

**TRANSFER**  
**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: 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

**SECTION 2: INVESTMENT TRANSFER DETAILS**

Would you like **all** your units to be transferred:      Yes              No

If No, Please indicate how your unit trust portfolio/s should be transferred in the table below:

Unit Trust Portfolio	Account Number	Total amounts	or	Units	or	Percentage
			or		or	%
			or		or	%
			or		or	%
			or		or	%
			or		or	%
TOTAL						%

The transfer of participatory interests is automatically classified as a Capital Gains Tax event. If you are transferring ownership to your spouse, you may choose to have the event rolled over to the transferee. Please note that the spouse must be a resident in terms of South African Tax Law. If "yes" is selected, please supply a copy of your marriage certificate.

Roll over CGT event for this transfer:              Yes              No

Signature of transferor

Date

 /  / 

Name of signatory

**SECTION 3: INVESTOR DETAILS TRANSFERRING TO**

If transferee is not an existing unit trust account holder, please complete an application form and forward to us with all your FICA documentation.

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

Signature of transferee

Date  /  /

Name of signatory

## SECTION 5: BANKING DETAILS

### Distribution Payments

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

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  /

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.

## SECTION 6: 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.
- + Where this form is signed in a representative capacity I confirm that I have the necessary authority to do so.
- + I confirm that BCI may accept instructions from any authorised third-party who has been authorised by me in writing.
- + 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, 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  /  /

Name of signatory

## 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 | +27 (0)87 057 0571 | 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)*

### + 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