

LETTER OF INSTRUCTION – GIFT OF LISTED SECURITIES

To initiate a transfer of securities, please complete this form with your broker and have your broker initiate the action by e-mailing a copy to and transferring the shares to the Archdiocese of Ottawa-Cornwall's brokerage account:

Mrs. France Hotte, Archdiocese of Ottawa-Cornwall
1209 Michael Street N, Suite 200, Ottawa, ON, K1J 7T2
Tel: 613-738-5025, ext. 314
E-mail: france.hotte@ottawacornwall.ca

DONOR'S INFORMATION

Name: _____ Phone Number: _____
Address: _____
(Street Number, Street Name, and Apt.) (City) (Province) (Postal Code)
E-mail address: _____

DONOR'S BROKER INFORMATION

Firm: _____ Client account number: _____
Contact person: _____
Fax Number: _____ Phone Number: _____
Address: _____
(Street Number, Street Name, and Apt.) (City) (Province) (Postal Code)

DONATED SECURITIES

Name of Securities: _____ CUSIP Number: _____
Number of shares: _____ Approximate value of donation: _____

Allocation of donation

Archdiocese of Ottawa most urgent needs _____ %
Parish Name: _____ %

Additional instructions: _____

I hereby authorize my broker to transfer the securities identified above to the Archdiocese of Ottawa (civilly incorporated under The Roman Catholic Episcopal Corporation of Ottawa) account # 66WX0WA (for Canadian shares) or #66WX0WB (for US shares) with National Bank Direct Brokerage Inc; CUID number NBCS, Broker/Dealer Number 9752, Tel: 1-800-363-3511. Note the 0 is a zero not a letter.

I understand that I will receive an income tax receipt based on the closing price on the day the securities are transferred to the Archdiocese of Ottawa brokerage account. (Charity number: 12896 7353 RR 0001).

An administrative fee of 3% of the total value of the shares sold will be deducted from the total donated as instructed above.

Donor Signature: _____ Date: _____