

Instructions for making donations of shares by electronic transfer

Thank you for making a charitable gift to the Douglas Institute by donating shares. These instructions are for Donors who wish to transfer shares electronically.

Please note that the Douglas Institute Foundation can handle electronic transfer of shares only if the shares are **publicly-traded** securities.

Please follow all the instructions below to ensure a speedy and straightforward handling of the donation and tax receipt.

Step I: Before transferring shares

It is important to note that the Foundation must formally accept the shares first **before** a transfer can proceed. The Foundation must also advise its custodian – Standard Life Investments- to accept the shares. Therefore the Donor must give the Foundation, in writing (fax, email, or letter), the following information before a transfer can be handled:

- Donor's full name
- Donor's home address and phone number
- Name of the **publicly-traded** stock being donated
- Number of stocks to be donated
- Estimated market value of the donation
- Name and contact information of the Donor's representative handling the transfer

This information must be provided to:

Jane Lalonde
President and C.O.O.
Douglas Institute Foundation

Phone: (514) 761-6131 ext. 2765
Fax: (514) 888-4072
Email: jane.lalonde@douglas.mcgill.ca

The Foundation will then assess if it can accept the shares in accordance with its Gift Acceptance Policy. The Foundation will contact the Donor's representative or the Donor directly to confirm the transfer can proceed.

If the Donor is not an individual, for example if the donation is from a holding company, then other information is needed in addition to the stock information. The Foundation will need the holding company name and legal address, and the company's daytime phone number and contact person.

Step II: Transferring the shares

After the Foundation has confirmed its acceptance of the donation, the Donor's representative or share custodian should contact:

Stéfania D'Amato
Standard Life Investments

Phone No. 514-499-7999 ext. 8794
Email: stefania.damato@standardlife.ca

And provide Mrs. D'Amato with:

- Name of the **publicly-traded** stock being donated
- CUSIP
- Number of stocks to be donated
- Currency
- Name and contact of the broker/custodian

Standard Life Investments will provide the Donor's representative or custodian with the electronic delivery instruction to make the transfer.

The Douglas Institute Foundation will advise the Donor or the Donor's representative that it has received the shares.

It will send a tax receipt to the Donor within a few days. The value of the donation will be determined according to the rules set by the Canada Revenue Agency and Revenue Québec.