



# 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

Salary

Pension

**Annuity** 

Other

- 1. Please refer to 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 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 CHECKLIS	т		
<ul> <li>+ Signed and completed 0</li> <li>+ A copy of your South Af</li> <li>+ Proof of your bank deta</li> <li>+ If a representative legal</li> <li>+ Proof of authority (a)</li> </ul>	Unit Trust application for individual investor frican bar-coded ID/Card, valid passport (if sils (e.g. bank statement)/guardian is acting on behalf of the investee.g. power of attorney/unabridged birth company.	ors	te (if minor) bmit:
SECTION 1: INVESTOR	DETAILS		
PERSONAL DETAILS			
Title First Name(s) Physical Address	Surname	Initials	
Postal Address	If the same as above, please check this	box	Postal Code
Telephone (F	4)	(W)	Postal Code
Email  ID Number/ Passport number (if foreign national*)  Date of birth		Passport Expiry Date*	/ MM / Y Y Y Y
Country of Birth Country of Tax Residence		Country of Residence	,,
Tax Identification Number South African resident If you are an emigrant, pleas	Non resident se complete the following: Is the investment	nt being made from a blocked Rand account?	Yes N
Occupation Agriculture, Fishing, Forestry	Education or Medical	Manager	IT Technician or Artisan
Armed Forces	Executive	Minister or Senior Government	Self-employed
Clerical, Services & Sales	Government Employee	Professional	Unemployed
Other (Please Specify)			
Source of Income/Wealth (E	BCI reserves the right to request additiona	al supporting documents)	

#### TAX DETAILS

#### Are you a resident for TAX purposes anywhere other than South Africa?

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

Country of Tax Residence  Tax Identification Number*										
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

Yes

No

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/ Persons acting on behalf of investor				Date DD / MM / Y Y Y Y
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 DD / MM / YYYY Relationship

ID Number/ Passport number

(if foreign national)

Telephone Mobile (H)

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: R15 excluding VAT. (Applies to all accounts with balances of less than R100 000 at month end who do not transact online).

			Monthly	1 1	<sup>2</sup> Ongoing Annual Advisory Fee %  3 Reinvest Re-invest Pay			
Portfolio Name	Class	Lump Sum Investment (R)	Debit Order Investment (R)	<sup>1.</sup> Initial Advice Fee %	Annual	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.

- + 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 R15 (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.

	1 1		-	_	_				-
Signature of investor(s) or legal guardian/	Date	DE	/	M	M /	Y	Y	ΥY	
Person acting on behalf of investor									

<sup>&</sup>lt;sup>2</sup> 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%

<sup>&</sup>lt;sup>3.</sup> Income distributions of less than R300 will always be reinvested.

#### **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\*\*

\*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 AL	JTHORITY					
Debit orders will be collected on t	he 1st or the 15th	of each month.	Investor	Third Party (l	egal guardian/Pers	on acting on behalf)
Debit orders can only be drawn fro card, bond, or market-linked bank			_			
Account Holder						
dentification number (if third part	cy)					
Country of citizenship (if third part	ry)					
Name of Bank						
Branch Name				Bran	nch code	
Account Number						
Account Type Current		Savings		Transmission	1	
Debit Order Details						
Total to be collected R		commencing or	the 1st	or 15th	of DD/	M M / Y Y Y
Debit orders are applied on the 1st the next business day. The cut-off to selected day. Please note there is a	for all debit order r	otices to be proce	essed in a par			
Optional escalation rate per annu	<b>m</b> 5%	10%	15%	Other	%	
f no escalation rate is completed,	a 0% escalation wil	ll be applied.			_	
*If the bank account holder is a thi pank account holder is a legal enti resolution of signatories signed by	ty we require proof	f of bank details, c	opies of all th	ne signatories' Id	lentity Documents a	nd either a copy of the
Signature of bank account holde	er				Date D / N	/M / Y Y Y Y
SECTION 5: INCOME INSTR	UCTION					
Regular Withdrawal Payments						

Monthly Quarterly Biannually Annually **Payment Frequency** 

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)		P	erce	ntag	e
		or				%
		or				%
		or				%
TOTAL TO BE WITHDRAWN PER PERIOD			1	0	0	%

Ple	ase keep BCI informed of any changes in	your banking details by comp	leting the investor update	form.	
Acc	count Holder				
Bar	nk				
Bra	nch Name		Bra	anch code	
Acc	count Number				
Acc	count Type Current	Savings	Transmissio	on	
	payments are made electronically to the de to credit card or market-linked accour		_	gistered investor only. N	o payments will be
S	ECTION 7: FINANCIAL ADVISOR DI	TAILS			
FIN	IANCIAL ADVISOR				
Ful	I name and surname				
FSP	name (FSP)				
FSP	license number				
Fin	ancial advisor code				
Adv	visor email				
Fin	ancial advisor FAIS declaration				
<ol> <li>2.</li> </ol>	I have made the disclosures required in Services Act 37 of 2002 (FAIS) and subc I have explained all fees that relate to t my fees.	rdinate legislation thereto, to	the investor.		
Si	gnature of financial advisor			Date DD / MN	/ Y Y Y Y
INV	/ESTOR				
Dis	cretionary mandate declaration				
Wh disc	s section is <b>only applicable if the FSP abo</b> here the FSP has a Category II FAIS License cretionary mandate, a copy of the discret provided.	and the Client has mandate	d the FSP/Representative t	o act on his/her behalf i	n terms of a
I co	onfirm that I have entered into a mandate	with the above approved di	scretionary FSP.	Yes	No
_	gree and understand that, in terms of the tructions, including electronic transaction			directly, and I authorise Yes	BCI to accept all
	gnature of investor(s) or legal guardian/ erson acting on behalf of investor			Date DD / M	/ Y Y Y Y

