

**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 fax required documents to the Client Service Centre at (011) 263 6152, or email [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za).

**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)

Fax Mobile

Email

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

Portfolio Name	Account Number	New Debit Order Amount (R)	or	Percentage	Cancel Debit Order
				%	Yes <input type="checkbox"/> No <input type="checkbox"/>
				%	Yes <input type="checkbox"/> No <input type="checkbox"/>
				%	Yes <input type="checkbox"/> No <input type="checkbox"/>
				%	Yes <input type="checkbox"/> No <input type="checkbox"/>
				%	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL INVESTMENT AMOUNT				<b>1 0 0</b> %	

**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 MM / YYYYY

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 / YYYYY

Initial \_\_\_\_\_

### SECTION 3: 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% (excluding VAT), or in the case of money market funds maximum 0.5% (excluding 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% (VAT excl), or in the case of money market funds maximum 0.5% (ex 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 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   /   /

### CONTACT DETAILS

#### + Physical Address

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

#### + Contact us

Tel: +27 (0)87 057 0571 | +27 (0)21 914 1880 | Fax: +27 (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)



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

Initial \_\_\_\_\_