

## SWITCH INSTRUCTION INDIVIDUALS / ENTITY

Boutique Collective Investments (RF) (Pty) ("BCI") Ltd is part of the Apex Group Ltd. BCI is a registered Manager of the Boutique Collective Investments Scheme, approved in terms of the Collective Investments Schemes Control Act, No 45 of 2002.

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

#### Account options:

Create a new account

Addition to existing account

BCI Investor Number / Client Account Number

Title

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

Name of Investor / authorised contact person

ID / Passport/ Registration No.

### SECTION 2: SWITCH INSTRUCTION

Details of Funds to be switched From	Account Number	Rand	or	Units	or	Percentage
			or		or	%
			or		or	%
			or		or	%
			or		or	%
			or		or	%
TOTAL						%

Details of Funds to be switched To (Fund + Class)	Rand	or	Units	or	Percentage
		or		or	%
		or		or	%
		or		or	%
		or		or	%
		or		or	%
TOTAL					%

### SECTION 3: DEBIT ORDER INSTRUCTION

How would you like your existing debit order to be treated after the switch:

Debit Order to remain unchanged

Cancel Debit Order Instruction

Debit Order to follow switch

Change your debit order allocation (complete below)

Portfolio Name	Class	Amount

### SECTION 4: INCOME INSTRUCTION

#### Distribution Payments

Distributions to be re-invested

or

Distributions paid into account as per the 'Investor bank account details'

## SECTION 5: REGULAR WITHDRAWAL PAYMENTS

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.

Switch existing monthly withdrawal to new fund.

**Payment Frequency** Monthly Quarterly Biannually Annually

**Redemption Date** 1st 15th 25th Start date

**Start date**   /   /

**Preferred date**

Participatory interests will be redeemed at the price calculated according to the requirements of the Collective Investment Schemes Control Act, 2002, and in line with the terms and conditions of the relevant Deeds and will be paid to the unitholder within 2 business days. Inter-bank rules may apply.

### FROM FUND

Portfolio Name	Account Number	Amount per regular withdrawal (R)	Percentage
			or <input type="text"/> <input type="text"/> <input type="text"/> %
			or <input type="text"/> <input type="text"/> <input type="text"/> %
			or <input type="text"/> <input type="text"/> <input type="text"/> %
TOTAL TO BE WITHDRAWN PER PERIOD			<input type="text"/> <input type="text"/> <input type="text"/> %

## SECTION 6: FINANCIAL ADVISER FEES

### 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 7: INVESTOR DECLARATION

- + I confirm that all information provided in this form is true and correct.
- + I have read, understood and agree to the latest **Terms and Conditions** on the BCI website [www.bcis.co.za](http://www.bcis.co.za).
- + Where signed in the capacity as legal guardian of a minor, I explicitly consent to the use of the minor's personal details contained herein.
- + BCI will accept electronic signatures.
- + I hereby indemnify and hold BCI, its affiliates, directors, officers, employees, and agents harmless from and against any and all claims, losses, liabilities, damages, costs, and expenses (including reasonable legal fees) arising from or in connection with the use of electronic signatures, including any fraud, misrepresentation, or unauthorised use by any person.

### 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).

Signature of investor(s) or legal guardian

Date   /   /

Name of signatory

### POPIA

By signing this application, I consent, alternatively acknowledge, that I have read and understood the Privacy Policy and I consent, alternatively acknowledge, to the collection, processing, storage, and internal sharing of my personal information by BCI and members of the Apex Group, in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA).

CONTACT DETAILS

- +

Physical Address

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Contact us

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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)*

ASISU

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA