/Card

### 1.2. Foreign Nationals

- 1.2.1. Copy of valid passport if Foreign National

### 1.3. Legal Incapacity

- 1.3.1. Document(s) set out above iro both parties (1.1.1 or 1.2.1)  
1.3.2. Proof of authority to act (e.g. power of attorney, mandate, resolution, court order)

### 1.4. Deceased Estate

- 1.4.1. Death Certificate  
1.4.2. Letter of Executorship/Letter of Authority  
1.4.3. Copy of identity documents for persons acting on behalf of the estate  
1.4.4. Utility bill (not older than 3 months) of each person acting on behalf of the estate  
1.4.5. Proof of estate late bank account  
1.4.6. Copy of the Will

### 1.5 Third Party Representing another Individual/Power Attorney:

- 1.5.1. Copy of identity document of the third party/representative individual and the client  
1.5.2. Proof of Bank Details of the client  
1.5.3. Proof of authority to act e.g. power of attorney, mandate, resolution or court order

### 1.6 Minors

- 1.6.1. Copy of the Birth Certificate (abridged or unabridged) / Identity document  
1.6.2. Copy of the identity document for the Guardian/Parent/s  
1.6.3. In the case of a guardian, provide documents confirming legal guardianship  
1.6.4. Proof of Bank Details of the minor

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## 2. LEGAL PERSONS

### 2.1. SA Companies (listed and unlisted)

- 2.1.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout
- 2.1.2. Proof of Authority to act on behalf of the company (e.g. Board resolution, court order)
- 2.1.3. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 2.1.4. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

### 2.2. SA Close Corporations

- 2.2.1. Founding Statement or Certificate of Incorporation (CK1) or most recent CIPC printout
- 2.2.2. Amended Founding Statement (CK2) (if applicable for name change)
- 2.2.3. Proof of Authority to act on behalf of Closed Corporation (e.g. resolution)
- 2.2.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for natural person who owns controlling interest, all members AND each authorised person

### 2.3. Foreign Companies (Unlisted)

- 2.3.1. Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 2.3.2. Certificate of Incorporation or foreign equivalent reflecting registration address of the company
- 2.3.3. Proof of Authority to act on behalf of the company (e.g. Board resolution)
- 2.3.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company (i.e. nominee shareholders of controlling shares)
- 2.3.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors
- 2.3.6. Proof of address (not older than 3 months) for each foreign natural person

### 2.4. Partnership

- 2.4.1. Copy of Partnership Agreement
- 2.4.2. Proof of Authority to act on behalf of the partnership (e.g. Board resolution, court order)
- 2.4.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons, each partner/member of partnership, including an anonymous partnership or a similar partnership and person who exercises control over the partnership
- 2.4.4. Completed Annexure A for each partner, each authorised person and each partner/member of partnership, including an anonymous partnership or a similar partnership and person who exercises control over the partnership

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## 3. TRUSTS

- 3.1. Copy of Letters of Authority reflecting name and registration number of the Trust stamped by the Master of the High Court
- 3.2. Copy of the Trust Deed
- 3.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals) for all founders, all beneficiaries, all Trustees and all persons acting on behalf of the Trust
- 3.4. Copy of Trustee resolution
- 3.5. Completed Annexure A for each Founder, Trustee, Beneficiary and all persons acting on behalf of the Trust
- 3.6. Provide death certificate in event of Founder, Trustee or beneficiary being deceased. Should a Trustee become deceased or resign, a new Letter of Authority must be obtained from the Master of the High Court or Endorsement letter stamped by the Master of High Court
- 3.7. If the Trustee is a corporate Trustee represented by a representative, please provide documents as per point 2

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## 4. TESTAMENTARY TRUSTS

- 4.1. Letters of Authority issued by Master of High Court
- 4.2. Copy of Trustee resolution/power of attorney
- 4.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all Trustees, Beneficiaries and authorised persons
- 4.4. Completed Annexure A for all Trustees, Beneficiaries and authorised persons and authorised person

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## 5. RETIREMENT FUNDS/PROVIDENT FUNDS

- 5.1. Copy of FSCA document reflecting the funds registration number and fund name
- 5.2. Proof of Authority to act on behalf of Retirement fund (e.g. resolution)
- 5.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons and all trustees
- 5.4. Completed Annexure A for each authorised person and each trustee
- 5.5. If a 3rd party is appointed (mandated/power of attorney) to act on behalf of the Retirement Fund completed Annexure A for each authorised person acting on behalf of the legal entity and resolution signed by the authorised signatories of the Retirement Fund

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## 6. OTHER LEGAL ENTITIES

*(Unions, Clubs, Churches, NPOs, NPCs, Stokvels, Associations, Schools, Universities, etc.)*

- 6.1. Founding document or Document of constitution or Registration certificate
- 6.2. List of all members
- 6.3. Resolution signed by all members appointing authorised signatories
- 6.4. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons
- 6.5. Completed annexure A for all members, management and authorised persons of the legal entity
- 6.6. If a 3rd party is appointed (mandated/power of attorney) to act on behalf of the legal entity completed Annexure A for each authorised person acting on behalf of the legal entity and resolution signed by the authorised signatories of the Legal Entity
- 6.7. Proof of Authority to act appointing 3rd party (e.g. mandate, resolution, power of attorney)

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## 7. COLLECTIVE INVESTMENTS (FUNDS)

- 7.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout or Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 7.2. Copy of schemes FSCA approved Supplemental Deed or foreign equivalent
- 7.3. Proof of authority to act on behalf of CIS (e.g. Resolution)
- 7.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 7.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors
- 7.6. AML Comfort letter confirming compliance

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## 8. LINKED INVESTMENT SERVICE PROVIDER (LISP)

- 8.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout or Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 8.2. Copy of FSCA document reflecting the LISPS registration number
- 8.3. Proof of authority to act on behalf of LISP (e.g. Resolution)
- 8.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 8.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors
- 8.6. AML Comfort letter confirming compliance

## 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 [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com)

Please be aware that:

- **No investment will be captured without the additional investment form and proof of payment.**
- **A once off debit order takes 40 days to clear**

**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. We do require the FICA annexure to be completed in order to adhere to FICA - this is part of the additional investment form - ensure the entire form is completed.

## Switching portfolios

### Step 1

- Complete a switch form.

### Step 2

Email the signed form to [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com)

**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 your signed form to [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com)

**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 [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com)

**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. We do require the FICA annexure to be completed in order to adhere to FICA - this is part of the repurchase form - ensure the entire form is completed.

## 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 of every month. 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.

**Please be aware that debit orders take 40 days to clear on our system.**

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. Once off debit collection is restricted to a maximum of R2 000 000 per day. If your investment amount exceeds R2 000 000, you will need to transfer the amounts directly to our BCI operations account.

## Fees

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.



01 December 2025

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
XXXX

**Investor Number:** xxxxxxxx

Dear Sir/Madam

### Welcome to BCI

Thank you for investing with Boutique Collective Investments (RF) (Pty) Ltd ("BCI") and our Investment Managers.

### Investor Portal

You will receive an email from us which grants you access to our investor portal, where you can download investment statements and tax certificates.

### Effective Annual Cost ("EAC")

BCI has adopted the ASISA Standard on Effective Annual Cost ("EAC"). The EAC measure allows you to compare the cost/charges you incur when you invest in different financial products, as well as the impact on your investment returns. For future changes to the investment costs please access the EAC calculator at [www.bcis.co.za](http://www.bcis.co.za)

### Additional Information

For additional information about BCI and our portfolios visit [www.bcis.co.za](http://www.bcis.co.za). If you have any queries, please contact your financial advisor (if applicable) or contact our client service centre on 021 879 9937/9 or via email at [bci-clientservices@fundrock.com](mailto:bci-clientservices@fundrock.com)



## Ceding an investment

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

- Submit a signed request to [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com).
- The form is available on [www.bcis.co.za](http://www.bcis.co.za).

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.

## 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 Investor Details Update Form.

### Change of bank details

- Completed Investor Details Update Form.
- Proof of your new bank details, such as a bank statement.

### Change of surname (marital status)

Completed Investor Details Update Form.

- Copy of your marriage certificate or divorce order with your old and new signatures.
- ID copy with 3 specimen signatures.

### Update FICA status

- A FICA Annexure form is required
- A copy of ID needs to be sent with the form

The signed form(s) should be emailed to [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com) together with the required standard documentation.

## 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 a specimen signature
- Annexure A and ID of person acting on behalf of client

## Estate late

- When dealing with late estates the following is required:
- Executors complete a repurchase form or transfer form if the person being transferred to does not have a BCI account, a new business application form needs to be completed.
- Email instruction to [bci-instruct@fundrock.com](mailto:bci-instruct@fundrock.com)
- 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

## Outstanding requirements

“Outstanding requirements” is outstanding information that prevents our administrators 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 administrators is only able to complete an instruction once all outstanding information has been received.

## 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

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 21 879 9937/9

Email: [bci-clientservices@fundrock.com](mailto:bci-clientservices@fundrock.com)

Visit our website: [www.bcis.co.za](http://www.bcis.co.za)

*Should you have any complaints, please send an email to [bci\\_complaints@fundrock.com](mailto:bci_complaints@fundrock.com)*

## 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. We may disclose your information to other entities in the Apex Group and/or its subsidiaries, agents, partners, or sub-contractors, for purposes as described in this application or related privacy policies. By submitting any personal information to BCI you provide us with your consent to, alternatively acknowledge, the processing and sharing of your personal information and/or that personal information which you have provided that relates to other data subjects, as set out in the Privacy Policy. Please do not submit any personal information to BCI if you do not agree/ object to any of the provisions of the Privacy Policy. Should you object to 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).

**Boutique Collective Investments (RF) (Pty) Ltd is part of the Apex Group Ltd**

[www.bcis.co.za](http://www.bcis.co.za)

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