

Date

Client Broker/Custodian

Dear ,

Re: Transfer of Securities from *Donor* to The Perley and Rideau Veterans' Health Centre Foundation

Further to *Donor's* instructions given to you directing the transfer of ownership of certain securities, the following technical information regarding such transfer will be of assistance to you.

The easiest and most expedient way to transfer stock, is via a book based transfer (BBS). The donor, therefore, should NOT get the share certificates re-registered for gifting purposes, i.e. the shares should be retained in book base form with their financial institution.

Once it has been determined which stock is to be transferred, including the number of shares, the name of the corporation(s), and the proposed date of transfer, the donor's broker should immediately notify the following:

- Chris Stuart, c/o Doherty & Assoc. Ltd – chris.stuart@doherty.ca
- Irene Buenaobra, c/o NBCN – irene.buenaobra@nbc.ca

Canadian securities should be delivered to CDS FINs T080 (CUID: NBCS) client account number 6C77WWA at National Bank Correspondent Network (NBCN), 130 King Street West, 30th Floor, Toronto, Ontario, M5X 1J9

US Securities should be delivered to DTC #5008, client account number 6C77WWB.

Dealer code for transfer of mutual funds is 9822.

The price used for the gift will be the gross amount of the value of the stock based upon the value of the shares as at the close of business on the day of the transfer.

In the event that you require further information, please contact:

- Daniel Clapin at The Perley and Rideau Veterans' Health Centre Foundation  
– (613) 526-7194
- Chris Stuart at Doherty & Assoc. – (613) 238-6727
- Irene Buenaobra at NBCN – (416) 507-9514

We look forward to hearing from you shortly in order to effect this transfer.

Yours truly,