

# **Charitable Donation of Securities in Kind**



Client Transfer Services, 77 Bloor Street West, 6th Floor, Toronto, Ontario M4Y 1T2

Please complete this form for use as Authorization to facilitate a timely transfer. Transfer requests that do not contain the information requested herein may result in delayed deliveries. Please ensure a copy of any necessary supporting documentation is attached to your transfer request such as a Corporate Resolution with sample signatures for a corporate account, Powers of Attorney where the signing authority for an account differs from the client of record, etc.

Please transfer the following position:		
Description (1):		
Quantity:	CUSIP/ISIN:	
Description (2):		
Quantity:	CUSIP/ISIN:	
<b>Delivering Institution Information</b>		
Delivering Institution Name:		
Account Name:		
Account #:	Delivering Institution CUID or DTC:	
Contact Name:	Signature	Phone Number
Account Number: 1HAKJJA	Canada Revenue Agency (CRA) Of British Columbia Charity Registration Number:  13  — Receiving Institutions CUID or DTC:  Signature  DELIVERING INSTIT	DTC#5036
CUID — DTC — EUROCLEAR # —		
CONTACT NAME —		
CONTACT TELEPHONE —	CONTACT —	TELEPHONE—
Additional Information: Please include a  Contributing Client Authorization:	ny additional Contact Information (if applicable).	
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Client Signature:	Date:	

# **RUSH - For Internal Use Only**

Please fax a completed copy of this form to the Client Transfer Services department. The fax number can be found within the Charitable Donation procedures section of the Client Transfer Resource Centre.

TD Waterhouse Canada Inc.  Client Documentation Department  3500 Steeles Avenue East Tower 2, 2nd Floor Markham, ON L3R 0X1  TD Waterhouse Private Investment Counsel Inc.  3500 Steeles Avenue East Tower 2, 2nd Floor Markham, ON L3R 0X1  The Canada Trust Private Trust Client Documenta Client Documenta Tower 2, 2nd Floor Steeles Avenue East Tower 2, 2nd Floor Markham, ON L3R 0X1  Tower 2, 2nd Floor Markham, ON L3R 0X1	tation Department 3500 East oor
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### **Securities Transfer Client Disclosure**

In our business we are dedicated to continually improving Client Service. This Client Disclosure and informational document was developed to help you understand the account transfer process. It is important to read this document carefully before signing the section called CONTRIBUTING CLIENT AUTHORIZATION on this transfer form. Should you have any questions after reading this document, please be sure to address your inquiries with your Receiving Institution's Investment Representative.

## How long will my transfer take?

The time required to transfer your security(ies) will for the most part depend on the type of investment products you currently hold. Please note that all your assets may not all be transferred at exactly the same time.

#### Non-registered Accounts:

Under current IDA regulations, this type of transfer may take approximately 10 business days from the time of receipt by the Delivering Institution, if it is being delivered via the Automated Transfer Online Notification System (ATON). If the transfer is not being delivered via ATON, the length of time to complete the transfer could exceed 10 business days.

### Types of Investment Products

#### **Mutual Funds:**

Currently, mutual fund products take longer to fully transfer, and may result in a possible delay into the charitable organization's account, due to the requirement of reregistering the mutual fund at the Fund Company. On average mutual funds require 5 - 10 business days to transfer from the time the mutual fund power of attorney is received by the Receiving Institution.

# **Guaranteed Investment Certificates & Term Deposits:**

Generally, a Guaranteed Investment Certificate (GIC) is not transferable IN-KIND (as is) prior to the maturity date. Most GIC's must be transferred IN-CASH upon their maturity. Please check the terms and conditions with the Institution which currently holds your investment. If your GIC matures in more than 6 months' time, please submit your transfer request one month prior to maturity.

## **Other Investment Products:**

There are many other investment products which may be non-transferable, non-redeemable or subject to other delays. Some of these products include Mortgages, Foreign Securities, and Non-transferable Bonds (minimum denomination requirements).

#### Rejected Transfers:

A transfer request may be rejected by the Delivering Institution for a number of reasons, such as, insufficient funds to cover fees, account not in good standing, i.e. undermargin, short position(s), etc. If for any reason your transfer has been rejected by the Delivering Institution, they may return the transfer request to the Receiving Institution unprocessed. When the reason for the rejection has been rectified, the transfer process may begin again and the Delivering Institution may then have approximately 10 business days, from the date of receipt of the transfer documents to process the transfer.

# How much will it cost to transfer my security(ies)?

## Transfer Fees:

Most institutions charge a transfer out fee at which the cost varies. It is important to ensure that you have sufficient funds available in your account at the delivering institution to cover your transfer and administration fees, as the delivering institution may reject the transfer unprocessed, thus creating a lengthy delay.