



## CHANGE OF DEBIT ORDER INDIVIDUALS / ENTITY

Boutique Collective Investments (RF) (Pty) ("BCI") Ltd is part of the Apex Group Ltd. BCI is a registered Manager of the Boutique Collective Investments Scheme, approved in terms of the Collective Investments Schemes Control Act, No 45 of 2002.

### 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)

Mobile

Email

### SECTION 2: CHANGE OF DEBIT ORDER INSTRUCTION

Portfolio Name	Account Number	New Debit Order Amount (R)		Percentage	Cancel Debit Order	
			or		Yes	No
			or		Yes	No
			or		Yes	No
			or		Yes	No
			or		Yes	No
TOTAL INVESTMENT AMOUNT						

**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

/  / / / 

Name of signatory

## 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 application, 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 us with your consent to, alternatively acknowledge, the processing and sharing of your personal information and/or that personal information which you have provided that relates to other data subjects, as set out in the Privacy Policy. Please do not submit any personal information to BCI if you do not agree/ object to any of the provisions of the Privacy Policy. Should you object to 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

/

/

Name of signatory

## 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 | f: +27 (0)86 502 5319

Submit a query: [bcis\\_clientservices@fundrock.com](mailto:bcis_clientservices@fundrock.com) | Submit forms: [instructions@bci-transact.co.za](mailto:instructions@bci-transact.co.za)

*Should you have any complaints, please send an email to [bci\\_complaints@fundrock.com](mailto:bci_complaints@fundrock.com)*

### + Custodian / Trustee

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

ASISA

AN ORDINARY MEMBER OF THE ASSOCIATION FOR SAVINGS & INVESTMENT SA