

**UNIT TRUST APPLICATION FORM**  
**DIRECT INVESTMENTS: INDIVIDUALS**

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. Please complete this form if you are an individual investor who wishes to invest in BCI unit trusts only.
2. Please refer to the Annexure D attached to this application for the characteristics of the unit trusts.
3. Please complete all relevant sections of this application as well as Annexure C in order to process this investment.
4. Unless we receive information from you indicating otherwise, we will treat all account holders as individual South African residents for Dividend Withholding Tax, and the account will attract the default tax rate.
5. Please read Annexure A for 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.
6. Please fax required documents in the checklist below to Client Service Centre at (011) 263 6152, or email [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)
7. BCI will process this application when all required documents are received and the funds reflect in the relevant BCI bank account.
8. If the investor is a minor the application form must be signed by the legal guardian / parent. Instructions will only be accepted if received from the legal guardian / parents.
9. The legal owner of the investment will be the person in whose name the investment is registered.
10. Any correction or changes to the application must be initialled by the investor.
11. A fully completed application form, together with proof of deposit and additional supporting documents as required by BCI must be received before 14h00 for Funds and Fund of Funds and 11h30 for Money Market.
12. An investment statement will be forwarded to the email address provided in Section 1 within 2 business days once the investment has been finalised.

**DOCUMENT CHECKLIST**

- + Signed and completed Unit Trust application for individual investors
- + A certified copy of your South African bar-coded ID/Card, valid passport (if foreign national) or birth certificate (if minor)
- + Proof of your residential address, not older than three (3) months (refer to Annexure B for examples)
- + Proof of your bank details (e.g. cancelled cheque or bank statement)
- + Proof of bank deposit / transfer into the BCI bank account
- + Proof of Income Tax Reference Number
- + If a representative is acting on behalf of the investor, the representative must please submit:
  - Proof of authority (e.g. power of attorney)
  - A certified copy of South African bar-coded ID/Card or valid passport (if foreign national)
  - Proof of residential address, not older than three (3) months (refer to Annexure B for examples)
- + FATCA Self Certification Annexure C

**SECTION 1: INVESTOR DETAILS**

**Type of Entity**

Individual	<input type="checkbox"/>		South African resident	<input type="checkbox"/>	Non resident	<input type="checkbox"/>	
Title	<input type="text"/>						
Surname	<input type="text"/>						
First Name(s)	<input type="text"/>					Initials	<input type="text"/>
ID Number/ Passport number (if foreign national*)	<input type="text"/>						
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country of Birth	<input type="text"/>		Passport Expiry Date*	<input type="text"/>			
Country of Tax Residence	<input type="text"/>		Country of Residence	<input type="text"/>			
Telephone (H)	<input type="text"/>	/	<input type="text"/>	(W)	<input type="text"/>	/	<input type="text"/>
Fax	<input type="text"/>	/	<input type="text"/>	Mobile	<input type="text"/>	/	<input type="text"/>
Email	<input type="text"/>						
Financial advisor Email	<input type="text"/>						
Physical Address	<input type="text"/>						
						Postal Code	<input type="text"/>
Postal Address	<input type="checkbox"/>	If the same as above, please check this box					
	<input type="text"/>						
	<input type="text"/>						
						Postal Code	<input type="text"/>





**SECTION 7: INVESTOR BANK ACCOUNT DETAILS** (Account to be used for income and withdrawal payment instructions)

Please keep BCI informed of any changes in your banking details.

Account holder																
Bank																
Branch name											Branch code					
Account number																
Account type	<input type="checkbox"/> Current	<input type="checkbox"/> Savings	<input type="checkbox"/> Transmission													

All payments are made electronically to the current, transmission or savings bank account of the registered investor only. No payments will be made to credit card or market-linked accounts. No Third Party bank accounts are permitted.

**SECTION 8: FINANCIAL ADVISOR DETAILS**

**FINANCIAL ADVISOR**

Full name and surname															
FSP name (FSP)															
FSP licence number															
Financial advisor code															
Advisor assistant dealing with this transaction															

**Financial advisor FAIS declaration**

- 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.
- 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.

<b>Signature of financial advisor</b>											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"/>
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**FICA Declaration Primary Accountable Institution (Exemption 4)**  Yes  No

- If Yes, I undertake full responsibility for the "Know Your Client" and "Anti-Terroist Financing" identification procedures and retain all FICA documentation on file.
  - 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.
  - 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.
  - I understand that I am the primary accountable institution under The Act.
- If No, please ensure client's FICA documents are submitted with this application as per Annexure B.

