

Please follow these steps to transfer your shares or mutual fund units to Brentwood College Association.

1. Brentwood can accept any publicly traded stock. If you have any concerns regarding Brentwood being able to accept a specific security, please contact John Allpress or Derek Muzyka at 250-743-5521.
2. Please ask your broker to use this form to initiate the transfer. If you do not have a broker, please complete this form and send it directly to your delivering institution.
3. a) Send this form to our broker:
Mr. John Humphreys
RBC Dominion Securities
Phone: 604-257-7313
Fax: 604-257-7391
Email: John.Humphreys@RBC.com
- b) For Brentwood to trace this transaction on our statements, please also send by fax to 250-743-2911 or by e-mail to lara.mcdonald@brentwood.bc.ca.
4. Upon receipt of the transferred shares (which may take up to two days or a few weeks in the case of mutual funds), Brentwood will issue you a tax receipt for the value of the securities on the date that these are received in the Brentwood College account.

5. Gift Designation (optional)

- Please have John Allpress or Lara McDonald from Brentwood College contact me to discuss designating my gift for a particular purpose.
- I have already discussed designating my gift and I confirm that I would like the funds to be used for the following purpose:

Thank you for your generosity in donating a gift of publicly listed securities to Brentwood College.

Donor Information (for tax receipt purposes):

Donor: _____
Street Address: _____

Telephone: _____
Email: _____

Donor's Broker/Delivering Institution:

Company Name: _____
Contact Name: _____
Telephone: _____
Fax: _____
Email: _____

I hereby authorize the transfer of the following securities to:

*RBC Dominion Securities
Account name: Brentwood College Association
Account number: 376-26436-1-1
CUID#: DOMA
FINS#: T002*

Security Description	CUSIP/ISIN/ SEDOL#	# of shares/ units

Anticipated date of transfer _____

Authorization and Acceptance:

Signature of donor month/day/year

If you have any questions, please contact John Allpress or Derek Muzyka (Financial Manager) at Brentwood College at 250-743-5521.