

## INVESTOR DETAILS UPDATE FORM

### 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. If you are a legal entity also complete Annexure A and B if not previously provided to BCI or if there has been a change since your previous submission.
  4. 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.
- + Marriage certificate/divorce decree if surname is to be changed .....

### SECTION 1: CURRENT INVESTOR DETAILS

BCI Investor Number / Client Account Number

Tax number

Title

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

Name of Investor / authorised contact person

ID or passport number / Registration number

Telephone numbers

Home

Work

Mobile

Email address

Physical / Registered address

Postal Code

Postal address (if different from above)

Postal Code

### SECTION 2: UPDATE INVESTOR DETAILS

Information completed below will be updated on our system if different from that which we have on record.

Title

Tax number

Country of tax residence

County of residence

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

Name of Investor / authorised contact person

ID or passport number / Registration number

Please confirm which contact details you would like us to update:

Home

Work

Mobile

Email

Telephone numbers

Home

Work

Mobile

Email address

Please confirm which address you would like us to update:

Residential

Postal

Both

Physical / Registered address

Postal Code

Postal address (if different from above)

Postal Code

### SECTION 3: CORRESPONDENCE CHOICE

In order to view and access the below documents, please register for online access, alternatively email [bcis\\_clientservices@fundrock.com](mailto:bcis_clientservices@fundrock.com).

+ Investment statements, tax certificates

+ Transaction confirmations when you transact on your account

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

Would you like to transact online?

Yes

No

Would you like viewing access only?

Yes

No

## SECTION 4: BANKING / PAYMENT DETAILS

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.

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

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.

Would you like this bank account change to apply to **all** your recurring debit orders: Yes No

If No, please indicate the unit portfolio/s to which the changes is to apply in the table below:

Unit Trust Portfolio		Account number
	or	
	or	
	or	

### Bank account details

Account Holder

Bank

Branch Name

Branch code

Account Number

Account Type Current Savings Transmission

Date for change of bank details to become effective: DD / MM / YYYY

Please confirm debit order change: Increase Decrease Cancel

R

Effective date DD / MM / YYYY

Do you want to cancel the debit order? Yes No

### 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 Bi-annually Annually

Regular Withdrawal Payments 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.

Portfolio Name	Account Number	Rand Amount (R)	Units

TOTAL INVESTMENT AMOUNT

Percentage	
	%
	%
	%
	%
	%

### Change Monthly Withdrawal

Account Number	Rand Amount (R) to Rand Amount (R)

Do you want to cancel the monthly withdrawal? Yes No

Would you like this bank account change to apply to **all** your recurring withdrawal and income distribution payment instructions:

If No, please indicate the unit portfolio/s and transaction type to which the changes is to apply in the table below:

Yes

No

Unit Trust Portfolio Name	Account Number	Recurring withdrawal ✓				Income distribution ✓			
		Yes		No		Yes		No	
		Yes		No		Yes		No	
		Yes		No		Yes		No	

Please indicate how we should administer the income distributed from your unit trust portfolio/s in future.

Unit Trust Portfolio Name	Account Number	Payout ✓		OR	Reinvest ✓	
		Payout			Reinvest	
		Payout			Reinvest	
		Payout			Reinvest	

## 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 true and correct.
- + Where this form is signed in a representative capacity I confirm that I have the necessary authority to do so.
- + I confirm that BCI may accept instructions from any authorised third-party who has been authorised by me in writing.
- + 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, 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 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

## CONTACT DETAILS

### + Physical Address

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

### + Contact us

[www.bcis.co.za](http://www.bcis.co.za)

Get in touch: t: +27 21 007 1500/1/2 | f: +27 (0)86 502 5319

Submit a query: [bcis\\_clientservices@fundrock.com](mailto:bcis_clientservices@fundrock.com) | Submit forms: [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)

*Should you have any complaints, please send an email to [bci\\_complaints@fundrock.com](mailto:bci_complaints@fundrock.com)*

### + Custodian / Trustee

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

**ASISA**

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

## FICA ANNEXURE

### IMPORTANT INFORMATION

As an accountable institution, BCI must comply with legislation. The new Financial Intelligence Centre Amendment Act of 2017 (FICA) introduced a risk-based approach to customer due diligence. This means that we must obtain and hold certain information and do a risk-rating on investors.