<b>Signature of financial advisor</b>											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"/>
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**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

<b>Signature of investor(s) / Legal guardian</b>											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"/>
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## SECTION 9: INVESTOR DECLARATION

- ✚ I confirm that all information provided in this form and all other documents signed by me in connection with this application, whether in my handwriting or not, are correct.
- ✚ I confirm that all funds invested with BCI are not the proceeds of unlawful activities and that I have not contravened any anti-money laundering and tax legislation. I have complied with and will continue to comply with all relevant legislation, including but not limited to FICA and the Income Tax Act.
- ✚ I am responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf.
- ✚ I have not received advice from BCI in respect of this application.
- ✚ I confirm that BCI may accept instructions from my financial advisor or any authorised third party who has been appointed and authorised by me in writing.
- ✚ I confirm that BCI may accept instructions in the prescribed format by facsimile or via other electronic means.
- ✚ I confirm that my appointed financial advisor will have access to my investment details.
- ✚ I have read and understood the Fees and Fund Information attached.
- ✚ I have read, understood and agree to the Terms and Conditions.
- ✚ I/We accept full responsibility for informing BCI of any changes in current identification information provided (e.g. change of address, surname change, contact particulars, banking details etc.).
- ✚ I acknowledge that BCI will not be held liable for delays or losses incurred due to incomplete or inaccurate information on the application forms or insufficient or incorrect submission of FICA information. I also acknowledge that BCI will not be held liable for delays or losses incurred due to delays caused by the Financial advisor.
- ✚ I/we confirm that I/we have received the disclosure information, as required by Section 3 of the Collective Investment Schemes Control Act 45 of 2002 and agree to be bound by it. I/we are aware that I/we can request the Supplemental Trust Deed from BCI.
- ✚ The client authorises BCI to provide details about the client's name and investment to the relevant cobranding parties.
- ✚ I/we hereby confirm that I/we have received a copy of and reviewed the portfolio's Minimum Disclosure Document, which contains all minimum disclosure information.
- ✚ 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) or legal guardian

Date

 /  / 

## 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)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)



AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

## ANNEXURE A TERMS AND CONDITIONS

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".

