

# A Gift of Securities to the Alberta Cancer Foundation



## Instructions for Transferring Stocks or Mutual Funds.

To transfer securities to the Alberta Cancer Foundation, please complete this form and send to [securities@albertacancer.ca](mailto:securities@albertacancer.ca). Once we reply to confirm we can accept, email the form to your broker to initiate the transfer. Note: If you are gifting Investor's Group mutual funds, please use the Investor's Group specific form found at [albertacancer.ca/donate/donate-securities](http://albertacancer.ca/donate/donate-securities)

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Thank you for making a gift of stocks, bonds, or mutual funds to the Alberta Cancer Foundation. You are making an impact for Albertans facing cancer and doing so in the most tax efficient way possible.

Following these three steps will help you quickly and easily donate your gift of publicly listed securities to the Alberta Cancer Foundation.

### Step 1:

Complete the transfer form titled "Letter of Authorization from Donor to Broker" and email it to [securities@albertacancer.ca](mailto:securities@albertacancer.ca).

### Step 2:

The Alberta Cancer Foundation team will confirm with our Investment Manager that we are able to accept the securities. Once this is confirmed, we will notify you as soon as possible so you can proceed with the transfer.

### Step 3:

After receiving our confirmation, email the completed form to your broker or investment advisor. They will initiate and manage the transfer of the securities.

Additional note for gifts of mutual funds: To transfer a mutual fund, your broker or delivering institution will also need to submit a Power of Attorney form. See our Frequently Asked Questions section for more information on this form.

### Important notes:

- Your receipt will be valued based on the closing price on the day when the shares are legally transferred to the Foundation's account at our custodial agent, RBC Investor Services. (Note: Shares are considered legally transferred only when delivery is confirmed by our custodial agent)
- The Alberta Cancer Foundation's policy for donated securities is to use them to our best financial advantage as per the direction of our Investment Manager. As such, there may be securities that we are not able to accept and we reserve the right to accept or decline specific securities. Please contact us in advance to be sure your gift can be accepted.
- Please note: All transfers of securities to the Alberta Cancer Foundation are subject to review, approval, and acceptance by the Foundation.

# Alberta Cancer Foundation Gifts of Marketable Securities



## Letter of Authorization from Donor to Broker.

### Donor Information

Name			
Address	City	Province	Postal Code
Daytime Phone	Email	Foundation Contact (if applicable)	
Donor Signature	Date		

### Description of Securities to be Donated

Please check one:  Shares  Mutual Funds (Power of Attorney from delivering institution required)

Quantity	Name of Security/Mutual Fund (or attached list of securities)
CUSIP # (or attached list)	Expected Date of Transfer

### Use of Funds (please check one)

- I would like my gift to be designated where the need is greatest  
 I would like to direct my gift to: \_\_\_\_\_

### Broker / Brokerage Account Information

Broker Name	Financial Institution
Broker's Phone Number	Broker's Email
CUID	Account Number

### Transfer Details to the Alberta Cancer Foundation

Delivery of securities on the Canadian Depository for Securities Limited (CDS) should be transferred with the following details:

**Reference account name: Alberta Cancer Foundation**

**Account#: 109323002**

**CUID: RTRA**

**Mutual fund broker code: 9190/LIO**

Once this form is completed, email it to [securities@albertacancer.ca](mailto:securities@albertacancer.ca). We will respond as soon as possible. Upon our confirmation, you can initiate the transfer through your broker.

Please note: All transfers of securities to the Alberta Cancer Foundation are subject to review, approval, and acceptance by the Foundation.

# Transferring Securities to the Alberta Cancer Foundation

## Frequently Asked Questions



To assist further, we've provided some responses to some frequently asked questions; however, please always feel free to contact us to discuss your specific transfer.

### 1. Which fields are required?

All of the information is important; however, the following fields are required in order for a transfer to be able to proceed:

- Donor name and contact information: Donor name and mailing address is needed in order for us to be able to issue a charitable tax receipt.
- Donor signature: The signature is required to authorize the transfer
- Security name(s) and quantity of shares
- CUSIP #: CUSIP stands for the Committee on Uniform Securities Identification Procedures. All securities have a unique CUSIP identifier that is nine characters in length, consisting of numbers and letters.
- CUID: This code is a unique, four letter identifier of the institution currently holding and therefore delivering the security.
- For Mutual Funds: A Power of Attorney Transfer form is required. Mutual funds are registered in the name of your institution where they are held, or in some cases in your own name. To gift them, they need to be re-registered into the name of the Alberta Cancer Foundation, which is accomplished by the institution submitting a Power of Attorney form to the transfer agent to reissue the mutual fund in our name. Once they are re-registered, they will be legally transferred to the Foundation's account at our custodial agent. Your receipt will be valued based on the closing price on the day when the mutual fund is received in the Foundation's account. Note: If you are gifting Investor's Group mutual funds, please use the Investor's Group specific form found at [albertacancer.ca/donate/donate-securities](https://albertacancer.ca/donate/donate-securities)

### 2. Can you accept U.S. stock on the Canadian Depository for Securities (CDS) using these same transfer details?

Yes. Through partnerships with the U.S. Depository Trust Company (DTC), CDS facilitates cross-border clearing and settlement for many U.S. securities owned by Canadian Investors. As a result, most securities can be transferred successfully through the CDS.

However, due to CDS/DTC requirements, there may be specific stock that will not be eligible to transfer through CDS. Please confirm this with your broker. The Alberta Cancer Foundation may still be able to accept these securities - contact us at [securities@albertacancer.ca](mailto:securities@albertacancer.ca) if you require DTC transfer details.

### 3. Why does the form need to go to the Alberta Cancer Foundation before I send it to my broker?

Before the shares can be transferred, we must notify our custodian to set up our account to receive them. This requires entering the same transfer details your broker will use, including the CUSIP, number of shares, and CUID.

By reviewing the form first, we can ensure everything is set up correctly on our end, which helps the transfer proceed as smoothly as possible.

### 4. When will I receive my charitable tax receipt and what will it be valued at?

Your receipt will be valued based on the closing price on the day when the shares are legally transferred to the Foundation's account at our custodial agent, RBC Investor Services. (Note: Shares are considered legally transferred only when delivery is confirmed by our custodial agent). Your receipt will be issued as soon as we can after we receive the shares. Note: We ask for security transfers to be started prior to December 15 to ensure a tax receipt can be issued by year-end.