

## SWITCH INSTRUCTION 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 / Passport/ Registration No.

Telephone numbers

Home

Work

Mobile

Email address

Physical address

Postal Code

## SECTION 2: SWITCH INSTRUCTION

If you would like to switch all units from one fund to another please indicate "100%" in the block provided.

Details of Funds to be switched From	Rand	or	Units	or	Percentage
		or		or	%
		or		or	%
		or		or	%
		or		or	%
		or		or	%
TOTAL					1 0 0 %

Details of Funds to be switched To (Fund + Class)	Rand	or	Units	or	Percentage
		or		or	%
		or		or	%
		or		or	%
		or		or	%
		or		or	%
TOTAL					1 0 0 %

## SECTION 3: DEBIT ORDER INSTRUCTION

How would you like your existing debit order to be treated after the switch:

Debit Order to remain unchanged

Cancel Debit Order Instruction

Switch existing monthly withdrawal to new fund. (Please complete the table below. This automatically cancels the existing debit order instruction. If you intend for any part of an existing debit order to remain the same, please reconfirm this below)

**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.

### SECTION 3: DEBIT ORDER INSTRUCTION

#### BANKING DETAILS

Account holder

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 MM / YYYY

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.

If the bank account holder is a third party individual, a copy of their South African bar-coded ID, utility bill and the proof of bank account is required. If the bank account holder is a third party legal entity we require proof of bank details, copies of all the signatories' identity documents and either a copy of the resolution of signatories signed by all signatories or a letter from the bank listing the authorised signatories on the account.

Signature of bank account holder

Date DD / MM / YYYY

### SECTION 4: INCOME INSTRUCTION

#### Distribution Payments

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

### SECTION 5: REGULAR WITHDRAWAL PAYMENTS

The cut-off for instructions is 14:00, Money Market cut-off is 11:30. If received after the cut-off the next business day pricing will apply.

Payment Frequency Monthly Quarterly Biannually Annually  
Redemption Date 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.

#### FROM FUND

Portfolio Name	Amount per regular withdrawal (R)	Percentage
		or %
		or %
		or %
TOTAL TO BE WITHDRAWN PER PERIOD		1 0 0 %

### SECTION 6: FINANCIAL ADVISER FEES

Should the existing fee structure apply to this lump sum transaction? Yes No

If No, please select the fees that will apply to this lump sum only.

#### 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 7: INVESTOR DECLARATION

- + I confirm that all information provided herein is true and correct and that I have read and understood the contents of this form.
- + I have read, understood and agree to the Terms and Conditions.
- + I confirm that I have accessed and calculated the Effective Annual Cost\*\* on [www.bcis.co.za](http://www.bcis.co.za)

Signature of investor(s) or legal guardian

Date

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/

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## CONTACT DETAILS

### + Physical Address

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

### + Contact us

Tel: +27 21 007 1500/1/2 | +27 21 914 1880 | (0)87 057 0571 | f: (0)86 502 5319  
Email: [clientservices@bcis.co.za](mailto:clientservices@bcis.co.za) | [compliance@bcis.co.za](mailto:compliance@bcis.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

**ASISA**

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA