

**ROMAN CATHOLIC EPISCOPAL CORPORATION OF OTTAWA
(ARCHDIOCESE OF OTTAWA)**

LETTER OF INSTRUCTION – GIFT OF LISTED SECURITIES

In order to initiate a transfer of securities, please complete this form with your broker. The **donor's broker is to initiate the transfer and fax or e-mail a copy to:**

Mr. Jules Dagenais, Archdiocese of Ottawa
1247 Kilborn Place, Ottawa ON K1H 6K9
Tel: 613 738-5025, ext. 249 / Fax: 613 738-0130
E-mail: jdagenais@archottawa.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 the transfer of the securities identified above to the Roman Catholic Episcopal Corporation of Ottawa, account # 66WXOWA (for Canadian shares) or #66WXOWB (for US shares) with National Bank Direct Brokerage Inc; CUID number NBCS, Broker/Dealer Number 9752, Tel: 1-800-363-3511.

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

Donor Signature: _____ Date: _____