

**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 refer to [www.bcis.co.za](http://www.bcis.co.za) or Annexure A for fees and fund information.
2. 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.
3. Please email the required documents in the checklist below to [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to (0)86 502 5319.
4. BCI will process this application when all required documents are received, and once in order we will provide you with BCI's banking details. BCI reserves the right to request additional documents/information.
5. The legal owner of the investment will be the person in whose name the investment is registered.
6. All corrections and changes to the application must be initialed by the investor.
7. A welcome pack will be forwarded to the email address provided in Section 1 within 2 business days once the investment has been finalised, thereafter you have to download statements from our website.

**DOCUMENT CHECKLIST**

- + Signed and completed Unit Trust application for individual investors.....
- + A copy of your South African bar-coded ID/Card, valid passport (if foreign national) or unabridged birth certificate (if minor).....
- + Proof of your bank details (e.g. bank statement).....
- + If a representative legal/guardian is acting on behalf of the investor, the representative / legal guardian must submit:
  - + Proof of authority (e.g. power of attorney/unabridged birth certificate/discretionary mandate) .....
  - + A copy of South African bar-coded ID / Card or valid passport (if foreign national) .....

**SECTION 1: INVESTOR DETAILS**

**PERSONAL DETAILS**

Title	Surname	
First Name(s)		Initials
Physical Address		Postal Code
Postal Address	If the same as above, please check this box <input type="checkbox"/>	Postal Code
Telephone (H)		(W)
Mobile		
Email		
ID Number/ Passport number (if foreign national*)		
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Passport Expiry 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"/>
Country of Birth		Country of Residence
Country of Tax Residence		
Tax Identification Number		
South African resident <input type="checkbox"/>	Non resident <input type="checkbox"/>	
If you are an emigrant, please complete the following: Is the investment being made from a blocked Rand account?		Yes <input type="checkbox"/> N <input type="checkbox"/>

**Occupation**

Agriculture, Fishing, Forestry	Education or Medical	Manager	IT, Technician or Artisan
Armed Forces	Executive	Minister or Senior Government	Self-employed
Clerical, Services and Sales	Government Employee	Professional	Unemployed
Other (Please specify)			

**Source of Income/Wealth (BCI reserves the right to request additional supporting documents)**

Salary	Pension	Annuity	Other
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**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*

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       Not required to register for tax

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

**Dividend withholding TAX**

SARS requires BCI to pay over dividend tax on your behalf where applicable. We will deduct this tax before we pay any dividends to you or re-invest these into your investment account. The tax rate for South African residents is 20%. If you are not a South African resident you may qualify for a reduced tax rate. If your country of residence qualifies for a reduced rate please contact us and we will send you the necessary forms to complete.

Signature of investor(s) or legal guardian/  
Person acting on behalf of investor Date  /  /

**PERSON ACTING ON BEHALF OF THE INVESTOR**

Please insert name of legal guardians or persons with a power of attorney/discretionary mandate to act on behalf of this investor/minor.

Title  Surname

First Name(s)

Date of birth  /  /  Relationship

ID Number/ Passport number (if foreign national)

Telephone  Mobile  (H)  (W)

Email Address

Physical Address

Postal Code

**ONLINE ACCESS**

Your investment statements and/or tax certificates must be collected from the BCI website, where you can view and/or download your statements and certificates, as well as perform other transactions such as purchases, redemptions and switches. Please confirm what level of access you require:

View and transact online?  Yes  No       Viewing access only?  Yes  No

**SECTION 2: INVESTMENT DETAILS**

Fixed Administration Fee: R10 excluding VAT. (Applies to all accounts with balances of less than R100 000 at month end who do not transact online).

Portfolio Name	Class	Lump Sum Investment (R)	Monthly Debit Order Investment (R)	1. Initial Advice Fee %	2. Ongoing Annual Advisory Fee %	3. Reinvest Distributions		Trail Commission
						Re-invest	Payout	
TOTAL INVESTMENT AMOUNT								

1. Refer to www.bcis.co.za or Annexure A for maximum fees applicable. Initial advice fee is deducted from the investment amount and paid to the advisor.  
 2. Negotiable to a maximum of 1% per annum (excl. VAT). Advisory fees are withdrawn by way of unit redemption. The annual advice fee, if any, is in addition to the standard service charges and initial advice fee. If the initial fee exceeds 1.5%, the annual advisory fee may not exceed 0.5%  
 3. Income distributions of less than R300 will always be reinvested.

