INVESTOR DETAILS UPDATE FORM
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**
3. Please fax required documents in checklist below to our Client Service Centre - (011) 263 6152 | email: **instructions@bci-transact.co.za**
   - Proof of new address if address changed ☐
   - Proof of banking details if banking details changed ☐

SECTION 1: CURRENT INVESTOR DETAILS

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 numbers Home | Work

Mobile

Email address

Residential / Physical / Registered address

Postal Code

Postal address (if different from above)

Postal Code

SECTION 2: UPDATE INVESTOR DETAILS

Information completed below will be updated on our system if different from that which we have on record

Title

Surname / Entity (e.g company or trust) Name

Name of Investor / authorised contact person

Please confirm which contact details you would like us to update: ☐ Home ☐ Work ☐ Mobile ☐ Email

Telephone numbers Home | Work

Mobile

Email address

Please confirm which address you would like us to update: ☐ Residential ☐ Postal ☐ Both

Residential / Physical / Registered address

Postal Code

Postal address (if different from above)

Postal Code

SECTION 3: CORRESPONDENCE METHOD

We will send you, or the person acting on your behalf, the following types of correspondence:

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

Please select how you would like to receive these: ☐ Email ☐ Post

- Instruction Notifications ☐ Email ☐ SMS

SECTION 4: BANKING / PAYMENT DETAILS

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.

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

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.

Would you like this bank account change to apply to **all** your recurring debit orders: ☐ Yes ☐ No

If No, please indicate the unit portfolio/s to which the changes is to apply in the table below:

Unit Trust Portfolio	OR	Account number

Bank account details

Account Holder

Bank

Branch Name Branch code

Account Number

Account Type ☐ Current ☐ Savings ☐ Transmission

Date for change of bank details to become effective: D D / M M / Y Y Y Y

Please confirm debit order change: ☐ Increase ☐ Decrease ☐ Cancel

R

Effective date D D / M M / Y Y Y Y

Would you like this bank account change to apply to **all** your recurring withdrawal and income distribution payment instructions: Y N

If No, please indicate the unit portfolio/s and transaction type to which the changes is to apply in the table below:

Unit Trust Portfolio Name	Account Number	Recurring withdrawal ✓	Income distribution ✓
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N

Please indicate how we should administer the income distributed from your unit trust porfolio/s in future.

Unit Trust Portfolio Name		Payout ✓ or	Reinvest ✓
		☐ Payout	☐ Reinvest
		☐ Payout	☐ Reinvest
		☐ Payout	☐ Reinvest
		☐ Payout	☐ Reinvest

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.

Signature of investor(s) / legal guardian Date D D / M M / Y Y Y Y

CONTACT DETAILS

- **Physical Address**
  Boutique Collective Investments
  Catnia Building
  Bella Rosa Village
  Bella Rosa Street
  Bellville
  7530
- **Custodian / Trustee**
  The Standard Bank of South Africa Limited
  Tel: +27 (0)21 441 4100

Contact us
Tel: +27 (0)21 007 1500/1/2 | +27 (0)21 914 1880 | Fax: +27 (0)86 502 5319
Email: clientservices@bcis.co.za | compliance@bcis.co.za | Visit our website: **www.bcis.co.za**

Should you have any complaints, please send an email to ***complaints@bcis.co.za***