



**Collingwood General & Marine Hospital Foundation
HOW TO TRANSFER YOUR MARKETABLE SECURITIES**

Electronic Transfer

- Please contact the Collingwood General & Marine Hospital Foundation (CGMHF) prior to your planned transfer of shares to discuss the shares being considered.
- Please provide a list and/or description of the securities to be transferred to Mrs. Jory Pritchard-Kerr, President & CEO, CGMHF. Telephone (705) 444-8645; Email kerrj@cgmh.on.ca.
- Your broker can arrange for the electronic transfer of shares to the CGMHF account at RBC Dominion Securities (#545-00143-1-0). This process can be expedited by providing your broker with the following information.
A Letter of Authorization (LOA) must be signed with the donor's financial institution for the removal and delivery of the security position from the donor's account to the CGMHF Account #545-00143-1-0 with RBC Dominion Securities. The LOA should provide instructions to force the sale on and deliver the security position by BBS on the cycle next day to the Securities Cage, RBC Dominion Securities, 200 Bay Street, Royal Bank Plaza, North Tower, 6th Floor, Toronto, Ontario M5J 2W7 with FINS #T002.
- The CGMHF broker at RBC Dominion Securities in Collingwood is Todd Christensen – telephone (705) 444-4774.
- The value of the donation receipt is based on the closing price of the security, on the day the securities are received by CGMHF's custodian. This policy is in accordance with our Board Policy and Canada Revenue Agency regulations.

Physical Delivery of Stock Certificates

- Arrangements for pick-up and delivery of stock certificates to the CGMHF custodian are available or you can send the shares to:
**The Collingwood General & Marine Hospital Foundation
Attention: Mrs. Jory Pritchard-Kerr
459 Hume Street
Collingwood, Ontario L9Y 1W9**
- Please notify Jory Pritchard-Kerr of the securities' pending delivery. Her phone number is (705) 444-8645.
- The value of the donation receipt is based on the closing price of the security, on the day the securities are received by the Foundation's custodian. This policy is in accordance with our Board Policy and Canada Revenue Agency regulations.



Collingwood General & Marine Hospital Foundation

459 Hume St., Collingwood, ON L9Y 1W9

(705) 444-8645 (705) 444-8610 (fax)

foundation@cgmh.on.ca

LETTER OF DIRECTION FOR TRANSFER OF MARKETABLE SECURITIES TO COLLINGWOOD GENERAL & MARINE HOSPITAL FOUNDATION

Investment Advisor Name:

Investment Advisor Address/Fax No:

Re: Transfer of Marketable Securities

Please contact The Collingwood General & Marine Hospital Foundation before transferring shares to confirm the shares' eligibility and that the correct procedures are taken.

This letter is to authorize the transfer of the following marketable securities currently owned by me/us, from our accounts to account #545-00143-1-0 for The Collingwood General & Marine Hospital Foundation held by RBC Dominion Securities, 200 Bay Street, Royal Bank Plaza, North Tower, 6th Floor, Toronto, Ontario M5J 2W7. Please process this transaction immediately.

Please forward the securities and the necessary paperwork to RBC Dominion Securities. This transaction should be forced on. Deliver the security position free by BBS on the cycle next day to the Securities Cage at RBC Dominion Securities at the address listed above.

_____ of _____ currently in account _____
of units description of security acct. # if known

_____ of _____ currently in account _____
of units description of security acct. # if known

_____ of _____ currently in account _____
of units description of security acct. # if known

Yours sincerely,

Your Name or Name of Corporation (Please Print)

Signature (And Title If Signing for A Corporation)

Date