Without the required information and risk-rating we are not allowed to transact with you, which may mean that you will not be allowed to redeem your investment or add additional investments.

**Please complete section A below if you are an Individual Investor OR section B if you are an Institutional Investor/Legal Entity. You do not have to submit the FICA Risk rating information again if you have previously submitted it.**

### SECTION A - INDIVIDUAL INVESTOR

Are you a resident of South Africa? Yes No

If no, where are you resident?

Is your bank account domiciled in South Africa? Yes No

If no, where is your bank domiciled?

#### Occupation/Industry Type

Agriculture, Fishing, Forestry	Education or Medical	Manager	Professional	Unemployed
Armed Forces	Executive	Minister or Senior Government	IT Technician or Artisan	
Clerical, Services & Sales	Government Employee	Pension/Retired	Self-employed	

#### Source of wealth or income

(BCI reserves the right to request additional supporting documents)

Salary Pension Annuity Other

#### Prominent Influential Person or Politically Exposed Person

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP?

(Refer to definition of PIP, FPEP and DPEP below)

Yes No

If yes, please specify

### SECTION B - INSTITUTIONAL INVESTOR/LEGAL ENTITY

#### Entity Type

Close Corporation	Collective Investment Schemes	Foreign Company
Government Entity	LISP Company	Listed Company
Medical Scheme	Nominee Company	Registered Non-profit Organisation
Unregistered Non-profit Organisation	Partnership	Retirement/Pension/Provident Fund
Trust	Unlisted Company	Other (specify)

#### Industry Type

Agriculture, Forestry, Fishing	Armed Forces	Construction
Corporate	Manufacturing, Wholesale, Retail	Mining & Quarrying
State Owned, Government Enterprise	Real Estate	Other (specify)

Is the Entity domiciled in South Africa? Yes No

If no, please state where?

Is your bank account domiciled in South Africa? Yes No

If no, where is your bank domiciled?

**Please complete the following for each beneficial owner/related party and each representative acting on behalf of the Institutional Investor/Legal Entity:**

\*If you need to list more than 7 Persons, please copy page 6.

## ANNEXURE A BENEFICIAL OWNERS AND AUTHORISED SIGNATORIES

### Important Information

The Financial Intelligence Centre Act no. 38 of 2001 (FICA) obliges BCI to verify the identity of each beneficial owner and authorised persons. Each of the following **natural persons** must complete this Annexure A:

1. If the legal entity is a **COMPANY (listed or unlisted)** complete the below and provide a copy of ID or passport (foreign nationals) for:
  - All directors
  - All authorised signatories
  - Each natural person who independently or together with another person has a controlling ownership interest of 5% or more in the company; or
  - Each natural person who exercises control of the company through other means, including through his or her ownership or control of the company; AND
  - Each natural person who exercises control over the management of the company (CEO, Manager)

Provide proof of confirmation of shareholding: Shareholding certificates (with organogram reflecting percentage shareholding), OR organogram of company structure reflecting percentage shareholding signed by director, OR confirmation of shareholding on a company letterhead signed by company secretary.
- 1.1. If the shareholder having 5% or more shareholding is a **Trust**, provide copies of the Trust Deed, LOA, IDs, death certificate (in the event of Founder, Trustee or beneficiary being deceased) and completed Annexure A and copy of ID or passport (foreign nationals) for all beneficiaries, trustees and founder.
- 1.2. If the shareholder having 5% or more shareholding is a **Legal Person** (listed and unlisted company), provide the following: Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout and completed Annexure A and copy of ID or passport (foreign nationals) for each director and each natural person who exercises control over the management of the company (if not appointed as director).
2. If the legal entity is a **TRUST**, complete the below for each trustee, each beneficiary and the founder of the Trust and all authorised signatories, and provide copy of ID or passport (foreign nationals) for each.
 

