



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 and Mailbox.RKAccountAdmin@cibcmellon.com - subject line should read "MFA Pooled Investments".

POOLED INVESTMENT FUNDS

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 and the first available staff member will be able to assist you.