- + Please note: Clients should agree to all fees. If no fees are inserted above, 0% fees will be implemented. Please refer to Annexure A for fund information and maximum fees; or visit our website for the detailed Minimum Disclosure Documents - <http://www.bcis.co.za/boutique-collective-investments/funds>.
- + BCI levies a R10 (excl. Vat) monthly administration fee at the end of each month on all direct retail investor account balances less than R100 000, excluding those account balances that had online trading. The administration fee is in addition to the investment charges on the relevant portfolio(s).
- + BCI reserves the right to change the administration processes, charges and thresholds; subject to at least 3 months' notice to investors.

Signature of investor(s) or legal guardian/  
Person acting on behalf of investor Date  /  /

## SECTION 3: PAYMENT DETAILS

### Source of funds (Where the funds for the investment is coming from)

Business Income/Profits      Capital/Savings      Donations      Inheritance  
 Investment Proceeds      Retirement Funds      Sale of Property      Salary/Bonus

### Other (Please specify)

#### Method of payment

Electronic / Internet transfer  
 Debit order      Once-off Debit order\*\*      on   /   /     (cut off time: 13:00)

**\*If you prefer to do an electronic/internet transfer, banking details will be provided once your application form has been successfully processed. Proof of payment will be required.**

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. The once-off debit order will take 40 days to clear. \*\* Once-off debit order is restricted to a maximum of R1 000 000 per investment. If your investment amount exceeds R1 000 000, you will need to transfer the amounts directly to our BCI operations account.

## SECTION 4: BANK DEBIT AUTHORITY

**Debit orders will be collected on the 1st or the 15th of each month. Investor      Third Party (Legal guardian/Person acting on behalf)**

Debit orders can only be drawn from a South African bank account. The following accounts cannot be debited: an offshore, blocked rand, credit card, bond, or market-linked bank account. I hereby instruct and authorise BCI to draw direct debits against the bank account below.

Account Holder

Identification number (if third party)

Country of citizenship (if third party)

Name of Bank

Branch Name

Branch code

Account Number

Account Type      Current      Savings      Transmission

#### Debit Order Details

Total to be collected      R      commencing on the 1st      or 15th      of   /   /

Debit orders are applied on the 1st or the 15th of each month. If the selected day falls on a weekend or public holiday it will be effected on the next business day. The cut-off for all debit order notices to be processed in a particular month is by 14:00, **five business days** before the selected day. Please note there is a 40 day clearance period on all debit orders.

**Optional escalation rate per annum**      5%      10%      15%      Other       %

*If no escalation rate is completed, a 0% escalation will be applied.*

\*If the bank account holder is a third party individual, a copy of their South African bar-coded ID, the proof of bank account is required. If the bank account holder is a legal entity we require proof of bank details, copies of all the signatories' Identity Documents and either a copy of the resolution of signatories signed by all signatories or a letter from the bank listing the authorised signatories on the account.

Signature of bank account holder

Date   /   /

## SECTION 5: INCOME INSTRUCTION

### Regular Withdrawal Payments

Payment Frequency      Monthly      Quarterly      Biannually      Annually

Start date   /   /

Participatory interests will be redeemed at the price calculated according to the requirements of the Collective Investment Schemes Control Act, No 45 of 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	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		<b>1 0 0 %</b>

## SECTION 6: 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 by completing the investor update form.

Account Holder

Bank

Branch Name

Branch code

Account Number

Account Type

Current

Savings

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 7: FINANCIAL ADVISOR DETAILS

### FINANCIAL ADVISOR

Full name and surname

FSP name (FSP)

FSP license number

Financial advisor code

Advisor email

### Financial advisor FAIS declaration

1. I 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

Date  /  /

### INVESTOR

#### Discretionary mandate declaration

This section is **only applicable if the FSP above holds a 'Category II' License** with the FSCA and is therefore an approved discretionary FSP. Where the FSP has a Category II FAIS License 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(s) or legal guardian/  
Person acting on behalf of investor

Date  /  /

## SECTION 8: 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 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.) on the prescribed form.
- + 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 confirm that I 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 am aware that I can request the Supplemental Trust Deed from BCI.
- + I hereby confirm that I 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).