Provide a death certificate in the event of Founder, Trustee or beneficiary being deceased and updated LOA in the event of Trustee becomes deceased or resigns as Trustee.
- 2.1. If the Founder or Beneficiaries of the Trusts are **Legal Entities**, please provide documents as per point 2 in Annexure C, FICA Requirements.
3. If the legal entity is a **PARTNERSHIP** or a **CLOSE CORPORATION**, complete the below for every partner and person who exercises control over the partnership, member and authorised signatories, and provide copy of ID or passport (foreign nationals) for each.
4. If the legal entity is an **OTHER LEGAL ENTITY** (Clubs, churches, unions, etc), complete the below for all members and authorised signatories, and provide copy of ID or passport (foreign nationals) for each.
5. If any natural person is appointed as per discretionary mandate, complete the below for mandated person, and provide copy of ID or passport (foreign nationals) for each.
6. If any natural person has power of attorney who is authorised to represent or act on behalf of the legal entity, complete the below for the person who holds power of attorney, and provide copy of ID or passport (foreign nationals).

### NATURAL PERSON

#### Type (Complete for each natural person)

Full Name(s) & Surname, <u>and</u> Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Country of Residence
1.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory	Beneficiary	Director	Founder
Member	Partner	Power of Attorney	Trustee
Natural person who owns controlling shares of 5% or more	Natural person who exercises control over management	Natural person who exercises control of the company through other means (nominee shareholders)	

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP?  
(Refer to definition of PIP, FPEP and DPEP below)

Yes No

If yes, please specify

## NATURAL PERSON

### Type (Complete for each natural person)

Full Name(s) & Surname, <u>and</u> Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Country of Residence
2.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 5% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

3.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 5% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

4.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 5% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

## NATURAL PERSON

### Type (Complete for each natural person)

Full Name(s) & Surname, <u>and</u> Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Country of Residence
5.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 5% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

6.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 5% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

7.			
Physical Address:			

Telephone (H)	Telephone (W)	Mobile
<p>Authorised Signatory</p> <p>Member</p> <p>Natural person who owns controlling shares of 5% or more</p>	<p>Beneficiary</p> <p>Partner</p> <p>Natural person who exercises control over management</p>	<p>Director</p> <p>Power of Attorney</p> <p>Natural person who exercises control of the company through other means (nominee shareholders)</p>
		<p>Founder</p> <p>Trustee</p>

Are you a Prominent Influential Person (PIP), Foreign Politically Exposed Person ("FPEP"), Domestic Politically Exposed Person ("DPEP") or a family member or known close associate of a FPEP or DPEP? Yes No

(Refer to definition of PIP, FPEP and DPEP below)

If yes, please specify

## ANNEXURE B - ONLY COMPLETE IF YOU ARE A LEGAL ENTITY TAX RESIDENCY SELF CERTIFICATION

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. Please note that this form must be completed if you are investing on behalf of an entity (i.e. a juristic person, not an individual).
2. Tax regulations require us to collect information about each investor's tax residency. Tax regulations refers to regulations created to enable automatic exchange of information and include Foreign Account Tax Compliance Act (FATCA), and the OECD Common Reporting Standard (CRS) for Automatic Exchange of Financial Account Information.
3. Please complete all relevant sections of this Annexure in order to process this investment.
4. Any correction changes to the application must be initialised by the investor.

### SECTION 1: ENTITY DETAILS

BCI Investor Number/ Client Account Number (if applicable)

Registered name of legal entity

Registration Number

### SECTION 2: TAX RESIDENCY

If your organisation has more than one country of tax residency, please complete one self-certification form for each country.

