

## DONATION OF PUBLICLY LISTED SECURITIES

Thank you for your interest in donating a gift of publicly listed securities (such as stocks, bonds, or mutual funds) to the Victoria Foundation.

**Please note the Victoria Foundation cannot initiate a transfer of securities – the request must be made through your investment advisor. Additionally, the securities cannot be accepted by CIBC Wood Gundy without receipt of the donor’s directions on the following two pages.**

To complete the transfer, please follow these instructions:

1. Complete and deliver pages 2 and 3 of this document (Donor Direction) to your investment broker.
2. Your investment advisor then sends the completed form to **both** CIBC Wood Gundy and Victoria Foundation.
3. Once the securities have been transferred to the Foundation’s brokerage account, CIBC Wood Gundy advises Victoria Foundation in writing of the receipt of the securities and the closing market value on the day the securities were received into our account.
4. Victoria Foundation then issues an official tax receipt to you for the value as determined by CIBC Wood Gundy. It is the Foundation’s policy that securities, once received by the Foundation, are sold and allocated pursuant to the donor direction on page 3.

### REQUIREMENTS CHECKLIST:

**Section A** of the Donor Direction form (page 2) – Brokerage information completed in full by the donor and/or investment advisor.

**Section B** (page 3) - one checkbox selected to direct whether the gift is to capital, pass-through, or a combination of both.

**Section C** – if the gift is directed to a specific fund, fund name is included.

**Section D** – if a pass-through gift, Charitable Organization(s) who will receive the gift and value(s) (\$ or %) are listed or will be provided at a later date.

**Section E** – form signed by the donor.

A copy of both pages of the Donor Direction form sent to Victoria Foundation’s broker Ryan Joyce at CIBC Wood Gundy. See page 3 for contact details.

A copy of both pages of the Donor Direction form sent to Natasha Benn at Victoria Foundation. See page 3 for contact details.

**DONOR DIRECTION FOR DONATING PUBLICLY LISTED SECURITIES TO VICTORIA FOUNDATION** (Charity Business Number 13065 0898 RR0001)

**SECTION A – BROKERAGE INFORMATION**

**DATE:** \_\_\_\_\_

**TO:** Delivery Firm (Investment Advisor) \_\_\_\_\_

Branch \_\_\_\_\_

Address \_\_\_\_\_

Name of Broker \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**FROM:** Name of Donor \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE TRANSFER THE FOLLOWING SECURITIES IN KIND TO THE BROKERAGE ACCOUNT OF THE VICTORIA FOUNDATION:**

\_\_\_\_\_ shares of \_\_\_\_\_  
(Number or dollar amount of shares) (Name of security)

\_\_\_\_\_ shares of \_\_\_\_\_  
(Number or dollar amount of shares) (Name of security)

**SECURITIES FOR THE BENEFIT OF THE VICTORIA FOUNDATION MAY BE RECEIVED INTO THE FOLLOWING ACCOUNTS:**

ACCOUNT NAME: VICTORIA FOUNDATION  
ACCOUNT #: 821-05368-12

CIBC TRANSFER DEPARTMENT  
Brookfield Place PO Box 500  
161 Bay St, 4<sup>th</sup> Floor  
Toronto, ON M5J 2S8  
Contact: Ryan Joyce  
P: 250.361.2241  
E: ryan.joyce@cibc.com

US SECURITIES  
DTC: 5030  
ABA: 021000018  
Dealer: 9280

EURO SECURITIES  
Euroclear: 10034  
BK OF NYC/WGI  
ABA: 021000018  
Dealer: 9280

CANADIAN SECURITIES AND MUTUAL FUNDS  
CUID: WGDB  
Dealer: 9280

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**SECTION B – GIFT ALLOCATION:**

How would you like your gift allocated? Please choose one of the following:

I wish for the full value of my gift to be added to the capital of the fund. A capital gift will be invested to generate ongoing distributions for granting. (Complete Section C)

I wish for the full value of my gift to be for pass-through granting purposes. A pass-through gift will not be invested and will be available for immediate granting. (Complete Section D)

I wish for \$ \_\_\_\_\_ of my gift to be added to the capital of the fund, with the remainder for pass-through granting purposes. (Complete Sections C and D)

*Please note: all grants from pass-through gifts may be subject to a 1% fee and must be approved by the Foundation’s Board of Directors. Grants may take up to 30 days to reach the charitable organization(s).*

**SECTION C – FOR CAPITAL GIFTS, NAME OF THE FUND:**

\_\_\_\_\_ Fund

**SECTION D – FOR PASS-THROUGH GIFTS:**

If you’re a fund holder making a pass-through gift, include the fund name:

\_\_\_\_\_ Fund

*I will provide my grant recommendations later*

*Grant as listed below or attached*

**Charitable Organization(s):**

*Be sure to include a +/- on one of your recommendations to account for the fluctuation in sale value. Please also include a purpose if other than ‘area of greatest need’.*

\_\_\_\_\_ \$ or % \_\_\_\_\_

\_\_\_\_\_ \$ or % \_\_\_\_\_

\_\_\_\_\_ \$ or % \_\_\_\_\_

**SECTION E – DONOR SIGNATURE**

I confirm my request to release the above securities to the Victoria Foundation as a donation in-kind. I understand and have completed the instructions on page 1.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

I wish to remain ANONYMOUS to the recipient(s).

**PLEASE FAX OR EMAIL A COPY OF PAGES 2 AND 3 TO:**

VICTORIA FOUNDATION  
 Natasha Benn, Director of Philanthropic Services  
 E: nbenn@victoriafoundation.bc.ca  
 P: 250.381.5532 F: 250.480.1129

CIBC WOOD GUNDY (BROKER)  
 Ryan Joyce, Investment Advisor  
 E: ryan.joyce@cibc.com  
 P: 250.361.2241 F: 250.385.5669