



REDEMPTION INSTRUCTIONS

IMPORTANT *Redemptions can not be booked in advance or post-dated. You must email your redemption request to CIBC Mellon one business day (MONEY MARKET FUND), or four business days (INTERMEDIATE or BOND FUND) before the day on which you wish your bank account to be credited.*

To redeem units, or fractions of units, please complete the following steps:

Step 1: Complete the redemption part of the form for the **FUND from which you wish to redeem the units.**

Step 2: Email #_IFA_Unitholder_Recordkeeping@CIBCMellon.com and Mailbox.RKAccountAdmin@cibcmellon.com

- subject line should read **"MFA Pooled Investments"**.

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

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

Requests for redemption of Money Market Fund units will be redeemed and the proceeds credited to your bank account on the next business day.

Units in the Intermediate or Bond Fund will be redeemed and the proceeds credited to your bank account on a trade date plus three business day (T+3) basis, meaning that an additional three days of processing time is required to settle transactions in these funds. You will see the proceeds credited to your bank account on the fourth business day following acceptance of your trade by CIBC Mellon.

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