2.1. Country in which organisation is resident for tax purposes

2.2. Tax Identification Number of your organisation\*

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

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

Reason for no tax identification number

### SECTION 3: FATCA CLASSIFICATION

1. Please select the appropriate classification (only one) for FATCA purposes from the list below, with reference to the tax residency stated above: If your organisation is a Financial Institution<sup>2</sup>, please specify which type:

- |  |                         |
|--|-------------------------|
| South African Financial Institution <sup>7</sup> or a Partner Jurisdiction Financial Institution <sup>7</sup>                    | Please provide GIIN No: |
| Participating Foreign (ie. Non-US) Financial Institution <sup>4</sup> (in a non-IGA jurisdiction)                                | Please provide GIIN No: |
| Non-Participating Foreign (ie. Non-US) Financial Institution <sup>3</sup>  |                         |
| Financial Institution resident in the USA or in a US Territory <sup>5</sup> (Please complete point 2 below for US Tax Residents) |                         |
| Exempt Beneficial Owner <sup>6</sup>   |                         |
| Deemed Compliant Foreign (ie. Non-US) Financial Institution <sup>8</sup> (besides those listed above)                            |                         |

If your organisation is not a Financial Institution<sup>2</sup>, please specify the entity's FATCA status below:

- Active Non-Financial Foreign (ie. Non-US) Entity<sup>9</sup>
- Passive Non-Financial Foreign (ie. Non-US) Entity<sup>10</sup> (If you tick this box, you must also complete Section 5 for each of your Controlling Persons)

2. Complete this only if your organisation is a US Tax Resident

Specified US Person<sup>1</sup>      Yes      No

### SECTION 4: COMMON REPORTING STANDARD (CRS) CLASSIFICATION

Please tick only one box in this section with reference to the tax residency stated in 2.1 above

Entity which is regularly traded on an established securities market or affiliated thereto, a Governmental Entity or an International Organisation. Financial Institution<sup>11</sup> (this includes Non-Reporting Financial Institutions<sup>16</sup> such as a pension scheme, government entity, international organisation and other entities listed in Explanatory Note 16).

A non-participating professionally managed Investment Entity. (If you tick this box, you must also complete Section 5 for each of your Controlling Persons).

Active Non-Financial Entity<sup>13</sup>.

Passive Non-Financial Entity<sup>12</sup> (If you tick this box, you must also complete Section 5 for each of your Controlling Persons).



## SECTION 5: SELF-CERTIFICATION FOR CONTROLLING PERSONS

Complete this only if you have ticked the relevant box in section 3 or section 4:

(Section 3: Passive Non-Financial Foreign Entity<sup>10</sup> or Section 4: Passive Non-Financial Entity<sup>12</sup> or Section 4: A professionally managed Investment Entity<sup>14</sup> outside of a CRS Participating Jurisdiction<sup>15</sup>)

The term "Controlling Persons" means the natural persons who exercise control over an Entity. In the case of a trust, such term means the settlor, the trustees, the protector (if any), the beneficiaries, and any other natural person exercising ultimate effective control over the trust, and in the case of a legal arrangement other than a trust, such term means persons in equivalent or similar positions. The term "Controlling Persons" shall be interpreted in a manner consistent with the Recommendations of the Financial Action Task Force.

First Name & Surname / Registered Name <u>and</u> Physical Address & Postal Address	Country of Birth / Incorporation and Date of Birth / Registration	Identification number / Registration number / Social Security number	Tax Identification number*	Country(ies) of Tax Residence
1.				
Physical Address:				
Postal Address:				

\*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

2.				
Physical Address:				
Postal Address:				

\*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

3.				
Physical Address:				
Postal Address:				

\*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

4.				
Physical Address:				
Postal Address:				

\*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

5.				
Physical Address:				
Postal Address:				

\*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

## SECTION 6: DECLARATION

I hereby declare that the information provided on this form, to the best of my knowledge, is accurate and complete.

