

**PROCEDURES FOR DONATING SHARES/SECURITIES
TO CHRIST CHURCH BELL'S CORNERS (CCBC)**

- 1) The donor advises CCBC that he/she/they will be making a donation of securities. The attached form should be completed and submitted to CCBC; **PLEASE PRINT CLEARLY!**
- 2) The “**TRANSFER FROM**” section provides details such as the donor’s name and broker’s account number and information with which to communicate with their broker/agent;
- 3) The “**SECURITIES TO BE TRANSFERRED**” section provides details of the number of shares, the name of the securities or market symbol and the CUSIP # (your broker will enter this).

Please Note: The “**Market Value**” column will be completed by CCBC when CCBC has been notified by ScotiaMcLeod Direct Investing (SMDI) of the date the securities were received and CCBC has determined their market value on that date (as per # 5) and # 6 below).

- 4) The “**TRANSFER TO**” section has been prepared by CCBC to enable the transfer of securities to its account with SMDI in an expedient manner;

NOTE: SMDI has advised CCBC that such transfers are frequent and brokers’/firms’ administrative departments are very familiar with the transfer procedures.

- 5) SMDI notifies CCBC of the date the securities transferred were received;
- 6) CCBC determines the **Market Value(s)** of the securities on that date in # 5) and enters the value(s) on the Authorization form (a copy sent to the donor with the Official Receipt in # 7);
- 7) CCBC prepares and sends a separate Official Receipt for tax purposes to the donor based upon the market value(s) determined in # 6);
- 8) Based upon the notification from SMDI in # 5), a CCBC Corporation Member (Warden) will provide direction to SMDI to sell the securities at market value immediately following the notification from SMDI that the securities have been received and to deposit the proceeds into CCBC’s Scotiabank General Ministry account (CCBC’s operating account);
- 9) SMDI sells the securities and sends a statement showing the proceeds of the sale less any brokerage fees charged and confirms that the net proceeds were deposited as per the letter;

NOTE: The actual amount received by the Parish may be more or less than the receipted amount due to variances in market value in the interim period, and brokerage fees.

- 10) The “**DONOR INSTRUCTIONS FOR DISBURSEMENT OF FUNDS**” section provides CCBC with the donor’s wishes and direction with respect to which Funds or Projects and to what extent he/she wants their donations to support;
- 11) The “**DONOR AUTHORIZATION**” section contains the signed authority from the donor (and co-owner, if applicable) to the broker and CCBC to carry out their respective responsibilities;
- 12) CCBC credits the Funds or Projects with the percentage of the net proceeds as specified by the donor on the Authorization form;
- 13) CCBC acknowledges the donation and thanks the donor in an appropriate manner.