

## SCHEDULE C

### ISSUING INVESTMENT, WITHDRAWAL AND TRANSFER INSTRUCTIONS TO THE RECORDKEEPER

1. **Instructions.** An investor may issue investment, withdrawal and transfer instructions:
  - (a) by fax to the Recordkeeper between the hours of 8:00 a.m. (Toronto time) and 4:00 p.m. (Toronto time), or
  - (b) by such other means as the Agent may prescribe from time to time.
2. **Instructions to Recordkeeper.** All investment, withdrawal and transfer instructions issued by an Investor to the Recordkeeper under Section 1 (a) or (b) are irrevocable and the Investor shall be responsible for the accuracy of any instructions issued. All investment instructions issued to the Recordkeeper under Section 1(a) will be kept on file by the Recordkeeper.
3. **Execution by Recordkeeper.** Fax instructions issued to the Recordkeeper will be executed without prior confirmation by the Recordkeeper and the Investor accepts responsibility for all fax instructions which purport to have been given by the Investor whether or not such instructions were authorized. The Recordkeeper will not execute a transaction which does not include all the Investor Information (as defined below) and transaction information contained in Schedule 7.
4. **Instructions to Payment Servicer.** All fax instructions from Investors received by the Recordkeeper involving investments or withdrawals will be communicated by the Recordkeeper to the Payment Servicer for proper execution as may be required by the Payment Servicer in order to transfer the funds in accordance with the investment or withdrawal instructions of the Investors.
5. **Procedure for Issuing Instructions to Recordkeeper.** All fax instructions issued to the Recordkeeper, must include the following investor information:
  - (a) the name of the individual issuing the fax instructions as registered by the Investor and accepted by the Agent;
  - (b) the name of the Investor's organization as registered by the Investor and approved by the Agent; and
  - (c) the signature(s) of the authorized municipal officer(s) corresponding to the Investor's signature card as registered by the Investor.

**Failure by the representative of the Investor to provide via fax the Recordkeeper with the correct Investor Information will render any instructions given to the Recordkeeper by the representative of the Investor null and void.**

Investment instruction forms may be made available by the Agent on the Agent's website or by contacting the Agent.

6. **Transaction Information.** Where the Investor Information provided by the representative of the Investor to the Recordkeeper has been verified by the Recordkeeper as being correct, the Recordkeeper will identify from the fax, the type of transaction (i.e. "an investment" or "a withdrawal" or "a transfer to another Fund"). If the fax instructions are for:
  - (a) an investment, the Recordkeeper will require the following information to be provided:

- (i) the dollar amount of the investment;
  - (ii) the investment account name into which the investment will be made; and
  - (iii) banking information.
- (b) a withdrawal, the Recordkeeper will require the following information to be provided:
- (i) the dollar amount of the withdrawal or “ALL” if the instruction pertains to all monies belonging to the Investor in the Investment Program including any accrued earnings; and
  - (ii) the Investment Mandate from which the withdrawal is to be made.
- (c) a transfer to another Investment Mandate by the same Investor, the Recordkeeper will require the following information to be provided:
- (i) the dollar amount of the transfer or “ALL” if the instruction pertains to all monies belonging to the Investor in the Investment Program including any accrued earnings;
  - (ii) the Investment Mandate from which the transfer is to be made; and
  - (iii) the Investment Mandate to which the transfer will be made.
7. **Deemed Receipt by Recordkeeper.** Instructions issued by an Investor to the Recordkeeper shall be deemed to have been received by the Recordkeeper as soon as the Investor issuing the instructions has provided the Recordkeeper with all of the information set out in Section 6 above and they are brought to the attention of the officers of the Recordkeeper to whom they are addressed.

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