### Authorised signatory

<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Full Name, surname and position	Signature	Date signed

### Classifications under FATCA

#### <sup>1</sup>Specified U.S. Person means a U.S. Person, other than:

(i) a corporation the stock of which is regularly traded on one or more established securities markets; (ii) any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. Internal Revenue Code, as a corporation described in clause (i); (iii) the United States or any wholly owned agency or instrumentality thereof; (iv) any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing; (v) any organisation exempt from taxation under section 501(a) of the U.S. Internal Revenue Code or an individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code; (vi) any bank as defined in section 581 of the U.S. Internal Revenue Code; (vii) any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code; (viii) any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any entity registered with the U.S. Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64); (ix) any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code; (x) any trust that is exempt from tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code; (xi) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State; (xii) a broker as defined in section 6045(c) of the U.S. Internal Revenue Code; or (xiii) any tax-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code.

The term “U.S. Person” means a U.S. citizen or resident individual, a partnership or corporation organised in the United States or under the laws of the United States or any State thereof, a trust if (i) a court within the United States would have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust, and (ii) one or more U.S. persons have the authority to control all substantial decisions of the trust, or an estate of a decedent that is a citizen or resident of the United States. This subparagraph 1(ee) shall be interpreted in accordance with the U.S. Internal Revenue Code.

#### <sup>2</sup>Financial Institution

The term “Financial Institution” means a Custodial Institution<sup>17</sup>, a Depository Institution<sup>18</sup>, an Investment Entity<sup>19</sup>, or Specified Insurance Company<sup>20</sup>.

#### <sup>3</sup>Non-Participating Financial Institution

The term Non Participating Financial Institution means a financial institution that is located in a jurisdiction that does not have an intergovernmental agreement with the US (IRS)

#### <sup>4</sup>Participating Foreign Financial Institution

The term Participating FFI means a Financial Institution that has agreed to comply with the requirements of an FFI Agreement. including a Financial Institution described in a Model 2 IGA that has agreed to comply with the requirements of an FFI Agreement. The term Participating FFI also includes a qualified intermediary branch of a Reporting U.S. Financial Institution, unless such branch is a Reporting Model 1 FFI. For purposes of this definition, the term FFI Agreement means an agreement that sets forth the requirements for a Financial Institution to be treated as complying with the requirements of section 1471(b) of the U.S. Internal Revenue Code. In addition, for purposes of this definition, the term Model 2 IGA means an arrangement between the United States or the Treasury Department and a non-U.S. government or one or more agencies thereof to facilitate the implementation of FATCA through reporting by Financial Institutions directly to the IRS in accordance with the requirements of an FFI Agreement, supplemented by the exchange of information between such non-U.S. government or agency thereof and the IRS.

#### <sup>5</sup>US Territory

The term “U.S. Territory” means American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the Commonwealth of Puerto Rico or the U.S. Virgin Islands.

#### <sup>6</sup>Exempt beneficial owner

These include Governmental Organisations, International Organisations or Central banks and South African Retirement Funds. Please find the complete definition of exempt beneficial owners in Annex II of the Inter-Governmental Agreement between the US and South Africa.

#### <sup>7</sup>South African Financial Institution or Partner Jurisdiction Financial Institution

- a) The term “South African Financial Institution” means (i) any Financial Institution resident in South Africa, but excluding any branch of such Financial Institution that is located outside South Africa, and (ii) any branch of a Financial Institution not resident in South Africa, if such branch is located in South Africa.
- b) The term “Partner Jurisdiction Financial Institution” means (i) any Financial Institution established in a Partner Jurisdiction, but excluding any branch of such Financial Institution that is located outside the Partner Jurisdiction, and (ii) any branch of a Financial Institution not established in the Partner Jurisdiction, if such branch is located in the Partner Jurisdiction.

