

Date (today's date):

Dear (broker's name):

Re: **Transfer of Securities to the University of Victoria**

Please accept this letter as your instruction to transfer (# of shares): _____ shares of (name of shares): _____ from my account to the University of Victoria.

Transfer to:

University of Victoria
c/o RBC Dominion
Securities 730 View St,
Suite 500
St. Andrew's Square II
Victoria, BC V8W 3Y7 Attn:
Jarad Andrews

Account Number: 851 26302
14 CUID: DOMA
DTC: 5002
Euroclear: 90065
Dealer: 9190 / REP code: V8M

The contact person at RBC Dominion is Jarad Andrews. He can be reached by phone at (250) 356-4845, by fax at (250) 356-4880 or, by email at jarad.andrews@rbc.com. Please contact him with the following information, before initiating the transaction, so that he can arrange to receive the shares and complete the transaction:

1. Your Broker ID with CDS (CUID no.)
2. Number of shares
3. Name of security
4. Cusip No.
5. Settlement date

Please designate this gift to (i.e., what student award or project you would like to support):

The University of Victoria's Charitable Registration Number is: BN 108162470 RR0001

Sincerely,

Donor's signature:

Donor's name:

Please send cc: University of Victoria Legacy Giving, legacydev@uvic.ca
and
Carly Webb, Wealth Associate, RBC
carly.webb@rbc.com

Valuation of your gift: The amount of your charitable tax receipt will reflect the closing price of the shares on the day they are received by UVic's broker. If the price of the shares fluctuates widely during the day they are received, the receipt will reflect the average price of the security that day.