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 on the BCI website ([www.bcis.co.za](http://www.bcis.co.za)). 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.

Signature of investor(s) or legal guardian/  
Person acting on behalf of investor

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  
Queries: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | Forms: [instructions@bci-transact.co.za](mailto:instructions@bci-transact.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)*

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

**ASISU**

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

## 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 / Money Market Funds: 11h30 (South African time). If received after 14h00 / Money Market Funds: 11h30 (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 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). In the event that a withdrawal instructions on any specific day is more than 5% of the portfolio's net asset value, then we retain the right to delay the effective date of such instruction(s) by up to 20 business days in order to raise the required liquidity for these instructions.
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 Charge accrues daily and is paid monthly in arrears on the first Business Day of each month.
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. All payments will be electronically transferred into the bank account of the investor only. In the case of third party (legal guardian/person acting on behalf) withdrawal requests, the investor indemnifies BCI against any loss, damage, cost or claim arising or connected with such payment.
15. 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).
16. Redemptions: BCI reserves the right to repurchase to the client's bank account unit balances with a market value less than R1 000 and close the investment account.
17. Unclaimed assets: As member of the Association for Savings and Investment SA ("ASISA"), BCI follow ASISA's Unclaimed Assets Standard. It is the investor's responsibility to inform BCI of any changes in personal information and to ensure BCI has their most up to date contact details in order to avoid an investment becoming an unclaimed asset. In the event that the client becomes unreachable or any payment due to the client is rejected (e.g returned income distributions payments, returned redemption payments) by the receiving bank, the client's investment will be regarded as an unclaimed asset. In the event of assets being unclaimed BCI will take necessary actions to trace customers by using any contact details which may be available on our internal database or external information providers, internet search engines and social media. In the event that the tracing proves to be unsuccessful, any reasonable direct administrative and tracing costs may be recovered from the investor. By attaching your signature to this application form, you consent to using your personal information to facilitate tracing where required. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or client's consent.

**ANNEXURE A**  
**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>											
Sasfin BCI Balanced Fund	SMBFCA	A	To provide investors with a moderate level of income and capital growth over the long term.	Yes	Moderate	Semi-Annually	Average of SA Multi Asset Medium Equity category	None	3,45%	0,92%	60%
Sasfin BCI Equity Fund	MSTT	A	To maximise returns in excess of the FTSE JSE SWIX index over time, particularly during periods of weaker equity market growth.	No	Aggressive	Semi-Annually	FTSE JSE SWIX J403T	None	3,45%	1,44%	100%
Sasfin BCI Flexible Income Fund	SMFIA	A	To provide high levels of income, while preserving capital.	Yes	Conservative/ Moderate	Quarterly	SteFI Composite Index	None	3,45%	0,69%	10%
Sasfin BCI Global Equity Feeder Fund	SGEFA	A	To achieve an attractive risk adjusted total return over a long-term investment horizon in USD terms.	No	Aggressive	Semi-Annually	MSCI All Country World index	None	3,45%	0,58%	100%
Sasfin BCI High Yield Fund	SBHYA	A	To achieve a high level of sustainable income and stability of capital invested.	No	Low	Monthly	SteFI Call Deposit index	None	3,45%	0,69%	0%
Sasfin BCI Opportunity Equity Fund	SBEFA	A	To identify the best investment opportunities and to deliver long term capital growth and income.	No	Aggressive	Semi-Annually	FTSE JSE ALSI J203T	None	3,45%	0,58%	100%
Sasfin BCI Optimal Income Fund	IBOFA	A	To provide an average after-tax yield in excess of that received from money market portfolios.	No	Conservative/ Moderate	Monthly	55% of SARB Repo rate	None	3,45%	1,73%	10%
Sasfin BCI Prudential Fund	SAMA1	A	To deliver long term capital growth and income Normally associated with the investment structure of a moderate risk profile retirement fund.	Yes	Moderate/ Aggressive	Semi-Annually	Average of SA Multi Asset High Equity category	None	3,45%	1,04%	75%

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>											
Sasfin BCI Stable Fund	SMSFCA	A	To achieve above real inflation beating total returns by way of delivering relatively high income.	Yes	Conservative/ Moderate	Quarterly	Average of SA Multi Asset Low Equity category	None	3,45%	0,81%	40%

**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).