

## SUBSCRIPTION INSTRUCTIONS

**\*IMPORTANT\*** Subscriptions cannot be made in advance or post-dated since you must phone CIBC on the business day before the day on which you wish your bank account to be debited.

### CIBC Calling Instructions - For Subscription ONLY

Please complete the following steps:

**Step 1: Phone 1- 800- 267- 2422.** You will be connected to the automated Interactive Voice Response. Enter responses to the computerized questions by using your touch-tone phone

**Step 2: At the prompt:**

ENTER 1	FOR ENGLISH, OR
ENTER 2	FOR FRENCH, OR
ENTER 3	FOR OPERATOR SUPPORT (if you do not have a touch-tone telephone, please hold and your call will be routed to the first available representative)

**Step 3: At the prompt:** Enter the institution number "91520", followed by your 5-digit pass-code number. For example, if your code number is 12345 you would enter "9152012345"

**Step 4: At the prompt:**

ENTER 1	TO REPORT A SUBSCRIPTION, OR
ENTER 2	TO CANCEL A PREVIOUS SUBSCRIPTION REPORTED THAT SAME DAY

**Step 5: At the prompt:** Enter the amount of the subscription (to the penny, **no decimal point**) followed by the # sign. For example, if you wish to subscribe for \$1,987,654.33" you would enter it as 198765433#

**Step 6:** System will repeat the amount back to you for verification

**Step 7: At the prompt:**

ENTER 1	TO CONFIRM THE AMOUNT, OR
ENTER 2	TO TERMINATE - NO DETAILS WILL BE RECORDED, OR
ENTER 3	TO RE-ENTER THE AMOUNT

**Step 8: The system will provide a random 4-digit Verification Number.** Record this number on the subscription form under "CIBC Verification Number"

**Step 9: At the prompt:**

ENTER 1	TO ENTER ANOTHER SUBSCRIPTION, OR
ENTER 2	TO TERMINATE THE CALL

**Step 10:** Call procedures complete. Now email the completed subscription form to CIBC Mellon at [#\\_IFA\\_Unitholder\\_Recordkeeping@CIBCMellon.com](mailto:#_IFA_Unitholder_Recordkeeping@CIBCMellon.com) - subject line should read "**MFA Pooled Investments**".

**NOTE: To cancel a previously accepted subscription that same day (before 3:00 p.m. pacific time),** follow steps 1 through 3 and then enter a "2" in step 4, and follow the prompts. A new verification number with the letter "D" as the first character will be issued as acknowledgement of the cancellation.

**Subscriptions for Money Market Fund units will be accepted by CIBC Mellon until 3:00 P.M. Pacific Standard Time each business day.**

**Subscriptions for Bond Fund and Intermediate Fund units will be accepted by CIBC Mellon until 10:00 A.M. Pacific Standard Time each business day.**

***\*IMPORTANT\****

*Your bank account will be debited the next business day following completion of these steps.*

If you require further assistance please email [finance@mfa.bc.ca](mailto:finance@mfa.bc.ca) and the first available staff member will be able to assist you.