

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 (number 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. No 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):

For your information, the University of Victoria's Charitable Registration Number is: BN 108162470 RR0001

Sincerely,

Donor's Signature:

Donor's Name:

**Please send cc:** Kelsi Langdon, Development Officer, Legacy Giving  
250-721-6001 / 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.*