



## Instructions for making donations of shares by electronic transfer

The Foundation must receive the following information in a letter signed by the donor for a donation in shares:

- Donor's full name, home address and phone number for the issuance of the receipt
- Name of the publicly-traded stock being donated
- Number of stocks to be donated
- Estimated market value of the donation
- Currency
- Their CUSIP/sedol/ISIN/CIUD codes
- Name and contact information of the Donor's representative handling the transfer

If the Donor is not an individual, for example if the donation is from a holding company, the Foundation will need the holding company name and legal address, and the company number and contact person.

This information must be provided to:

Lyse Lauzon  
Director Events Douglas Foundation

514-761-6131 ext. 2764  
[lyse.lauzon@douglas.mcgill.ca](mailto:lyse.lauzon@douglas.mcgill.ca)

Upon receipt of the requested information, the Foundation will contact the donor's representative to provide instructions for the transfer.

The Foundation will confirm the reception of the shares to the donor or its representative and send a receipt for tax purposes following day of receipt. The value of the gift will be determined in accordance with the rules of the Canada Revenue Agency and Revenu Québec.