



# Redemption Instruction

Please email this form to CIBC Mellon at [RKAccountAdmin@cibcmellon.com](mailto:RKAccountAdmin@cibcmellon.com)

## Member Information

Date: \_\_\_\_\_

Municipality/Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Note: Minimum redemption is \$5,000 or the balance of the portfolio if the balance is less than \$5,000

## Account Information

Please select the fund to redeem from (your bank account will be credited the following business day):

Portfolio Type: (1) Money Market  (2) Bond Portfolio  (3) UCB Portfolio  (4) Equity Portfolio

ONE Investment Account Number: \_\_\_\_\_

Amount to be redeemed: \_\_\_\_\_

Please note: Funds will be transferred to the financial institution currently on file with ONE.

## Signed (Reminder: Authority to sign must match signature card on file with ONE and CIBC Mellon)

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**For this transaction to be accepted with trade date today, the fax must be received at CIBC Mellon before 4:00 p.m. EST. Instructions received after 4:00 p.m., will be processed on the next business day and reflect that trade date.**

CIBC Mellon Global Security Services Company, 320 Bay Street, PO Box 1, Ontario M5H 4A6  
Phone: (416) 643-5000

Contact Us:  
200 University Avenue, Suite 801  
Toronto, Ontario M5H 3C6  
Phone: (416) 971-9856 Tollfree: (877) 426-6527

Forms can be found on the ONE Investment Website [www.oneinvestmentprogram.ca](http://www.oneinvestmentprogram.ca)