#### <sup>8</sup>Deemed Compliant FFI

Entities classified as such in Annex II of the South Africa IGA, which includes Non-profit Organisations and Financial Institutions with a Local Client Base.

#### <sup>9</sup>Active Non-Financial Foreign Entity

An “Active NFFE” means any NFFE that meets any of the following criteria:

- a) Less than 50 percent of the NFFE’s gross income for the preceding calendar year or other appropriate reporting period is passive income and less than 50 percent of the assets held by the NFFE during the preceding calendar year or other appropriate reporting period are assets that produce or are held for the production of passive income;
- b) The stock of the NFFE is regularly traded on an established securities market or the NFFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market;
- c) The NFFE is organised in a U.S. Territory and all of the owners of the payee are bona fide residents of that U.S. Territory;
- d) The NFFE is a government (other than the U.S. government), a political subdivision of such government (which, for the avoidance of doubt, includes a state, province, country, or municipality), or a public body performing a function of such government or a political subdivision thereof, a government of a U.S. Territory, an international organisation, a non-U.S. central bank of issue, or an Entity wholly owned by one or more of the foregoing;
- e) Substantially all of the activities of the NFFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an NFFE shall not qualify for this status if the NFFE functions (or holds itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;

<sup>17</sup>**Custodial Institution**

The term “Custodial Institution” means any Entity that holds, as a substantial portion of its business, financial assets for the account of others. An entity holds financial assets for the account of others as a substantial portion of its business if the entity’s gross income attributable to the holding of financial assets and related financial services equals or exceeds 20 percent of the entity’s gross income during the shorter of: (i) the three-year period that ends on December 31 (or the final day of a non-calendar year accounting period) prior to the year in which the determination is being made; or (ii) the period during which the entity has been in existence.

<sup>18</sup>**Depository Institution**

The term “Depository Institution” means any Entity that accepts deposits in the ordinary course of a banking or similar business.

<sup>19</sup>**Investment Entity**

\* The term “Investment Entity” means any Entity that conducts as a business (or is managed by an entity that conducts as a business) one or more of the following activities or operations for or on behalf of a customer:

- a) trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
- b) individual and collective portfolio management; or
- c) otherwise investing, administering, or managing funds or money on behalf of other persons.

This subparagraph\* shall be interpreted in a manner consistent with similar language set forth in the definition of “financial institution” in the Financial Action Task Force Recommendations.

<sup>20</sup>**Specified Insurance Company**

The term “Specified Insurance Company” means any Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract. If you are in any doubt concerning the completion of the Entity Self-Certification form or the Controlling Person Self-Certification form, please contact your tax advisor.

## ANNEXURE C FICA REQUIREMENTS

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.

### 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, obligates 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. BCI reserves the right to request additional supporting documents.

#### 1. NATURAL PERSONS

##### 1.1. SA Citizen/Resident

- 1.1.1. Copy of your green bar-coded Identity Document/ID Card (South African citizens)

\* South African citizens: a passport /driver's license containing the above information will only be accepted with a written reason for the unavailability of the ID document/Card

##### 1.2. Foreign Nationals

- 1.2.1. Copy of valid passport if Foreign National
- 1.2.2. Proof of address (not older than 3 months)

##### 1.3. Legal Incapacity

- 1.3.1. Document(s) set out above iro both parties (1.1.1 or 1.2.1)
- 1.3.2. Proof of authority to act (e.g. power of attorney, mandate, resolution, court order)

##### 1.4. Deceased Estate

- 1.4.1. Death Certificate
- 1.4.2. Letter of Executorship/Letter of Authority
- 1.4.3. Copy of identity documents for persons acting on behalf of the estate
- 1.4.4. Utility bill (not older than 3 months) of each person acting on behalf of the estate
- 1.4.5. Proof of estate late bank account
- 1.4.6. Copy of the Will