1. This application and the Deed will form the agreement between the investor and BCI. The agreement will be administered in terms of the Collective Investment Schemes Control Act, No 45 of 2002 ("The Act").
2. The investor applies to invest in the Collective Investments managed by BCI in accordance with the provisions of BCI at the ruling purchase price at the close of business on the date of receipt of the funds by BCI, or being placed in receipt of this application, whichever is the later, provided it is received by the daily cut off time of 14h00 (South African time). If received after 14h00 (South African time) then the following business day's ruling prices shall be used to calculate the purchase value of the investment. Withdrawal transfers may be delayed if assets have to be liquidated.
3. The risk profile of the investment has been explained to the investor in terms of the underlying assets (equities, bonds and cash). Collective Investments should be considered a medium to long term investment. Collective Investments are sold at ruling prices. Forward pricing is used to determine the net asset value. Commission and incentives may be paid and are included in the overall costs. The value of the participatory interests may go down as well as up and past performance is not necessarily a guide to the future performance. BCI is a member of the Association for Savings & Investments SA ("ASISA"). BCI does not provide any guarantee in respect to the capital or return of any portfolio.
4. A fully completed application form, together with proof of deposit and additional supporting documents as required by BCI must be received before 14h00 to be transacted at the NAV price for that day. Money Market Funds must be received before 11h30. BCI will not proceed with any transaction if there is any doubt as to the validity of any signatures or if BCI deem the instruction to be incomplete in any way. An instruction will be deemed to be complete on receipt of cleared identifiable funds in the bank account and all required documentation.
5. Participatory interests ("units") are priced using the forward pricing method, and prices are calculated on a Net Asset Value (NAV) basis. The NAV price is the price at which you can buy or sell units. NAV can be defined as the total market value of all assets in the fund, including any income accruals, less any permissible deductions in terms of the Act, divided by the number of units in issue.
6. The funds are priced daily at 15h00. Fund of Funds are priced at 08h00 (T+1).
7. The manager may borrow up to 10% of the value of the fund where insufficient liquidity exists in a fund, or where assets cannot be realised to repurchase or cancel participatory interests.
8. The annual management fee is levied monthly on the daily value of the fund.
9. BCI will not be liable for any loss incurred due to incorrect information being supplied by the investor or the financial advisor.
10. Without prejudice to any other rights which BCI may have in terms hereof or at law, the investor agrees that BCI shall be entitled to recover from the investor any amount of money paid to the investor which the investor is not entitled to for whatsoever reason, including interest thereon.
11. Should BCI be prevented from fulfilling any of its obligations in terms of this application as a result of an event not within the reasonable control of BCI, those obligations shall be deemed to have been suspended to the extent that and for as long as BCI is prevented from fulfilling those obligations.
12. In the event of participatory interests being redeemed, payment will only be made into the investor's bank account as set out in the banking details' section.
13. All fees and expenses applicable to the investment as explained to the investor shall be deducted from the investments.
14. The investor's chosen service address ("domicilium") for the receipt of all notices and processes given in terms hereof, is the physical address detailed on this application form or as detailed in writing.
15. All payments will be electronically transferred into the bank account of the investor only. In the case of third party withdrawal requests, the investor indemnifies BCI against any loss, damage, cost or claim arising or connected with such payment.
16. Only signed instructions will be acted upon.
17. Should you not receive your statements, please email us on [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) or call us on (0)21 007 1500/1/2.
18. BCI is committed to ensuring that the principles of Treating Clients Fairly is applied across all business activities. The fair treatment of clients and excellent provision of client service is essential to the success of BCI. Should you wish to lodge a complaint regarding the services being provided, please refer to our complaints procedure on [www.bcis.co.za](http://www.bcis.co.za) or alternatively send an email to us at [complaints@bcis.co.za](mailto:complaints@bcis.co.za).
19. Redemptions: BCI retains the right to redeem to the client's bank account any balances less than R100.00
20. Unclaimed assets  
As member of the Association for Savings and Investment SA ("ASISA"), BCI follow ASISA's Unclaimed Assets Standard. BCI has an obligation to initiate tracing procedures in the event of a trigger event. These trigger events include e.g. returned income distribution payments, returned redemption payments or income statement and/or annual unit holder reports. BCI will try to contact you using any contact details which may be available on our internal database or external information providers. These tracing processes will be followed within 6 months, 3 years and 10 years of the deemed date of the trigger event. In the event that the first step of minimum tracing proves to be unsuccessful, any reasonable direct administrative and tracing costs may be recovered from the investor. Tracing may cease if the value of the investment is less than R1 000. It is the investor's responsibility to inform BCI of any changes in personal information in order to avoid an investment becoming an unclaimed asset. By attaching your signature to this application form, you consent to using your personal information to facilitate tracing where required. For further information regarding the ASISA Standard for Unclaimed Assets and the processes BCI will follow please visit [www.asisa.org.za](http://www.asisa.org.za) or alternatively you can view the Standard on BCI's website [www.bcis.co.za](http://www.bcis.co.za).
21. **\*\*The Effective Annual Cost (EAC) is a measure which has been introduced to allow you to compare the charges you incur and their impact on investment returns when you invest in different Financial Products. It is expressed as an annualised percentage. The EAC is made up of four components, which are added together, as shown in the table below. The effect of some of the charges may vary, depending on your investment period. The EAC calculation assumes that an investor terminates his or her investment in the Financial Product at the end of the relevant periods shown in the table.**

## ANNEXURE B

### Financial Intelligence Centre Act no 38 of 2001 (FICA)

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".

### 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, obliges 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.

## FICA DOCUMENTATION REQUIRED FOR INDIVIDUAL INVESTORS

### South African natural persons:

- + Certified copy of your green, bar-coded Identity Document/Card (South African citizens)
  - \* *South African citizens: a passport /driver's licence containing the above information will only be accepted with a written reason for the unavailability of the ID document/Card.*
- + Document (not older than 3 months) showing your residential address

### Foreign Nationals natural persons:

- + Certified copy of valid passport (foreign national)

### If you don't have a proof of address in your name but live with your spouse/partner or co-habitant:

- + Utility bill, or any other acceptable proof of residence of spouse/partner or co-habitant
- + Identity document/Card of the spouse/partner or co-habitant
- + Joint Address Declaration Form (available on our website)

### Deceased Estate:

- + Death Certificate
- + Letter of Executorship/Letter of Authority
- + Certified copy of Identity Documents for persons acting on behalf of the estate
- + Utility bill (not older than 3 months) of each person acting on behalf of the estate
- + Proof of estate late bank account

