

## TRANSFER FORM

### What is the Gift of Shares Form

The Gift of Shares Form details all our account information so that your broker can initiate the transfer, as we can't initiate it for you or your broker. You must absolutely contact your broker or administer it yourself.

It is very important to send us back this form so we can review it before your broker or yourself, initiate the transfer. We can guide you and make sure you have all the required information on the form. Not having all the necessary information can delay the transfer and delay the issue of your tax receipt.

Also, it is important to note that if you do not send us this form duly filled and revised by us, we won't be able to identify your shares upon receiving them. Again, this could delay the entire process in a significant way. Completing this form and having us revise it before it's sent, allows us to attribute the gift of shares efficiently and quickly it's a smooth process. Please note that a gift of mutual funds can take up to a month to process.

### How to use the form:

**PART 1 DONOR'S INFORMATION:** We need all your personal information: name, address, phone number, email address. We also need to know what cause you wish to attribute your gift towards, the cause/project that you hold dear to your heart and initiated this generous gift of shares. When all this is done, you will need to sign it manually or electronically date it and return it to us for revision.

**PART 2 INFORMATION ON THE TRANSFERRED SECURITIES:** This is the most important part, and it is very important to be filled out in its entirety. Our securities service company, CIBC Mellon, needs to have the number of shares, the full name of each share as it is written in the trade world, the securities number and the (ISIN code/security #) that is a 12-digit alphanumeric code that uniquely identifies a specific security. Finally, we will need your account number.

**PART 3 DONORS' BROKER INFORMATION:** Another very important part of this form. We will need your broker's name and his or her agent number, the financial institution's name, the institution account number, the broker's address, his/her phone #, and his/her e-mail. **FOR CANADIAN SHARES:** we will need the institution account # and the CUID which is the customer unit identifier that the ATON system uses for communications between CDS. This is used to clear and settle the shares. **FOR USA SHARES:** we will need the institution account #, the CUID and the DTC that provides safekeeping through electronic record-keeping of securities balances, is usually composed of 4 numbers. Make sure that it is filled out in its entirety.

For Mission inclusion to issue a tax receipt for this donation, a copy duly filled must be sent by mail or email to:

Mission inclusion  
C/O : Sophie Blouin  
Phone : 514-495-2409 ext : 135  
Email : [sophie.blouin@missioninclusion.ca](mailto:sophie.blouin@missioninclusion.ca)



## Gift of Shares Form

### 1 – Donor's Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / Province / Postal code: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

I authorize my broker to transfer the mentioned securities to the Jules and Paul-Émile Léger Foundation (Mission inclusion).

Attribute my gift to (cause/project): \_\_\_\_\_

Donor's signature \_\_\_\_\_

Date (yyyy/mm/dd) \_\_\_\_\_

### 2 – Information on the Transferred Securities

Number of Shares \_\_\_\_\_ Name of Security \_\_\_\_\_ Security # ( ISIN Code) \_\_\_\_\_

Number of Shares \_\_\_\_\_ Name of Security \_\_\_\_\_ Security # ( ISIN Code ) \_\_\_\_\_

Number of Shares \_\_\_\_\_ Name of Security \_\_\_\_\_ Security #/ ISIN Code \_\_\_\_\_

Account Number : \_\_\_\_\_

Market Settlement (USA or CAD) \_\_\_\_\_

### 3 – Donor's Broker information

Broker's Name/Agent # \_\_\_\_\_ Brokerage License Number \_\_\_\_\_

Broker's Address \_\_\_\_\_

Broker's Phone \_\_\_\_\_ Broker's E-mail \_\_\_\_\_

**CAD Shares:** \_\_\_\_\_  
Financial Institution # \_\_\_\_\_ CUID # \_\_\_\_\_

**USA Shares:** \_\_\_\_\_  
Financial Institution # \_\_\_\_\_ CUID # and DTC # \_\_\_\_\_

Signature of the authorized member of Mission inclusion \_\_\_\_\_

## HOW TO PROCEED

It is important that you **SEND A COPY OF THIS FORM** to our office so that we can properly identify you as the donor when we receive the gift. Also make sure that all the information is in this form. **The yellow parts are important.**

Mission inclusion  
c/o Sophie Blouin  
130 avenue de l'Épée  
Montréal, Québec H2V 3T2  
Fax: (514) 495-2059  
Phone: (514) 495-2409 ext. 135

e-mail :  
[sophie.blouin@missioninclusion.ca](mailto:sophie.blouin@missioninclusion.ca)

**It is your broker's responsibility to make the transfer.**

Send him (her) a copy of the form and if needed to ask him (her) **to complete all of the required information.**

**Here is our information that will allow your broker to make the transfer: CANADIAN AND OTHER SHARES:**

**CIBC Mellon Global Securities Services Company:**  
Our CUID: **CMTC**  
Our Account number: **846945**

**FOR USA SHARES:**

**CIBC Mellon Global Securities Services Company:**

Our No. DTC: **0901**  
Our Agent number: **00093034**  
Our Institutional ID: **00095441**

Jules and Paul-Émile Léger Foundation is a registered foundation

**Our Charitable registration No: 1189 23689 RR 0001**

\* A charitable tax receipt will be issued for the fair market value of the securities at the close of the day they are transferred to the Jules and Paul-Émile Léger Foundation.

**\*Please note that the turnaround time for a gift of mutual funds, requires 10-25 days.**

***Thank you for your generosity!***