



**Contact Details for Person at Entity**

Would you like to have on-line viewing access?                      Yes                      No

Title

Surname

First Name(s)

Identification Number

Telephone (W)

Mobile

Email

**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 rate for South African tax payers is 20% and unless we received information from you indicating other accounts held by South African trusts and partnerships will attract the default Dividend Withholding Tax rate.

**Legal Entity**

Please complete the following sections below in order for us to load the correct tax rate:

- + The investor is a South African registered legal entity and is exempt (Please complete the below section) .....
- + The investor is not registered in South Africa for tax purposes .....
- + Non-South African investors may qualify for a reduced tax rate. Please indicate which country you are registered in for tax purposes. ....
- + None of the Above (Default tax rate will apply) .....

**Reason for Exemption**

- + A company which is resident in South Africa .....
- + The Government, provincial government or municipality (of the Republic of South Africa) .....
- + A public benefit organisation (approved by SARS ito section 30(3) of the Act) .....
- + A trust contemplated in section 37A of the Act (mining rehabilitation trusts) .....
- + An institution, body, or board contemplated in section 10(1)(cA) of the Act .....
- + A fund contemplated in section 10(1)(d)(i) or (ii) of the Act (pension fund, pension preservation fund, provident fund, provident preservation fund, retirement annuity fund, beneficiary fund or benefit fund) .....
- + A person contemplated in section 10(1)(t) of the Act (Council for Scientific and Industrial Research, South African Inventions Development Corporation or the South African National Roads Agency Limited) .....
- + A shareholder in a registered micro business, as defined in the Sixth Schedule, paying that dividend, to the extent that the aggregate amount of dividends paid by that registered micro business to its shareholders during the year of assessment in which that dividend is paid does not exceed the amount of R200 000 .....
- + A person who is not a resident and the dividend is a dividend contemplated in paragraph (b) of the definition of "dividend" in section 64D (i.e. a dividend on a foreign company's shares listed in SA, such as dual-listed shares) .....
- + Other reason (Please provide details below):.....

**Declaration and Undertaking**

Declaration in terms of sections 64FA(1)(a)(i), 64G(2)(a)(aa) or 64H(2)(a)(aa)of the Act:

I \_\_\_\_\_ (full names in print), the undersigned hereby declare that dividends paid to the investor is exempt, or would have been exempt had it not been a distribution of an asset in specie, from the dividends tax in terms of the paragraph of section 64F of the Act indicated above.

Undertaking in terms of sections 64FA(1)(a)(ii), 64G(2)(a)(bb) or 64H(2)(a)(bb) of the Act:

I \_\_\_\_\_ (full names in print), the undersigned undertake to forthwith inform BCI in writing should the circumstances of the investor referred to in the declaration above change.

**ONLINE ACCESS**

If you require additional person/s (other than the contact person) to have online access, please complete the online registration form at www.bcis.co.za. This will enable you to view and access the below:

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

## 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).

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

<sup>1</sup> 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.

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

- + Please note: Clients should agree to all fees. If no fees are inserted above, 0% fees will be implemented. Please refer to Annexure D 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.

Authorised signatory/ies

Date  /  /

## SECTION 3: PAYMENT DETAILS

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

Capital/Savings      Business Income/Profit      Donation      Investment Proceeds      Sale of Property  
Other/Specify

Method of payment

Electronic / Internet transfer / Direct deposits\*

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

**\*If you prefer to do an electronic/internet transfer, banking details will be provided once your application form has been processed successfully. 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 collection is restricted to a maximum of R1 000 000 per investment. If your investment amount exceeds R1 000 000, you will need to transfer the amounts directly to our BCI operations account.

## SECTION 4: BANK DEBIT AUTHORITY

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

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  /

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

Optional escalation rate per annum

5.00%

10.00%

15.00%

Other

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

Authorised signatory/ies

Date  /  /

## SECTION 5: INCOME INSTRUCTION

### Regular Withdrawal Payments

Payment Frequency      Monthly      Quarterly      Biannually      Annually

Start date   /   /

Participatory interests will be redeemed at the price calculated according to the requirements of the Collective Investment Schemes Control Act No 45 of 2002, and in line with the terms and conditions of the relevant Deeds and will be paid to the unitholder within 2 business days. Inter-bank rules may apply.

### FROM FUND

Portfolio Name	Amount per regular withdrawal (R)	Percentage
		or <input type="text"/> <input type="text"/> <input type="text"/> %
		or <input type="text"/> <input type="text"/> <input type="text"/> %
		or <input type="text"/> <input type="text"/> <input type="text"/> %
TOTAL TO BE WITHDRAWN PER PERIOD		<b>1 0 0 %</b>

## SECTION 6: INVESTOR BANK ACCOUNT DETAILS (Account to be used for repurchase payments)

Please keep BCI informed of any changes in your banking details by completing the Investor Update Form.

Account holder

Bank

Branch name

Branch code

Account number

Account type

Current

Savings

Transmission

All payments are made electronically to the current, transmission or savings bank account of the registered investor only. No payments will be made to credit card or market-linked accounts. No Third Party bank accounts are permitted.

## SECTION 7: FINANCIAL ADVISOR DETAILS

Full name and surname

FSP name (FSP)

FSP licence number

Financial advisor code

Adviser email address

### Financial advisor FAIS declaration

- 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.
- I have explained all fees that relate to this investment to the investor.
- I understand and accept that the investor may write to BCI to cancel my fees.

Signature of financial advisor

Date

/   /

## INVESTOR

### Discretionary mandate declaration

This section is **only applicable if the FSP above holds a 'Category II' licence** with the FSCA and is therefore an approved discretionary FSP. Where the FSP has a Category II FAIS licence and the Client has mandated the FSP/Representative to act on his/her behalf in terms of a discretionary mandate a copy of the discretionary mandate must be provided. BCI will not act on instructions from the FSP/Representative if not provided.

I confirm that I have entered into a mandate with the above approved discretionary FSP.

Yes

No

I agree and understand that, in terms of the mandate, the FSP may give BCI investment instructions directly, and I authorise BCI to accept all instructions, including electronic transactions, submitted by the FSP on my behalf.

Yes

No

Authorised signatory/ies

Date

/   /

## SECTION 8: INVESTOR DECLARATION

- + I/We 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/We 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/We are responsible for the accuracy and completeness of all answers, statements or other information provided by me or on my behalf.
- + I/We have not received advice from BCI in respect of this application.
- + I/We 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/We confirm that BCI may accept instructions in the prescribed format by facsimile or via other electronic means.
- + I/We confirm that my appointed financial adviser will have access to my investment details.
- + I/We have read and understood the Fees and Fund Information attached.
- + I/We 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.) on the prescribed form.
- + I/We 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 nor for any instruction not received by BCI. I also acknowledge that BCI will not be held liable for delays or losses incurred due to delays caused by the financial advisor.
- + 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 No 45 of 2002 and agree to be bound by it. I/We are aware that I/we can request the Supplemental Trust Deed from BCI.
- + I/We hereby confirm that we have received a copy of and reviewed the portfolio's Minimum Disclosure Document, which contains all minimum disclosure information.
- + I/We confirm that I have accessed and calculated the Effective Annual Cost on [www.bcis.co.za](http://www.bcis.co.za)  
The Effective Annual Cost (EAC) is a measure which has been introduced to allow you to compare the charges you incur and their impact on investment returns when you invest in different Financial Products. It is expressed as an annualised percentage. The EAC is made up of four components, which are added together, as shown on the BCI website ([www.bcis.co.za](http://www.bcis.co.za)). The effect of some of the charges may vary, depending on your investment period. The EAC calculation assumes that an investor terminates his or her investment in the Financial Product at the end of the relevant periods shown in the table.

Authorised signatory/ies

Date   /   /

## TERMS AND CONDITIONS

Boutique Collective Investments (RF) (Pty) Ltd administers the BCI unit trusts. It is authorised to do so as a Manager, in terms of the Collective Investment Schemes Control Act. In this document it will be referred to as "BCI".

1. This application and the Deed will form the agreement between the investor and BCI. The agreement will be administered in terms of the Collective Investment Schemes Control Act, No 45 of 2002 ("The Act").
2. The investor applies to invest in the Collective Investments managed by BCI in accordance with the provisions of BCI at the ruling purchase price at the close of business on the date of receipt of the funds by BCI, or being placed in receipt of this application, whichever is the later, provided it is received by the daily cut-off time of 14h00 / Money Market Funds: 11h30 (South African time). If received after 14h00 / Money Market Funds: 11h30 (South African time) then the following business day's ruling prices shall be used to calculate the purchase value of the investment. Withdrawal, transfers may be delayed if assets have to be liquidated.
3. The risk profile of the investment has been explained to the investor in terms of the underlying assets (equities, bonds and cash). Collective Investments should be considered a medium to long-term investment. Collective Investments are sold at ruling prices. Forward pricing is used to determine the net asset value. Commission and incentives may be paid and are included in the overall costs. The value of the participatory interests may go down as well as up and past performance is not necessarily a guide to the future performance. BCI is a member of the Association for Savings & Investments SA ("ASISA"). BCI does not provide any guarantee in respect to the capital or return of any portfolio.
4. A fully completed application form and additional supporting documents as required by BCI must be received before 14h00 to be transacted at the NAV price for that day. Money Market Funds must be received before 11h30. BCI will not proceed with any transaction if there is any doubt as to the validity of any signatures or if BCI deem the instruction to be incomplete in any way. An instruction will be deemed to be complete on receipt of cleared identifiable funds in the bank account and all required documentation.
5. Participatory interests ("units") are priced using the forward pricing method, and prices are calculated on a Net Asset Value (NAV) basis. The NAV price is the price at which you can buy or sell units. NAV can be defined as the total market value of all assets in the fund, including any income accruals, less any permissible deductions in terms of the Act, divided by the number of units in issue.
6. The funds are priced daily at 15h00. Fund of Funds are priced at 08h00 (T+1). In the event that a withdrawal instructions on any specific day is more than 5% of the portfolio's net asset value, then we retain the right to delay the effective date of such instruction(s) by up to 20 business days in order to raise the required liquidity for these instructions.
7. The manager may borrow up to 10% of the value of the fund where insufficient liquidity exists in a fund, or where assets cannot be realised to repurchase or cancel participatory interests.
8. The Annual Management Charge accrues daily and is paid monthly in arrears on the first Business Day of each month.
9. BCI will not be liable for any loss incurred due to incorrect information being supplied by the investor or the financial advisor.

10. Without prejudice to any other rights which BCI may have in terms hereof or at law, the investor agrees that BCI shall be entitled to recover from the investor any amount of money paid to the investor which the investor is not entitled to for whatsoever reason, including interest thereon.
11. Should BCI be prevented from fulfilling any of its obligations in terms of this application as a result of an event not within the reasonable control of BCI, those obligations shall be deemed to have been suspended to the extent that and for as long as BCI is prevented from fulfilling those obligations.
12. In the event of participatory interests being redeemed, payment will only be made into the investor's bank account as set out in the banking details' section.
13. All fees and expenses applicable to the investment as explained to the investor shall be deducted from the investments.
14. All payments will be electronically transferred into the bank account of the investor only. In the case of third party (legal guardian/person acting on behalf) withdrawal requests, the investor indemnifies BCI against any loss, damage, cost or claim arising or connected with such payment.
15. BCI is committed to ensuring that the principles of Treating Clients Fairly is applied across all business activities. The fair treatment of clients and excellent provision of client service is essential to the success of BCI. Should you wish to lodge a complaint regarding the services being provided, please refer to our complaints procedure on [www.bcis.co.za](http://www.bcis.co.za) or alternatively send an email to us at [complaints@bcis.co.za](mailto:complaints@bcis.co.za).
16. Redemptions: BCI reserves the right to repurchase to the client's bank account unit balances with a market value less than R1 000 and close the investment account.
17. Unclaimed assets: As member of the Association for Savings and Investment SA ("ASISA"), BCI follow ASISA's Unclaimed Assets Standard. It is the investor's responsibility to inform BCI of any changes in personal information and to ensure BCI has their most up to date contact details in order to avoid an investment becoming an unclaimed asset. In the event that the client becomes unreachable or any payment due to the client is rejected (e.g returned income distributions payments, returned redemption payments) by the receiving bank, the client's investment will be regarded as an unclaimed asset. In the event of assets being unclaimed BCI will take necessary actions to trace customers by using any contact details which may be available on our internal database or external information providers, internet search engines and social media. In the event that the tracing proves to be unsuccessful, any reasonable direct administrative and tracing costs may be recovered from the investor. By attaching your signature to this application form, you consent to using your personal information to facilitate tracing where required. Unclaimed assets will continue to be invested in the portfolio until such time the assets are claimed or transferred to another portfolio with the Authority's or client's consent.

# ANNEXURE A

## BENEFICIAL OWNERS / RELATED PARTIES

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".

### REPRESENTATIVES ACTING ON BEHALF OF THE INSTITUTIONAL INVESTOR / LEGAL ENTITY

#### Important Information

The Financial Intelligence Centre Act no. 38 of 2001 (FICA) obliges BCI to verify the identity of its clients. Each of the following **natural persons** must complete this annexure A and provide a clear copy of ID:

- + If the legal entity is an **UNLISTED COMPANY**, complete the below for all directors and all authorised signatories.
- + Does any natural person hold more than 25% of the company shares? Yes No  
(Provide confirmation of shareholding)  
If yes, complete below for all persons holding more than 25% shareholding.
- + If the shareholder having more than 25% shareholding is a Trust or a Legal Person confirm if any natural person of that Trust or Legal Person holds more than 25% shareholding. Yes No  
If yes, complete below for all natural persons holding more than 25%  
(Provide confirmation of shareholding)
- + If the legal entity is a **LISTED COMPANY**, complete the below for all authorised signatories.
- + 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.
- + If the legal entity is a **PARTNERSHIP** or a **CLOSE CORPORATION**, complete the below for every partner, member and authorised signatories.
- + If the legal entity is **OTHER LEGAL ENTITY** (Clubs, churches, unions, etc), complete the below for every authorised signatories.
- + If any natural person is appointed as per discretionary mandate, complete the below for mandated person.
- + 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.

### NATURAL PERSON

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

Full Name(s) & Surname / and Physical Address	Date of Birth	Identification number / Passport number (if foreign national)	Income Tax Reference number	Nationality
1.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory	Beneficiary		Controlling Person
Founder	Mandate		Partner
Power of Attorney	Shareholder		Trustee
Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")? (Refer to definition of FPPO and DPIP in Annexure C)			Yes No
If yes, please specify			

2.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory	Beneficiary		Controlling Person
Founder	Mandate		Partner
Power of Attorney	Shareholder		Trustee
Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")? (Refer to definition of FPPO and DPIP in Annexure C)			Yes No
If yes, please specify			

3.				
Physical Address:				

Telephone (H)	Telephone (W)	Mobile	
Authorised Signatory	Beneficiary		Controlling Person
Founder	Mandate		Partner
Power of Attorney	Shareholder		Trustee
Are you a Foreign Prominent Public Official ("FPPO") or a Domestic Prominent Influential Person ("DPIP")? (Refer to definition of FPPO and DPIP in Annexure C)			Yes No
If yes, please specify			

**ANNEXURE B**  
**TAX RESIDENCY SELF CERTIFICATION**

Boutique Collective Investments (RF) (Pty) Ltd administers the BCI unit trusts. It is authorised to do so as a Manager, in terms of the Collective Investment Schemes Control Act. In this document it will be referred to as "BCI".

**IMPORTANT INFORMATION**

1. Please 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 initialed 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.

**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 and 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

### Declaration

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

### Authorised signatory

	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<table border="1" style="border-collapse: collapse; margin: auto;"><tr><td style="width: 20px; height: 20px; text-align: center;">D</td><td style="width: 20px; height: 20px; text-align: center;">D</td><td style="width: 10px; text-align: center;">/</td><td style="width: 20px; height: 20px; text-align: center;">M</td><td style="width: 20px; height: 20px; text-align: center;">M</td><td style="width: 10px; text-align: center;">/</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td><td style="width: 20px; height: 20px; text-align: center;">Y</td></tr></table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y			
<b>Full Name, surname and position</b>	<b>Signature</b>	<b>Date signed</b>										

### 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 organization 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

- 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.
- 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:

