BOUTIQUE COLLECTIVE INVESTMENTS

Direct Investments

Individuals

Unit Trust Application Form

Boutique Collective Investments (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 Fees and Fund Information attached to this application for the characteristics of the unit trusts.
3. Please complete all relevant sections of this application 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 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**
6. Please fax required documents in the checklist below to the Client Service Centre at (011) 263 6152, or email **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. 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, 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 or valid passport (if foreign national) ☐
  - Proof of residential address, not older than three (3) months (refer to Annexure B for examples) ☐

SECTION 1: INVESTOR DETAILS

Title ____ Surname ____

First Name(s) ____

Date of birth D D M M Y Y Y Y Country of Birth ____

ID Number (passport number if foreign national) ____

Passport Expiry Date (if foreign national) D D M M Y Y Y Y

Nationality (ies) 1. ____ 2. ____ 3. ____ 4. ____ 5. ____

TIN Jurisdiction 1. ____ 2. ____ 3. ____ 4. ____ 5. ____

Tax Reference Number 1. ____ 2. ____ 3. ____ 4. ____ 5. ____

Tax Residency 1. ____ 2. ____ 3. ____ 4. ____ 5. ____

Telephone (H) ____ (W) ____

Fax ____ Mobile ____

Email ____

Financial Adviser Email ____

Physical Address

Postal Code

Postal Address — If the same as above, please check this box ☐

Postal Code

Dividend Withholding Tax

SARS requires us 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 15%. 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.

Communication choice

We will send you / person acting on your behalf or your financial advisor the following types of correspondence:

- Investment statements, tax certificates
- Transaction confirmations when you transact on your account

Please select how you would like to receive the above correspondence: ☐ Email ☐ Post

- Instruction Notifications ☐ Email ☐ SMS

Online Access (*Will enable you to view your statements/correspondence and upload instructions*)

Would you like to transact online? ☐ Yes ☐ No

Would you like viewing access only? ☐ Yes ☐ No

Person acting on behalf of the investor

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

Title Surname

First Name(s)

Date of birth D D M M Y Y Y Y Relationship

ID Number (passport number if foreign national)

Telephone (H) (W)

Fax Mobile

Email Address

Physical Address

Postal Code

SECTION 2: INVESTMENT DETAILS

The minimum lump sum investment is R10 000 per account. The minimum debit order is R500 per month.

Portfolio Name	Class	Lump Sum Investments			Debit Order Investments		
BCI General Equity Fund	A	R	or	%	R	or	%
TOTAL INVESTMENT AMOUNT		**R**			**R**		

SECTION 3: PAYMENT DETAILS

Source of contribution ☐ Inheritance ☐ Sale of assets ☐ Savings ☐ Salary ☐ Other/Specify

Method of payment ☐ Cheque deposit ☐ Electronic / Internet transfer ☐ Debit order ☐ Once-off Debit order

Electronic collection is restricted to a maximum of R500 000 per day. BCI will debit your account within five business days of receiving the application form and all relevant documents. If your investment amount exceeds R500 000, please electronically transfer the amounts directly to BCI's bank account.

SECTION 4: BANK DEBIT AUTHORITY

Debit orders will be collected on the 1st or the 15th of each month.

I hereby instruct and authorise BCI to draw direct debits against the bank account below. 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.

Account Holder
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 M M / Y Y Y Y

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.

Optional escalation rate per annum ☐ 5,00% ☐ 10,00% ☐ 15,00% ☐ 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 and the proof of bank account is required. If the bank account holder is a third party 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.

Date D D / M M / Y Y Y Y

Signature of bank account holder

SECTION 5: BCI BANKING DETAILS

Please use the bank details below for cheque deposits and electronic / internet transfers. In order for BCI to identify your transaction, please note the reference to be used for your deposit.

Bank: Standard Bank **Branch:** Menlyn **Account name:** Boutique Collective Investments (Pty) Ltd Operations Account

Branch code: 012345 **Account type:** Current **Account number:** 41-143-612-0

Reference Initials and Surname

Please send proof of deposit with application form to: Fax (011) 263 6152, or email instructions@bci-transact.co.za

SECTION 6: INCOME INSTRUCTION

Distribution Payments

☐ Distributions to be re-invested or ☐ Distributions paid into account as per the 'Investor bank account details'

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.

