

**CHANGE OF DEBIT ORDER  
INDIVIDUALS / ENTITY**

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

**IMPORTANT INFORMATION**

1. This form is to be used by existing investors only.
2. Please read the Terms and Conditions that apply to this investment. This is available from your financial adviser, the Client Service Centre or at [www.bcis.co.za](http://www.bcis.co.za).
3. Please email required documents to the Client Service Centre at [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za) or fax to (0)86 502 5319.
4. The cut-off for instructions is 14:00, Money Market cut-off is 11:30. If received after the cut-off the next business day pricing will apply.

**SECTION 1: INVESTOR DETAILS**

Account options	Create a new account	Addition to existing account
BCI Investor Number / Client Account Number		
Title		
Surname / Entity Name (e.g company or trust)		
Name of Investor / authorised contact person		
ID or passport number / Registration number		
Telephone (H)		(W)
Email		Mobile

**SECTION 2: CHANGE OF DEBIT ORDER INSTRUCTION**

Portfolio Name	Account Number	New Debit Order Amount (R)		Percentage	Cancel Debit Order	
			or	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
			or	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
			or	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
			or	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
			or	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL INVESTMENT AMOUNT				<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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

Bank

Branch name Branch code

Account number

Account type Current Savings Transmission

**Debit Order Details**

Total to be collected R  commencing of 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 28 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.

If the bank account holder is a third party individual, complete Third Party Authorisation form available on the BCI website [www.bcis.co.za](http://www.bcis.co.za).

Signature of bank account holder  Date  /  /  /  /  /

## SECTION 3: FINANCIAL ADVISER FEES

### NEGOTIABLE FINANCIAL ADVISOR FEES

#### Initial\*

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

#### Ongoing advisory fee\*\*

Negotiable to a maximum of 1% (excl VAT), or in the case of money market funds maximum 0.5% (excl VAT) p.a. Advisory fees are withdrawn by way of a unit reduction. This annual advice fee, if any, is in addition to the standard portfolio service charges. If it is agreed that no initial fee is payable, please insert 0%.

Please refer to the table below for maximum permissible combinations of initial and annual advisory fees.

Initial Advice Fee ex VAT*	Maximum ongoing advice fee ex VAT p.a.**
3%	0.50%
between 2% and 3%	0.60%
between 1% and 2%	0.80%
0% - 1%	1.00%

## SECTION 4: INVESTOR DECLARATION

- + I confirm that all information provided in this form and all other documents signed by me in connection with this withdrawal, whether in my handwriting or not, are true and correct.
- + I have read, understood and agree to the latest **Terms and Conditions** on the BCI website [www.bcis.co.za](http://www.bcis.co.za).
- + Where signed in the capacity as legal guardian of a minor, I explicitly consent to the use of the minor's personal details contained herein.

### PRIVACY STATEMENT

Boutique Collective Investments (RF)(Pty) Ltd ("BCI") takes your privacy and the protection of your personal information seriously, and we will only use your personal information in accordance with Applicable Laws and the BCI Privacy Policy. It is important to us that you understand how we obtain, process, store, and share your information. By submitting any personal information to BCI you provide consent to the processing and sharing where applicable of your personal information and/or that of your children or children that you have legal guardianship over (if applicable) as set out in the Privacy Policy. Please do not submit any personal information to BCI if you do not agree to any of the provisions of the Privacy Policy. If you do not consent to the provisions of the Privacy Policy, or parts thereof, BCI may not be able to provide its products and/or services to you. To access the BCI Privacy Policy please click on the [link](#) or on the BCI website [www.bcis.co.za](http://www.bcis.co.za).

Signature of investor(s) or legal guardian

Date

## 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 | +27 21 914 1880 | (0)87 057 0571 | f: (0)86 502 5319  
Submit a query: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | Submit forms: [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)

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

**ASISA**

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA

#### + Custodian / Trustee

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