

## SWITCH INSTRUCTION INDIVIDUALS / ENTITY

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. 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 [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to (0)86 502 5319.
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 DD / MM / YYYY

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 %
			or %
			or %
TOTAL TO BE WITHDRAWN PER PERIOD			%

## 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 and all other documents signed by me in connection with this withdrawal, whether in my handwriting or not, are 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.

### 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. By submitting any personal information to BCI you provide consent to the processing and sharing where applicable of your personal information and/or that of your children or children that you have legal guardianship over (if applicable) as set out in the Privacy Policy. Please do not submit any personal information to BCI if you do not agree to any of the provisions of the Privacy Policy. If you do not consent to the provisions of 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 DD / MM / YYYY

## CONTACT DETAILS

#### + Physical Address

Boutique Collective Investments  
Catnia Building  
Bella Rosa Village  
Bella Rosa Street  
Bellville  
7530

#### + Contact us

Tel: +27 21 007 1500/1/2 | +27 21 914 1880 | (0)87 057 0571 | f: (0)86 502 5319  
Email: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | [compliance@bcis.co.za](mailto:compliance@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)

#### + Custodian / Trustee

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

ASISA

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA