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**SECURITIES DONATION**

*Thank you very much for your generosity in considering a gift of publicly listed securities to Apologetics Canada Ministries.*

**INSTRUCTIONS:**

Please follow these easy steps to affect the transfer of your shares or mutual fund units to Apologetics Canada Ministries:

**Step 1** – Complete the Letter of Authorization, below on page 2 of this document, to donate with the help of your Broker (investment advisor) – your Broker will then proceed with the transfer of requested investments (donation/gift) to our investment counsel at RBC Dominion Securities.

**Step 2** – Advise Nancy Steiger at Apologetics Canada Ministries of your intent to donate and provide a copy of the Letter of Authorization that you sent to your broker – the letter should include the Broker’s name, firm, address, and contact information i.e., phone number and/or email address.

Once RBC Dominion Securities has receipt of the donation, they will advise Apologetics Canada Ministries of the value of the shares on the day the securities were received and provide us with a confirmation letter so that we may issue you a charitable receipt.

Note – Usually the transfer only takes a few days however it will depend on the security being transferred and broker/financial institution that you deal with. You should always confirm with your broker the time frame of when the security will be transferred and if there are any conditions that may delay the transfer. If you have a direct investment account or deal directly with a mutual fund company, you may need to follow instructions they provide on how to request the transfer. Make sure you allow sufficient time for the process if you wish a charitable receipt before the end of the calendar year.

Letter of Authorization – to Broker

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

**Donor Brokerage Firm** (Name, Address, Phone # and/or Email):

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

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

**Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Sirs:**

Please use this as your letter of authority to donate the following:

\_\_\_\_\_\_\_\_\_\_# of shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to

**Account:** 808-24224-14

**Name:** Apologetics Canada Ministries

**FINS:** T002 **DTC:** 5002 (U.S. Securities)

**CUID:** DOMA **Dealer/Code:** 9190/VO4

Apologetics Canada Ministries **BROKER:**

Mark Siemens, RBC Dominion Securities

2001 McCallum Rd, Suite 301

Abbotsford, BC V2S 3N5 Tel: 1.604.870.7227 Fax: 604.870.7171

# Donor Name:

**Donor Address:**

# Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3 Simple Steps***

***1. Send Letter of Authorization to your broker.***

***2. Your broker will transfer securities to Apologetics Canada Ministries.***

***3. Advise Apologetics Canada of your intent – charitable receipt will be issued on the value of shares on the day securities are received by Apologetics Canada Ministries broker.***