- 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;
- 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;
- The NFFE is organized in a U.S. Territory and all of the owners of the payee are bona fide residents of that U.S. Territory;
- 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 organization, a non-U.S. central bank of issue, or an Entity wholly owned by one or more of the foregoing;
- 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;

- f) The NFFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFFE;
- g) The NFFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- h) The NFFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
- i) The NFFE is an “excepted NFFE” as described in relevant U.S. Treasury Regulations; or
- s) The NFFE meets all of the following requirements: i. It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare; ii. It is exempt from income tax in its jurisdiction of residence; iii. It has no shareholders or members who have a proprietary or beneficial interest in its income or assets; iv. The applicable laws of the NFFE’s jurisdiction of residence or the NFFE’s formation documents do not permit any income or assets of the NFFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFFE’s charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFFE has purchased; and v. The applicable laws of the NFFE’s jurisdiction of residence or the NFFE’s formation documents require that, upon the NFFE’s liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFFE’s jurisdiction of residence or any political subdivision thereof. It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is est.

**<sup>10</sup>Passive Non-Financial Foreign Entity**

A “Passive NFFE” means any NFFE that is not (i) an Active NFFE, or (ii) a withholding foreign partnership or withholding foreign trust pursuant to relevant U.S. Treasury Regulations.

**Classifications under CRS Financial Institutions**

**<sup>11</sup>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>12</sup>Passive Non-Financial Entity (PNFE)**

A “Passive NFE” means any NFE that is not (i) an Active NFE, or (ii) an Investment Entity that is not a Participating Jurisdiction Financial Institution

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

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

- a) Less than 50 percent of the NFE’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 NFE 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 NFE is regularly traded on an established securities market or the NFE is a Related Entity of an Entity the stock of which is regularly traded on an established securities market;
- c) The NFE is a Governmental Entity, an International Organization, a Central Bank, or an Entity wholly owned by one or more of the foregoing;
- d) Substantially all of the activities of the NFE 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 NFE does not qualify for this status if the NFE 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;
- e) The NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE does not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE;
- f) The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
- g) The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
- h) The NFE meets all of the following requirements:
  - i. It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in its jurisdiction of residence and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare; ii. It is exempt from income tax in its jurisdiction of residence; iii. It has no shareholders or members who have a proprietary or beneficial interest in its income or assets; iv. The applicable laws of the NFE’s jurisdiction of residence or the NFE’s formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE’s charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFFE has purchased; and v. The applicable laws of the NFE’s jurisdiction of residence or the NFE’s formation documents require that, upon the NFE’s liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFE’s jurisdiction of residence or any political subdivision thereof.

**<sup>14</sup>Investment Entity**

The term “Investment Entity” means any Entity:

- a) that primarily conducts as a business one or more of the following activities or operations for or on behalf of a customer:
  - i. 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;
  - ii. individual and collective portfolio management; or
  - iii. otherwise investing, administering, or managing Financial Assets or money on behalf of other persons; or
- b) the gross income of which is primarily attributable to investing, reinvesting, or trading in Financial Assets, if the Entity is managed by another Entity that is a Depository Institution, a Custodial Institution, a Specified Insurance Company, or an Investment Entity.

**<sup>15</sup>Participating Jurisdiction**

The term “Participating Jurisdiction” means a jurisdiction which has an agreement in place pursuant to which it will provide the information in accordance with the OECD Common Reporting Standard.

**<sup>16</sup>Non-Reporting Financial Institution**

The term “Non-Reporting Financial Institution” means any Financial Institution that is:

- a) a Governmental Entity, International Organisation or Central Bank, other than with respect to a payment that is derived from an obligation held in;
- b) a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; a Pension Fund of a Governmental Entity, International;
- c) any other Entity that presents a low risk of being used to evade tax, has substantially similar characteristics to any of the Entities described in subparagraphs B(1)(a) and (b), and is defined in domestic law as a Non-Reporting Financial Institution, provided that the status of such Entity as a Non-Reporting Financial Institution does not frustrate the purposes of the Common Reporting Standard;
- d) an Exempt Collective Investment Vehicle; or
- e) a trust established under the laws of a Reportable Jurisdiction to the extent that the trustee of the trust is a Reporting Financial Institution and reports all information required to be reported pursuant to Section I with respect to all Reportable Accounts of the trust.

