

TRANSFER INSTRUCTIONS

IMPORTANT Please note there are two types of transfers – transfers between investment funds, and transfers between investment accounts.

To transfer between investment funds: Indicate the same account number in the ‘FROM Account’ and ‘TO Account’ portion at the top of the transfer request form. Indicate the dollar amount in the ‘Amount to be Subscribed’ area, and complete the ‘FROM which Fund’ and ‘TO which Fund’ areas. Fax the completed transfer form to CIBC Mellon in Toronto at 416-643-3655, or e-mail it to CIBC Mellon at [#_ifa_unitholder_recordkeeping@cibcmellon.com](mailto:ifa_unitholder_recordkeeping@cibcmellon.com).

To transfer between investment accounts: Indicate the two account numbers being affected in the ‘FROM Account’ and ‘TO Account’ portion at the top of the transfer request form. Indicate the dollar amount in the ‘Amount to be Subscribed’ area, and complete the ‘FROM which Fund’ and ‘TO which Fund’ areas. Now email the completed transfer form to CIBC Mellon at [# IFA Unitholder Recordkeeping@CIBCMellon.com](mailto:IFA_Unitholder_Recordkeeping@CIBCMellon.com) and Mailbox.RKAccountAdmin@cibcmellon.com - subject line should read “**MFA Pooled Investments**”.

Requests for transfer of Money Market units between accounts should be received by CIBC Mellon before 3:00 PM PT each business day. Requests for transfer involving Bond Fund or Intermediate Fund units should be received by CIBC Mellon before 10:00 AM PT each business day. Requests received after these deadlines will be processed on the following business day.

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