



# Charitable Donation Securities In-Kind

Transferring \_\_\_\_\_ (Name)  
 Institution: \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (FINS or DTC)  
 \_\_\_\_\_ (Contact name & phone number)

Donor: \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_ (Account no.)

You are hereby authorized and directed to ***transfer in kind*** the following securities from the above noted account to the address and the account number noted below.

<u>Security Description</u>	<u>CUSIP/ISIN/SEDOL #</u>	<u># of shares/units</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Credit account: 206469001 RBC Investor Services Trust ITF**  
**Evangelical Lutheran Foundation of Eastern Canada**  
**Charitable Registration Number: 830771127RR0001**

**Further instructions:** \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Signature(s) of Donor(s)

**Canadian securities- Deliver to:**

RBC Investor Services Trust  
1 Place Ville Marie,  
9th Floor , South wing  
Montreal QC H3C 3A9  
Re: Evangelical Lutheran Foundation of Eastern Can

**CUID#: RTRA**  
**A/C: 206469001**

**U.S. (DTC) securities - Deliver to:**

Bank of New York (BONY)  
DTC #901  
Agent ID: 80901  
Institution ID: 53372  
A/C 298307  
Interested Party: 206469002

**Mutual Funds - Deliver Dealer to Dealer; Transfer Forms send directly to:**

RBC Investor Services Trust  
Attention: Thashica Rasiah  
1 Place Ville Marie,  
9<sup>th</sup> Floor , South wing  
Montreal QC H3C 3A9

**Please forward the original of this letter to your Broker or Investment Representative and e-mail a copy to:**

RBC Investor Services Trust, Investment Counsellor Services  
Attn: Thashica Rasiah, Client Service Manager  
[Thashica.rasiah@rbc.com](mailto:Thashica.rasiah@rbc.com)  
Telephone: (514) 876-2563

**Note: Securities may be returned to transferring institution if a copy of this letter has not been faxed to RBC Investor Services Trust, Investment Counsellor Services. Failure to provide sufficient details on this letter may also result in failure to settle.**

# Instructions for Completing ELFEC Transfer Authorization Form

- Please **print** neatly to ensure that your instructions are carried out promptly and accurately.
- If you want ELFEC to pay the proceeds from the sale of the securities to another charitable beneficiary and/or to specify a purpose for the gift, please provide details under “Further instructions”.
- Give the completed transfer form to your broker or investment dealer and **ask them to initiate the transfer immediately**. If you have questions, your broker/dealer can provide information about the investment to be transferred or the transferring institution.
- If the account is held jointly by two people, please ensure that both names and signatures appear on the form.
- If you are completing the transfer for another person under the authority of a power of attorney, please enclose a copy of that document with the transfer form.
- Send a copy by mail, fax or e-mail to:

Evangelical Lutheran Foundation of Eastern Canada  
74 Weber St W  
Kitchener, ON N2H 3Z3  
1-905-407-4262 (phone) 1-905-634-2428 (fax)  
[kkuehnbaum@elfec.ca](mailto:kkuehnbaum@elfec.ca)

## Further Information About Your Donation

- In-kind transfers of **stocks or bonds** are normally completed within 10 working days after the authorization is received at the office of Royal Bank Investor Services (RBIS). If your donation is made near the end of the calendar year, the transfer authorization form must be received by RBIS **no later than December 10** to ensure that the transfer is completed by December 31 and the donation receipt can be dated in the current calendar year.
- In-kind transfers of **mutual fund units** **may take 20 or more working days** to complete. If your donation is made near the end of the calendar year, the transfer authorization form must be received by RBIS **no later than November 20** to ensure that the transfer is completed by December 31 and the donation receipt can be dated in the current calendar year.
- Canada Revenue Agency rules specify that the value of your donation is equal to the market value of the shares at the close of business on the day the securities are received in ELFEC’s investment account. You will receive an official donation receipt in this amount from ELFEC within 30 days.
- If you have directed that ELFEC pass on your donation to another charity, your donated securities will usually be sold as soon as possible after they are received by the foundation’s investment manager. The brokerage sales commission and the ELFEC administration fee (\$125 plus \$25 per cheque issued to each additional beneficiary) will be deducted from the proceeds of the sale. The net amount will be sent to your charitable beneficiary within 30 days. Because of normal market fluctuations in the value of investments, the amount disbursed to your charitable beneficiary may be higher or lower than the amount on your donation receipt.