Canadian Mental Health Association
Waterloo Wellington

Canadian Mental Health Association Waterloo Wellington
737 Woolwich Street, Guelph ON N1H 3Z2
Tel: (519) 821-8089 Toll Free: 1-844-264-2993
cmhaww.ca

Transfer of Securities

To initiate your gift transfer:

1) Complete all sections of the securities transfer forms.
2) Email a copy of the completed forms to Michael Buchert, Finance Director at mbuchert@cmhaww.ca **before** proceeding with your securities transfer. Securities are transferred into our account without your name. We want to provide you with an accurate tax receipt in a timely manner and provide appropriate recognition to honour your generous gift. It is important for us to receive your name and address details via the completed transfer form.
3) Email the completed transfer form to your broker or investment advisor. **Your broker or investment advisor is responsible for initiating the transfer.**
4) Securities/shares/stock are considered legally transferred only when our custodial agent TD confirms delivery, it is our practice to sell the shares as soon as possible after they have been received.

Donor Information (required for tax receipt)

Your tax receipt is valued based on the closing price on the day when the shares are legally transferred to the Canadian Mental Health Association Waterloo Wellington's account.

Donor Name: ____

Address: ____

City: ________________________ Province: ______________ Postal Code: _________________

Email: ___________________________________ Phone Number: ____________________________

I authorize the Canadian Mental Health Association Waterloo Wellington, or its agent, to contact my broker for the purposes of concluding this transaction.

Signature: ____________________________________ Date:_______________________________

Canadian Mental Health Association Waterloo Wellington Contact Information:

Michael Buchert	Beth King
Finance Director	Fund Development Manager
mbuchert@cmhaww.ca	bking@cmhaww.ca
519-821-8089 x2232	519-546-1139

Thank you for your generous gift!

CRA Business Number: 11883 4183 RR0001

CLEAR BUTTON

Charitable Donation of Securities in Kind

Client Transfer Services, 77 Bloor Street West, 6th Floor, Toronto, Ontario M4Y 1T2

Please complete this form for use as Authorization to facilitate a timely transfer. Transfer requests that do not contain the information requested herein may result in delayed deliveries. Please ensure a copy of any necessary supporting documentation is attached to your transfer request such as a Corporate Resolution with sample signatures for a corporate account, Powers of Attorney where the signing authority for an account differs from the client of record, etc.

Please transfer the following position:

Description (1): ______________________________

Quantity: ______________________ CUSIP/ISIN: ______________

Description (2): ______________________________

Quantity: ______________________ CUSIP/ISIN: ______________

Delivering Institution Information

Delivering Institution Name: ______________________________

Account Name: ______________________________

Account #: ______________________ Delivering Institution CUID or DTC: __________

Contact Name: ______________ Signature ______________ Phone Number __________

Receiving Institution Information

Receiving Institution Name: TD Direct Investing

Account Name: Canadian Mental Health Association Waterloo Welli Canada Revenue Agency (CRA) Charity Registration Number: 11883 4183

Account Number: 47W812A Receiving Institutions CUID or DTC: GIST

Contact Name: Michael Buchert Signature ______________ Phone Number 519-821-8089 x

For Internal Use Only

DEALER/REP CODE ______________________ DELIVERING INSTITUTION ______________

CUID ______ DTC ______ EUROCLEAR # _____

CONTACT NAME ______________________ ADDRESS ______________

CONTACT TELEPHONE ______________________ CONTACT ____________ TELEPHONE ____________

Additional Information: *Please include any additional Contact Information (if applicable).*

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Contributing Client Authorization:

Client Signature: ______________________ *Date:* ______________

RUSH - For Internal Use Only

Please fax a completed copy of this form to the Client Transfer Services department. The fax number can be found within the Charitable Donation procedures section of the Client Transfer Resource Centre.

☐ TD Waterhouse Canada Inc.
Client Documentation Department
3500 Steeles Avenue East
Tower 2, 2nd Floor
Markham, ON L3R 0X1

☐ The Canada Trust Company
Private Trust
Client Documentation Department
3500 Steeles Avenue East
Tower 2, 2nd Floor
Markham, ON L3R 0X1

Securities Transfer Client Disclosure

In our business we are dedicated to continually improving Client Service. This Client Disclosure and informational document was developed to help you understand the account transfer process. **It is important to read this document carefully before signing the section called CONTRIBUTING CLIENT AUTHORIZATION on this transfer form.** Should you have any questions after reading this document, please be sure to address your inquiries with your Receiving Institution's Investment Representative.

How long will my transfer take?

The time required to transfer your security(ies) will for the most part depend on the type of investment products you currently hold. Please note that all your assets may not all be transferred at exactly the same time.

Non-registered Accounts:

Under current IDA regulations, this type of transfer may **take approximately 10 business days from the time of receipt by the Delivering Institution,** if it is being delivered via the Automated Transfer Online Notification System (ATON). If the transfer is not being delivered via ATON, the length of time to complete the transfer could exceed 10 business days.

Types of Investment Products

Mutual Funds:
Currently, mutual fund products take longer to fully transfer, and may result in a possible delay into the charitable organization's account, due to the requirement of re-registering the mutual fund at the Fund Company. **On average mutual funds require 5 - 10 business days to transfer from the time the mutual fund power of attorney is received** by the Receiving Institution.

Guaranteed Investment Certificates & Term Deposits:
Generally, a Guaranteed Investment Certificate (GIC) **is not transferable IN-KIND (as is) prior to the maturity date.** Most GIC's must be transferred IN-CASH upon their maturity. Please check the terms and conditions with the Institution which currently holds your investment. If your GIC matures in more than 6 months' time, please submit your transfer request one month prior to maturity.

Other Investment Products:
There are many other investment products which may be non-transferable, non-redeemable or subject to other delays. Some of these products include Mortgages, Foreign Securities, and Non-transferable Bonds (minimum denomination requirements).

Rejected Transfers:
A transfer request may be rejected by the Delivering Institution for a number of reasons, such as, insufficient funds to cover fees, account not in good standing, i.e. undermargin, short position(s), etc. If for any reason your transfer has been rejected by the Delivering Institution, they may return the transfer request to the Receiving Institution unprocessed. **When the reason for the rejection has been rectified, the transfer process may begin again and the Delivering Institution may then have approximately 10 business days, from the date of receipt of the transfer documents to process the transfer.**

How much will it cost to transfer my security(ies)?

Transfer Fees:
Most institutions charge a transfer out fee at which the cost varies. It is important to ensure that you have sufficient funds available in your account at the delivering institution to cover your transfer and administration fees, as the delivering institution may reject the transfer unprocessed, thus creating a lengthy delay.