Payment Frequency ☐ Monthly ☐ Quarterly ☐ Biannually ☐ Annually

Date ☐ 1st ☐ 15th ☐ 25th

FROM FUND

Portfolio name	Amount per regular withdrawal			
	R		or	%
	R		or	%
	R		or	%
	R		or	%
	R		or	%
TOTAL TO BE WITHDRAWN PER PERIOD	**R**		or	**100 %**

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 ☐ 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 8: FINANCIAL ADVISER DETAILS

Full name and surname

Practice name (FSP)

FSP licence number

Financial adviser code

Adviser assistant dealing with this transaction

I confirm that the financial adviser, as authorised representative of the FSP above, is my appointed financial adviser.

Negotiable financial adviser fees

Initial ☐ . ☐☐ Maximum 3.0% (excluding VAT), or in the case of money market funds maximum 0.5% (excluding VAT), deducted prior to the investment being made. If it is agreed that no initial fee is payable, please insert 0%.

Ongoing advisory fee: Ongoing advisory fee: negotiable to a maximum of 1% (VAT excl), or in the case of money market funds maximum 0.5% (ex 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.

Initial advice fee ex VAT opted above	Mark applicable agreed ongoing advice fee box with an "X"	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%

Other 0 . ☐☐ If no annual fee is payable, please insert 0%. For a fee lower than 0.5% ex VAT, please insert such %.

Discretionary mandate declaration

This section is **only applicable if the FSP above holds a 'Category II' license** with the FSB and is therefore an approved discretionary FSP.

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

Financial adviser FAIS declaration

1. 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.
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.

FICA Declaration

1. I acknowledge and confirm that, in my capacity as the primary accountable institution with BCI being the secondary accountable institutions, I have established and verified the identity of the client in accordance with Section 21 of the Financial Intelligence Act, 2001 ("the Act"), and I will keep records of such identification and verification according to the provisions of sections 22 of the Act.
2. I understand that I am the primary accountable institution under The Act.

Signature of financial adviser

Date D D / M M / Y Y Y Y

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 adviser 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 adviser 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 Adviser.

- I/we confirm that I/we have received the disclosure information (as made mention of in the attached fund fact sheets), as required by Section 3 of the Collective Investment Schemes Control Act 45 of 2002 and I/we have read and understand the terms and conditions as set out in this application form and attachments and agree to be bound by it. I/we are aware that I/we can request the Supplemental Trust Deed from BCI.

Signature of investor(s) or legal guardian

Date D D / M M / Y Y Y Y

CONTACT DETAILS

- **Physical Address**
  Boutique Collective Investments
  Unit AC13, Ground Floor Acorn House,
  Old Oak Office Park
  Cnr Old Oak Road & Durban Road
  Bellville
  7530

Contact us
Tel: +27 (0)21 007 1500/1/2 | Fax: +27 (0)86 502 5319 | Email: **clientservices@bcis.co.za**
Visit our website: **www.bcis.co.za**

Should you have any complaints, please send an email to ***complaints@efgroup.co.za***

ASISA AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

FEES AND FUND INFORMATION

** excl. VAT*

Fund	Class	Regulation 28 Fund	ASISA Fund Category	Distribution Frequency	Performance Fee	Max Commision*	Service Fee*
BCI UNIT TRUST FUND RANGE							
BCI General Equity Fund	A	No	SA Equity General	Semi-Annually	20% excess performance above bench mark, calculated over 2 year rolling period, capped at a maximum of 1% p.a.	0,00%	1,00%

BOUTIQUE COLLECTIVE INVESTMENTS

ANNEXURE A

TERMS AND CONDITIONS

Boutique Collective Investments (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).
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. 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.
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. Collective Investments prices are calculated on a Net Asset Value basis and auditor’s fees, bank charges and trustee levies are levied against the portfolio.
16. 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.
17. Only signed instructions will be acted upon.
18. Should you not receive your statements, please email us on clientservices@bcis.co.za or call us on (0)21 007 1500/1/2
19. Should you have any complaints, please feel free to contact us at **complaints@efgroup.co.za**

BOUTIQUE
COLLECTIVE
INVESTMENTS

ANNEXURE B

FICA

Boutique Collective Investments (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 (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*
- 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 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

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 of a parent or legal guardian
- Birth certificate of the minor

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.