



Gift Receiving Procedures for the Donation of Publicly Traded Securities

Gifting shares instead of cash became a wealth management option when the federal government eliminated the capital gains tax on gifts of security to charitable organizations. Donors can now donate listed securities to the Archdiocese of Vancouver, obtain a tax receipt for the fair market value of the gift and be completely exempt of any capital gains tax. The tax provision applies whether the securities are donated outright in a given year, or are donated through a bequest in one's Will.

Procedures:

1. The donor and the donor's broker will complete the attached form and send this form to one of the Archdiocese's brokers:

Stewart D. Hayashi, Advisor and VP
RBC Dominion Securities
32nd Floor – Royal Centre
1055 West Georgia Street
Vancouver, BC V6E 3P3
Tel: 604-257-7613
Tel: 1-844-665-9900
Fax: 604-235-9950
Email: stewart.hayashi@rbc.com

Richard D. Cheng, Advisor and VP
BMO Nesbitt Burns Inc.
1800 - 885 W Georgia Street
Vancouver, BC V6C 3E8
Tel: 604-631-2628
Fax: 604-631-2618
Email: richard.cheng@nbpcd.com

2. This form indicates the intention of making a donation through securities and the details of the gift. This completed form provides authorization to the Archdiocesan broker to disclose the name and address of the donor and the purpose for which the donation is given so that the Archdiocese knows from whom the donation is given and to credit the net proceeds to the correct entity.
3. The donor will instruct his/her own broker to transfer the securities to one of the Archdiocese's broker via their financial institution normal procedures. The securities should NOT be sold by the donor's broker before donating as this will trigger capital gains.
4. The investment advisors of the Archdiocese will inform the Archdiocesan Director of Development, the Director of Finance and the Comptroller of the donor's intention.
5. Typically, but not always, the Archdiocese's broker will sell the donated stock on the same trading day or the next trading day, depending on the time of day when the securities are received.



6. In compliance with CRA guidelines, the donor will get a tax receipt for the value of the stock at its closing market price on the date when the Archdiocese's broker receives the stock into the Archdiocese's account. Tax receipts will be sent out in a timely fashion, within a month.
7. Once the securities have been transferred to the Archdiocese's brokerage account our broker will advise the Director of Finance and the Director of Development in writing of the receipt of the securities and the closing bid value on the day the securities donation form was signed and received by the Archdiocese and the broker. If the transfer form is not received on the date signed, then the date of the gift is the date the shares are received by our broker into the Archdiocesan account.
8. The accounting office will credit the designated parish/entity and forward the final information to the Archdiocesan Director of Development who will advise the appropriate entity (Parish, Project Advance Office, etc.) which will record the gift as a contribution (gross less bank fees).
9. It is the Archdiocese's policy that the securities, once received by the Archdiocese or its broker, may be sold or added in specie to the Archdiocese's investment account in accordance with the Archdiocese's investment policies.



Gift of Securities Authorization Form

Name & Contact Details of Donor’s Broker/Delivering Custodian (DC)

TO: _____
Name of the Donor’s Broker and Brokerage Firm

FINS# _____ Telephone (____) _____ Fax: (____) _____

FROM: _____ Acct #: _____
Donor/Client Name for charitable tax receipting purposes

Full Address: _____

City: _____ Prov: _____ Postal Code _____ Tel: _____

Email: _____

Instructions from Donor to Donor’s Broker/DC

I hereby give authority to deliver free as a charitable gift the following securities to the Archdiocese of Vancouver:

Security: _____ CUSIP# _____

Number of shares/Units to Transfer: _____ Approx. Value: _____

Instructions from Donor

The donation is for the benefit of:

- Project Advance at _____ in _____
Name of Parish City
- Parish _____ in _____
Name of Parish City
- Area of Greatest Need at the Discretion of the Archbishop of Vancouver
- Other _____

Donor’s Signature _____ Date _____

Please instruct your broker to send a copy of this completed form to cbYcZci fVfc_Yfg

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✉ Richard Cheng, VP BMO Nesbitt Burns – richard.cheng@nbpcd.com

○ Stewart Hayashi , VP RBC Dominion Securities– stewart.hayashi@rbc.com