



COMMUNITY FOUNDATION
OF NOVA SCOTIA

GIFTS OF SECURITIES

Share transfer and Receipting process

Charitable Registration Number: 87038 9368 RR0001

Share Transfer Process:

1. Direction to gift shares to the Community Foundation of Nova Scotia is completed by the Donor and the Donor's broker and forwarded to the Foundation's broker at RBC Dominion Securities - Michael Hamlyn - who in turn, notifies the Foundation of the pending gift.
2. Shares arrive at RBC Dominion Securities and the process to deposit shares into the Foundation's account begins.
 - a. If shares arrive electronically, the process of changing ownership can take a few days.
 - b. If shares are in paper certificate form, the paper certificates need to be signature-guaranteed by the Donor. The ownership change has to be done by the company's Transfer Agent and the time frame is up to them (can be weeks).
3. Shares are deposited into the Foundation's account after name change.
4. Shares are liquidated immediately as directed by the Foundation's Executive Director acting for the Foundation's Board.

Receipt Process:

The value of the donation receipt will be established as **the closing price on the date the Foundation receives the shares – i.e., as in Step 3 above, when the shares are deposited into the account after the name change.**

Please note: It is possible that the value of the shares at the moment the Donor directs his/her broker to transfer the shares to the Foundation will vary from the value of the shares at the moment the transfer to Foundation ownership actually takes place.

Example: A Donor authorizes his/her broker to transfer 100 RBC shares on Monday when they are trading at \$50/share (total value on Monday is \$5,000). When the share transfer is completed on Wednesday, the RBC shares are trading at \$45/share. The donor will be issued a charitable tax receipt of \$4,500. Similarly, if the RBC shares are trading at \$55/share on Wednesday, the donor will be issued a charitable tax receipt of \$5,500.

A note about Fees:

The Foundation's administrative fees (which include our brokerage fees) are deducted after the charitable tax receipt is issued. Accordingly, the Donor receipt is for the full value of the gift. The net amount (the receipted amount less the administrative fee) is then transferred to the desired Fund(s) within the Community Foundation of Nova Scotia or flowed-through to the charity(ies) identified by the Donor.



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Please note: When the securities are held in a brokerage account, there is no need to transfer the actual certificates. The Donor instructs the broker to transfer the securities from the Donor's account into the Community Foundation of Nova Scotia's account. A receipt will be issued for the value of the securities at the close of business on the day the securities are received in the Foundation's account.

Please complete and forward this form to our broker:

Community Foundation of Nova Scotia Account Number: 270-29514-15

Contact: Michael Hamlyn

Direct: (902) 424-1041

Cell: (902) 209-2999

Email: michael.hamlyn@rbc.com

Fax: 902-425-0608 or 1-800-565-3299

FIN: T002

DTC: 5002

CUID: DOMA

Mailing/Courier Address:

RBC Dominion Securities Inc.

1959 Upper Water St., Suite 1400, Purdy's Wharf Tower 1

Halifax, NS B3J 3N2

Assistant: Sarah Wier

Direct: (902) 424-1023

E-mail: sarah.wier@rbc.com

Donor's name and full address for receipting purposes:

would like to transfer a gift of securities to The Community Foundation of Nova Scotia's

(Donor's choice of fund held at The Community Foundation of Nova Scotia, new fund to be established, or general fund for later flow-through to another registered charity or qualified donee per the Donor's Direction)

Transfer Details:

Broker's Name: _____

Brokerage Firm: _____

Telephone Number: _____

Email: _____

Account Information: _____

Transfer Details: _____

(Name, number and approximate dollar value)

Upon receiving the transfer, RBC-DS will contact The Community Foundation of Nova Scotia and advise them of the details and value of transfer, and send them a copy of this document. The Community Foundation of Nova Scotia will then contact the donor to confirm that the gift was received and issue the charitable tax receipt.

Privacy and confidentiality are important to us. If you would like your gift to remain anonymous, please check this box:

Signature of Donor

Date

Donor's Telephone Number

Email address

For more information, please contact:

Allison Kouzovnikov, Executive Director

Community Foundation of Nova Scotia

1888 Brunswick Street, Suite 806

Halifax, NS B3J 3J8

Tel. 1-877-999-5907 or 902-490-5907

Cell: 902-225-1486

Fax: 902-490-5917

Email: ak@cfns.ca

Web: www.cfns.ca

AMERICAN DONORS PLEASE TAKE NOTE: We are able to provide tax receipts applicable against your US income. If you want to take advantage of this option, please **DO NOT** complete this form. Contact us to find out which process is best for you.