#### 2. LEGAL PERSONS

##### 2.1. SA Companies (listed and unlisted)

- 2.1.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout
- 2.1.2. Proof of Authority to act on behalf of the company (e.g. Board resolution, court order)
- 2.1.3. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), and natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 2.1.4. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

##### 2.2. SA Close Corporations

- 2.2.1. Founding Statement or Certificate of Incorporation (CK1) or most recent CIPC printout
- 2.2.2. Amended Founding Statement (CK2) (if applicable for name change)
- 2.2.3. Proof of Authority to act on behalf of Closed Corporation (e.g. resolution)
- 2.2.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for natural person who owns controlling interest, all members AND each authorised person

##### 2.3. Foreign Companies (Unlisted)

- 2.3.1. Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 2.3.2. Certificate of Incorporation or foreign equivalent reflecting registration address of the company
- 2.3.3. Proof of Authority to act on behalf of the company (e.g. Board resolution)
- 2.3.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), and natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company (i.e. nominee shareholders of controlling shares)
- 2.3.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors
- 2.3.6. Proof of address (not older than 3 months) for each foreign natural person

##### 2.4. Partnership

- 2.4.1. Copy of Partnership Agreement
- 2.4.2. Proof of Authority to act on behalf of the partnership (e.g. Board resolution, court order)
- 2.4.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons, each partner/member of partnership, including an anonymous partnership or a similar partnership and person who exercises control over the partnership
- 2.4.4. Completed Annexure A for each partner, each authorised person and each partner/member of partnership, including an anonymous partnership or a similar partnership and person who exercises control over the partnership

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### 3. TRUSTS

- 3.1. Copy of Letters of Authority reflecting name and registration number of the Trust stamped by the Master of the High Court
- 3.2. Copy of the Trust Deed
- 3.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals) for all founders, all beneficiaries, all Trustees and all persons acting on behalf of the Trust
- 3.4. Copy of Trustee resolution
- 3.5. Completed Annexure A for each Founder, Trustee, Beneficiary and all persons acting on behalf of the Trust
- 3.6. Provide death certificate in event of Founder, Trustee or beneficiary being deceased. Should a Trustee become deceased or resign, a new Letter of Authority must be obtained from the Master of the High Court or Endorsement letter stamped by the Master of High Court

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### 4. TESTAMENTARY TRUSTS

- 4.1. Letters of Authority issued by Master of High Court
- 4.2. Copy of Trustee resolution/power of attorney
- 4.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all Trustees, Beneficiaries and authorised persons
- 4.4. Completed Annexure A for all Trustees, Beneficiaries and authorised persons and authorised person

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### 5. RETIREMENT FUNDS/PROVIDENT FUNDS

- 5.1. Copy of FSCA document reflecting the funds registration number and fund name
- 5.2. Proof of Authority to act on behalf of Retirement fund (e.g. resolution)
- 5.3. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons and all trustees
- 5.4. Completed Annexure A for each authorised person and each trustee
- 5.5. If a 3rd party is appointed (mandated/power of attorney) to act on behalf of the Retirement Fund completed Annexure A for each authorised person acting on behalf of the legal entity and resolution signed by the authorised signatories of the Retirement Fund

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### 6. OTHER LEGAL ENTITIES

*(Unions, Clubs, Churches, NPOs, NPCs, Stokvels, Associations, Schools, Universities, etc.)*

- 6.1. Founding document or Document of constitution or Registration certificate
- 6.2. List of all members
- 6.3. Resolution signed by all members appointing authorised signatories
- 6.4. Copy of green bar-coded Identity Document/ID Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons
- 6.5. Completed annexure A for all members, management and authorised persons of the legal entity
- 6.6. If a 3rd party is appointed (mandated/power of attorney) to act on behalf of the legal entity completed Annexure A for each authorised person acting on behalf of the legal entity and resolution signed by the authorised signatories of the Legal Entity
- 6.7. Proof of Authority to act appointing 3rd party (e.g. mandate, resolution, power of attorney)