### The investment is in the name of a minor:

- + Utility bill or other acceptable proof of residence in the name of parent or legal guardian
- + Identity Document/Card of a parent or legal guardian
- + Birth certificate (unabridged if available) of the minor
- + If the investment is funded by a third party other than the parent or legal guardian please provide an utility bill and ID of the third party

### Legal Incapacity:

- + Power of Attorney, mandate, resolution duly executed by authorised signatories
- + Certified copy of Identity Documents for persons acting on behalf another
- + Utility bill or other acceptable proof of residence in the name of the person acting on behalf of another

### One of the following documents reflecting name and physical residential address is required for proof of address:

- + Not older than 3 months:
  - Utility bill / rates and taxes.
  - Telkom statement that has been posted to the investor's residential address.
  - Copy of a cell phone contract statement.
  - Bank statement that has been posted to the investor's residential address.
  - Copy of mortgage statement.
  - Copy of MNET or DSTV account.
  - Copy of levy certificate issued by the body corporate, home owners association or managing agent for properties in sectional title, cluster or share block developments.
  - Statement of account issued by a retail store that reflects the residential address of the person.
  - A copy of a confirmation of residence from a Retirement village / Retirement home on their letterhead.
- + Not older than 12 months:
  - Copy of SABC licence or SABC licence card.
  - Copy of motor vehicle licence.
  - Copy of long or short term insurance policy.
  - Copy of SARS document (excluding E-filing documents).
  - Copy of lease or rental agreement.
  - Copy of court order.

**ANNEXURE C**  
Self Certification Form

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".

**SECTION 1: INVESTOR DETAILS**

**Type of Entity**

Individual

**Personal Details**

Title

Surname

First Name(s)

Date of birth

Country of Birth

Identification number/Passport Number

**SECTION 2: TAX DETAILS**

**ARE YOU A RESIDENT FOR TAX PURPOSES ANYWHERE OTHER THAN SOUTH AFRICA** YES  NO

If you have answered 'Yes', please complete the table below:

Country of Tax Residence	Tax Identification Number*
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

\*If you are unable to provide a Tax Identification Number, please tick one of the following reasons below:

- TIN not issued by jurisdiction
- TIN not required under domestic law; or
- Not required to register for tax;

**SECTION 3: DECLARATION**


- I hereby confirm that the above information is correct.
- I hereby acknowledge that BCI is legally obliged to provide the South African Revenue Service (SARS) with information provided to us when you invest or transact with us to adhere to the Foreign Accounts Tax Compliance Act ('FATCA') and the Organisation for Economic Co-operation and Development's ('OECD') Common Reporting Standard ('CRS').

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 | 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

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



**ANNEXURE D**  
**FEES AND FUND INFORMATION**  
\* Including VAT | 0% Initial fees

Fund	JSE	Class	Fund Objective	Regulation 28 Fund	Risk	Distribution Frequency	Benchmark	Performance Fee	Max Initial Advice Fee*	Service Fee*	Max allowed Net Equity Exposure
<b>BCI UNIT TRUST FUND RANGE</b>											
Cartesian Money Market Fund	CABFA	A	To provide a medium whereby investors can obtain undivided participation in a diversified portfolio of money market instruments.	Yes	Low	Monthly	SteFI Call Deposit Index	None	0.00%	0.29%	0%

**Conflict of Interest**

1. The Investment manager earns a portion of the service charge and performance fees where applicable.
2. In some instances portfolios invest in other portfolios which forms part of the BCI Schemes, refer to fact sheets for more details.

Collective Investment Schemes in Securities (CIS) are generally medium to long term investments. The value of participatory interests may go down as well as up and past performance is not necessarily a guide to the future. Fluctuations or movements in exchange rates may cause the value of underlying international investments to go up or down. CIS are traded at ruling prices and can engage in borrowing and scrip lending. A schedule of fees and charges and maximum commissions is available on request from the company/scheme. Commission and incentives may be paid and if so, would be included in the overall costs. Forward pricing is used. For Money Market Funds a constant price will be maintained. While a constant price is maintained the investment capital is not guaranteed. A fund of funds is a portfolio that invests in portfolios of collective investment schemes, which levy their own charges, which could result in a higher fee structure for these portfolios. Different classes of units apply to these portfolios and are subject to different fees and charges. Boutique Collective Investments (RF) (Pty) Ltd is a member of the Association for Savings & Investment SA (ASISA).