**<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**

### **FINANCIAL INTELLIGENCE CENTRE ACT NO 38 OF 2001 (FICA)**

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".

### **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.

#### **FICA DOCUMENTATION REQUIRED**

- + Advisors must attach the documentation set out in this Annexure to their completed application form. The following persons are exempted from providing this documentation:
  - If listed on a recognised securities exchange (e.g. JSE)
- + BCI however, reserves the right to request the supporting documentation for the above-mentioned exempted persons where it deems necessary. The accountable institution will only process investments once all the supporting documentation listed below has been supplied.

#### **1. NATURAL PERSONS**

##### **1.1. SA Citizen/Resident**

1.1.1. Copy of your green bar-coded Identity Document/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.

##### **1.3. 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).

#### **2. LEGAL PERSONS**

##### **2.1. SA Companies (Unlisted)**

2.1.1. Notice of Registered Office and Postal address (CM22 or CoR14.1).

2.1.2. Current list of Directors (CM29 or CoR39).

2.1.3. Proof of Business Physical Address of the Company not older than 3 months (e.g. utility bill/rates and taxes, copy of Telkom account, lease or rental agreement, copy of letterhead, copy of bank statement).

2.1.4. Proof of Authority to act on behalf of the company (e.g. Board resolution, court order).

2.1.5. Complete Annexure A and copy of green bar-coded Identity Document/Card (South African citizens) or passport (Foreign Nationals) of all authorised persons or person acting on behalf of legal entity.

2.1.6. Completed Annexure A for each majority shareholder, controlling person that are natural persons as described in Annexure A.

##### **2.2. SA Close Corporations**

2.2.1. Founding Statement and Certificate of Incorporation (CK1) and

2.2.2. Amended Founding Statement (CK2) (if applicable).

2.2.3. Proof of Authority to act on behalf of Closed Corporation (e.g. resolution).

2.2.4. Completed Annexure A for each member 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 Business Physical Address of the Company not older than 3 months (e.g. utility bill/rates and taxes, lease or rental agreement copy of letterhead, copy of bank statement).

2.3.4. Proof of Authority to act on behalf of the company (e.g. Board resolution).

2.3.5. Copy of passport of all authorised persons.

2.3.6. Completed Annexure A for each authorised person.

##### **2.4. Other Legal Persons (i.e. club, association, body corporate)**

2.4.1. Copy of Founding document.

2.4.2. Proof of Authority to act on behalf of Entity (e.g. resolution).

2.4.3. Copy of green bar-coded Identity Document/Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons.

2.4.4. Completed Annexure A for each authorised person.

##### **2.5. Partnership**

2.5.1. Copy of Partnership Agreement

- 2.5.2. Proof of Authority to act on behalf of Partnership (e.g. resolution).
- 2.5.3. Copy of green bar-coded Identity Document/Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons.
- 2.5.4. Completed Annexure A for each partner AND each authorised person.

### 3. TRUSTS

(Please complete Annexure A)

- 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.
- 3.2. Copy of the Trust Deed or a will in case of a Testamentary Trust.
- 3.3. Copy of green bar-coded Identity Document/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.

### 4. RETIREMENT FUNDS

(Please complete Annexure A)

- 4.1. Copy of FSCA document reflecting the funds registration number and fund name.
- 4.2. Proof of Authority to act on behalf of Retirement fund (e.g. resolution).
- 4.3. Copy of green bar-coded Identity Document/Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons.

### 5. MEDICAL SCHEMES

(Please complete Annexure A)

- 5.1. Registrar of Medical Schemes approval of registration certificate.
- 5.2. Proof of Authority to act on behalf of Medical Scheme (e.g. resolution).
- 5.3. Copy of green bar-coded Identity Document/Card (South African citizens) or Passport (Foreign Nationals), of all authorised persons.
- 5.4. Completed Annexure A for each authorised person.

### CONTACT DETAILS

#### + Physical Address

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

#### + Contact us

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Queries: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | Forms: [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)  
Visit our website: [www.bcis.co.za](http://www.bcis.co.za)

*Should you have any complaints, please send an email to [complaints@bcis.co.za](mailto:complaints@bcis.co.za)*

#### + Custodian / Trustee

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

**ASISV**

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

