Big Brothers Big Sisters OF OTTAWA

HOW TO DONATE SHARES

TO BIG BROTHERS BIG SISTERS OF OTTAWA

PLEASE FOLLOW THESE STEPS:

1. Please complete the required information on the following page, entitled "Transfer of Shares to BBBSO," then sign and date the form at the bottom.

2. Send a copy to your broker where the shares are held with instructions to execute the share transfer. Please note that in order to benefit from the elimination of tax on capital gains on donated shares, the shares must be transferred "in-kind" and not cashed.

3. Please return a copy of the signed "Transfer of Shares to BBBSO" form to Susan Ingram, Executive at e-mail to susani@bbbso.ca or Shannon Healey, Senior Finance Coordinator at finance.ottawa@bigbrothersbigsisters.ca.

We will inform BBBSO's broker of the transfer. Once the securities are received in our account, BBBSO will issue a charitable tax receipt based on the value of the shares the day they were received.

Please contact Susan Ingram, Executive Director at 613-247-4776 x 316 or susaningram@bbbso.ca or Shannon Healey, Senior Finance Coordinator at 613-247-4776 ext 307 or finance.ottawa@bigbrothersbigsisters.ca should you have any questions or require further information.



Big Brothers Big Sisters
OF OTTAWA

TRANSFER SHARES FORM

CONTACT DETAILS:

Date :

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Donor's Broker:

Broker's Address:

Donor's Full Name:

Donor's Address:

Donor's Email:

Donor's Phone:

INSTRUCTIONS FOR TRANSFER:

PLEASE TRANSFER _____ NUMBER OF SHARES OF _____

CURRENTLY VALUED AT THE SUM OF $ _____ PER UNIT* FROM MY ACCOUNT TO BBBSO.

*THE FINAL VALUE OF THE TRANSACTION WILL BE ESTABLISHED AT THE TIME OF THE TRANSFER.

DEBIT:

Donor's Account Name:

Donor's Account #:

CREDIT:

Broker's Name: RBC Direct Investing
Dealer # 9190
FIN # T002
CUID # DOMA
DTC # 5002
Account # 687-59211-13

Date :

D D M M Y Y Y Y

Donor's Signature

THANK YOU FOR YOUR SUPPORT