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### 7. COLLECTIVE INVESTMENTS (FUNDS)

- 7.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout or Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 7.2. Copy of schemes FSCA approved Supplemental Deed or foreign equivalent
- 7.3. Proof of authority to act on behalf of CIS (e.g. Resolution)
- 7.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 7.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

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### 8. LINKED INVESTMENT SERVICE PROVIDER (LISP)

- 8.1. Certificate of Incorporation (CM1/COR21.1/COR14.3) or most recent CIPC printout or Certificate of Incorporation or foreign equivalent reflecting registered name and registration number of the company
- 8.2. Copy of FSCA document reflecting the LISPS registration number
- 8.3. Proof of authority to act on behalf of LISP (e.g. Resolution)
- 8.4. Completed Annexure A and copy of green bar-coded Identity Document/ID Card (South African citizens) or passport (Foreign Nationals) for each authorised signatory, all directors, each natural person who exercises control over the management of the company (CEO, Manager), **and** natural person/s who independently or together with another person has a controlling ownership interest of 5% or more in the company or each natural person who exercises control of the company through other means, including through his or her ownership or control of the company
- 8.5. Copy of shareholding certificates OR organogram of company structure reflecting percentage shareholding signed by director OR confirmation of shareholding on a company letterhead signed by company secretary/auditors

## DEFINITIONS

### DOMESTIC POLITICALLY EXPOSED PERSON (DPEP)

#### **Domestic Politically Exposed Person (DPEP)**

**An individual who holds, including in an acting position for a period exceeding six months, or has held a prominent public function in South Africa, including that of:**

- a. the President or Deputy President;
- b. a government minister or deputy minister;
- c. the Premier of a province;
- d. a member of the Executive Council of a province;
- e. an executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998;
- f. a leader of a political party registered in terms of the Electoral Commission Act, 1996;
- g. a member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003;
- h. the head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994;
- i. the municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 or a chief financial officer designated in terms of section 80 (2) of the Municipal Finance Management Act, 2003;
- j. the chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999;
- k. the chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000;
- l. a constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001;
- m. an ambassador or high commissioner or other senior representative of a foreign government based in the Republic; or
- n. an officer of the South African National Defence Force above the rank of major-general;

**or holds, including in an acting position for a period exceeding six months, or has held the position of head, or other executive directly accountable to that head, of an international organisation.**

### FOREIGN POLITICALLY EXPOSED PERSON (FPEP)

#### **Foreign Politically Exposed Person (FPEP)**

**An individual who holds, or has held, in any foreign country a prominent public function including that of a:**

- a. Head of State or head of a country or government;
- b. member of a foreign royal family;
- c. government minister or equivalent senior politician or leader of a party;
- d. senior judicial official;
- e. senior executive of a state-owned corporation; or
- f. high-ranking member of the military.

### PROMINENT INFLUENTIAL PERSON (PIP)

#### **Prominent Influential Person (PIP)**

**An individual who holds or has held at any time in the preceding 12 months, the position of:**

- a. chairperson of the board of directors;
- b. chairperson of the audit committee;
- c. executive officer; or
- d. chief financial officer,

**of a company that is defined in the Companies Act No. 71 of 2008 if the company provides goods or services to an organ of state.**

### FAMILY MEMBER AND KNOWN CLOSE ASSOCIATE OF A DPEP AND FPEP

#### **Family member and known close associate of a DPEP and FPEP**

**Family members and known close associates include:**

- a. the spouse, civil partner, or life partner;
- b. the previous spouse, civil partner, or life partner, if applicable;
- c. children and stepchildren and their spouse, civil partner, or life partner;
- d. parents;
- e. sibling and step sibling and their spouse, civil partner, or life partner; and
- f. individuals who are closely connected to a prominent person, either socially or professionally and who can conduct transactions on behalf of the DPEP/FPEP.