SECTION 6: INVESTOR BANK ACCOUNT DETAILS (Account to be used for income and withdrawal payment instructions)

#### **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 are 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.

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). 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 DD / MM / YYYY

### **CONTACT DETAILS**

+ Physical Address

**Boutique Collective Investments** 

Catnia Building

Bella Rosa Village

Bella Rosa Street

Bellville 7530

+ Custodian / Trustee

The Standard Bank of South Africa Limited

Tel: +27 (0)21 441 4100

Contact us

Tel: +27 21 007 1500/1/2 | +27 21 914 1880 | (0)87 057 0571

Queries: clientservices@bcis.co.za | Forms: instructions@bci-transact.co.za

Visit our website: www.bcis.co.za

Should you have any complaints, please send an email to <a href="mailto:complaints@bcis.co.za">complaints@bcis.co.za</a>

ASISH

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 or alternatively send an email to us at 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
	BCI UNIT TRUST FUND RANGE										
Anchor BCI Africa Flexible Income Fund	ABAIA	А	To maximize income for investors by investing in mainly African interest bearing securities.	No	Moderate	Quarterly	SteFI Composite index + 2% p.a	15% of outperformance of benchmark over a rolling 1 year capped at 1% p.a.	3.45%	0.81%	10%
Anchor BCI Bond Fund	ABFA	А	To achieve a maximum total return by primarily investing in bonds.	No	Conservative/ Moderate	Quarterly	JSE/ASSA All Bond Index (ALBI)	None	3.45%	0.63%	0%
Anchor BCI Core Income Fund	ABCIIA	А	Aims to preserve capital whilst providing income returns.	No	Conservative	Quarterly	SteFI Composite Index	None	3.45%	0.63%	0%
Anchor BCI Diversified Growth Fund	ABDGA	А	Aims to provide investors with a high long-term total return.	Yes	Moderate/ Aggressive	Semi- Annually	ASISA SA Multi Asset High Equity Category Average	None	3.45%	1.44%	75%
Anchor BCI Diversified Moderate Fund	ABDAA	А	Aims to provide investors with a moderate long-term total return.	Yes	Moderate	Semi- Annually	ASISA SA Multi Asset Medium Equity Category Average	None	3.45%	1.32%	60%
Anchor BCI Diversified Stable Fund	ABDSA	А	To provide investors with a high level of income and capital stability.	Yes	Conservative/ Moderate	Quarterly	ASISA SA Multi Asset Low Equity Category Average	None	3.45%	1.15%	40%
Anchor BCI Equity Fund	AMEFA	А	Seeks to sustain high long-term capital growth.	No	Aggressive	Semi- Annually	FTSE JSE Capped SWIX All Share index (J433T)	None	3.45%	1.15%	100%
Anchor BCI Flexible Income Fund	ABFIA	А	To achieve a high level of sustainable income and stability of capital invested.	Yes	Conservative	Quarterly	SteFl Call deposit rate + 1% p.a.	None	3.45%	1.15%	10%
Anchor BCI Global Equity Feeder Fund	ABGEFF	А	To provide capital growth over the long term.	No	Aggressive	Semi- Annually	MSCI All Country World index	None	3.45%	0.29%	100%





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
				BCI U	NIT TRUST FUND RA	ANGE					.
Anchor BCI Global Technology Fund	ABGTA	А	To maximize the long-term return for the investors.	No	Aggressive	Semi- Annually	MSCI ACWI Information Technology Index (in ZAR)	None	3.45%	Total fund size <r175m: 0.33%, &gt;R175: 0.20%, &gt;R325m: 0.10% (step scale)</r175m: 	100%
Anchor BCI Managed Fund	ABMF	А	To offer investors a moderate to high long-term total return.	Yes	Moderate	Semi- Annually	ASISA SA Multi Asset High Equity Category Average	None	3.45%	1.44%	75%
Anchor BCI Property Fund	ABPFA	А	To deliver both a high income yield as well as capital growth over the medium to long-term.	No	Moderate/ Aggressive	Quarterly	FTSE JSE J253T	None	3.45%	1.44%	10%
Anchor BCI Worldwide Flexible Fund	AMWFA	А	To provide investors with a moderate to high long-term total return.	No	Moderate/ Aggressive	Semi- Annually	CPI + 4% p.a	None	3.45%	1.15%	100%
BCI Worldwide Flexible Style Fund	BCWFFC	С	To deliver a high medium to long term total return.	No	Moderate/ Aggressive	Semi- Annually	ASISA WW Multi Asset Flexible category average	None	0.00%	0.75%	10%
BIP BCI Moderate Worldwide Flexible Fund	BBMFFC	С	Aims to deliver a moderate to high long term total return.	No	Moderate/ Aggressive	Semi- Annually	FTSE JSE ALSI J203T	None	0.00%	1.15%	100%

#### **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).