

# SECURITY/MUTUAL FUND LETTER OF DIRECTION

**Thank you for your generous donation. Your gift will help us reach the most vulnerable in our community.  
To donate your securities to The Ottawa Mission please:**

Complete this transfer form and instruct your broker to transfer your securities directly to The Ottawa Mission's brokerage account.

Let us know you would like to make a gift before your broker proceeds with the transfer of securities by emailing this form to the following:

- Rachel DeGreef at [rdegreef@ottawamission.com](mailto:rdegreef@ottawamission.com)
- Richard Pope at [popeclientservices@cclgroup.com](mailto:popeclientservices@cclgroup.com)
- Vito Ventura at [vventura@aviso.ca](mailto:vventura@aviso.ca)

## SECTION 1: DONOR AND GIFT DETAILS

### DONOR INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DONOR BROKER INFORMATION (DELIVERY BROKER)

Name/Institution: \_\_\_\_\_

Broker Name: \_\_\_\_\_ Account No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SECURITIES TRANSFER INFORMATION

Name of Security: \_\_\_\_\_ CUSIP #: \_\_\_\_\_

Number of Shares/Units: \_\_\_\_\_ Date of Transfer: \_\_\_\_\_

Gift Details:  Please designate my gift to the area of greatest need

Other: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: TRANSFER DETAILS FOR BROKER

### RECEIVING INSTITUTION INFORMATION

Credential Qtrade Securities Inc., 700 – 1111 West Georgia Street, Vancouver, BC V6E 4T6

**Canadian Securities**  
FINS: T088 | CUID CRED  
Account # 537800A1

**U.S. Securities**  
DTC # 5083  
Account #537800B1

**Mutual Funds**  
Dealer code: 7799

**Important information about your income tax receipt:** The value of your tax receipt is based on the closing price of the security on the day the securities are received by The Ottawa Mission's custodian.

**Charitable Registration Number:** 108150509 RR0001

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