

## DONATION INSTRUCTIONS

Thank you for considering a gift of securities to the Friends of the North Vancouver Museum and Archives Society in support of MONOVA.

### 4 STEPS TO MAKING YOUR DONATION

- Step 1** **Prior to initiating your gift of securities**, please contact the Friends Society's Donor Services department at 604-990-3700 ext 8002 to determine if we can accept the securities.
- Step 2** **Donor information & Fund designation**
- |          |  |
|----------|--|
| Name:    | <b>Please direct my gift:</b>                    |
| Address: | <input type="checkbox"/> where it is needed most |
| Phone:   | <input type="checkbox"/> specific purpose*       |
| Email:   |  |
- Step 3** Complete and sign the attached QTrade Investor Voluntary Donation to Charitable Organization Form with your financial advisor.
- Step 4** Email a copy of this 2-sided form to the Friends Society: [info@monova.ca](mailto:info@monova.ca). Forms will be signed by the Charity and sent to QTrade Investor for processing.

\*please contact the Friends Donor Services department to discuss donating your gift for a specific purpose.

## Valuation and Sale of Securities

Upon receipt of the securities and completed QTrade Investor Voluntary Donation to Charitable Organization Form, the Friends of the North Vancouver Museum and Archives Society (Friends Society) will issue a tax receipt for the value of the securities based on the closing price of the security, on the day the securities are received. All securities will be sold immediately upon receipt and the proceeds deposited into the bank account, in accordance with our Board Policy and Canada Revenue Agency regulations. Please note that the market will, in all likelihood, have moved either up or down between the time you give the instructions to transfer and the time we receive the securities.

## Timing

**Please be aware that it is logistically very difficult, if not impossible, to transfer securities in the last weeks of December.** As well, certain securities such as mutual funds can take several months or more to transfer, depending on the complexity of the gift. Avoid this risk by planning your gift well in advance.

## Further Information

If you have any questions or require further information about making your gift, please contact our Donor Services department at 604-990-3700. Thank you again for your support!

\*Gifts of securities are subject to review by the Friends Society and the North Vancouver Museum and Archives prior to acceptance and sale.

## Bringing Stories To Life

3203 Institute Road, North Vancouver, BC V7K 3E5  
Charity Registration No. 89031 1772 RR0001

T 604.990.3700

W [monova.ca](http://monova.ca)

1. ACCOUNT DETAILS

Name of Charitable Organization ("Grantee")

Address City Province Postal Code

2. RECEIVING INSTITUTION

Credential Qtrade Securities Inc. 700 - 1111 West Georgia Street, Vancouver, BC, Canada, V6E 4T6  
Name Address Phone

7799 5083 CRED  
Dealer Number DTC Number CUID Contact Name Fax

Grantee Account Number

3. DELIVERING INSTITUTION

Name Address Phone

Dealer Number DTC Number CUID Contact Name Fax

Grantor Account Number Grantor Account Name

4. DESCRIPTION OF SECURITIES

Quantity	Symbol / CUSIP	Security Description

5. DELIVERING INSTITUTION

I, the undersigned Grantee, accept the donation described above and declare that it is done without any compensation and give instructions to the Receiving Institution to transfer the securities described above to my account.

x  
Signature of Grantee Date (dd/mm/yyyy)

I, the undersigned Grantor, authorize the transfer of the securities described above to the Grantee and give instructions to the Delivering Institution to initiate and complete the transfer. I declare that the transfer is done without any compensation.

x  
Signature of Grantor Date (dd/mm/yyyy)

6. INSTRUCTIONS

**Grantee:** Please submit the original completed and signed *Voluntary Donation To Charitable Organization* to Qtrade Investor at the above address.  
**Grantor:** If the Delivering Institution is not Qtrade Investor, please submit a legible copy of your valid government issued ID to Qtrade Investor at the above address and submit the completed and signed *Voluntary Donation To Charitable Organization* to the Delivering Institution.