



NYO
CANADA

**FAIRE UN DON
DE TITRES ET DE FONDS
COMMUNS DE PLACEMENT.**

Pour faire don de titres, d'actions et de fonds communs de placement à l'Orchestre national des jeunes du Canada, veuillez suivre les étapes ci-dessous :

- 1. Remplissez le formulaire en entier**
- 2. Envoyez une copie de ce formulaire à votre courtier. (Votre courtier DOIT initier la transaction)**
- 3. Envoyez une copie de ce formulaire à TD Waterhouse par télécopieur au 416-308-3458 ou au 1-877-639-4547**
- 4. Envoyez une copie du formulaire rempli à l'Orchestre national des jeunes du Canada à l'adresse suivante : shannon@nyoc.org**
- 5. La date d'un don d'actions est la date à laquelle les actions sont reçues dans le compte de l'Orchestre national des jeunes. Un reçu de don correspondant à la valeur des actions vous sera remis.**
- 6. Si vous avez des questions concernant ce processus, veuillez contacter Shannon, directrice du développement au 416-532-4470, poste 231 ou à l'adresse shannon@nyoc.org.**

Please complete this form for use as Authorization to facilitate a timely transfer. Transfer requests that do not contain the information requested herein may result in delayed deliveries. Please ensure a copy of any necessary supporting documentation is attached to your transfer request such as a Corporate Resolution with sample signatures for a corporate account, Powers of Attorney where the signing authority for an account differs from the client of record, etc.

Please transfer the following position: (Details available from your financial institution/advisor)

Description (1): _____

Quantity: _____ Symbol or Fund Number & CUSIP/ISIN: _____

Description (2): _____

Quantity: _____ Symbol or Fund Number & CUSIP/ISIN: _____

Delivering Institution Information

Delivering Institution Name: _____

Account Name: _____

Account #: _____ Delivering Institution CUID or DTC: _____

Contact Name: _____ Signature _____ Phone Number _____

Receiving Institution Information

Receiving Institution Name: TD Waterhouse

Account Name: National Youth Orchestra Association of Canada Canada Revenue Agency (CRA) Charity Registration Number: 10776 4557 RR0001

Account Number: 7Q6300A C\$ or 7Q6300B US\$ Receiving Institutions CUID or DTC: CUID - GIST; DTC - 5036

Contact Name: Thomas Kingissepp Signature _____ Phone Number 416-308-3458

For Internal Use Only

DEALER/REP CODE <u>9834/WWKT</u> Transit # <u>3219</u>	DELIVERING INSTITUTION _____
CUID <u>GIST</u> DTC <u>5036</u> EUROCLEAR # <u>99123</u>	
CONTACT NAME <u>Thomas Kingissepp</u>	ADDRESS _____
CONTACT TELEPHONE <u>416-308-3458</u>	CONTACT _____ TELEPHONE _____

Additional Information: Please include any additional Contact Information (if applicable).

Contributing Client Authorization:

Client Signature: _____ Date: _____

RUSH - For Internal Use Only
Please fax a completed copy of this form to the Client Transfer Services department. The fax number can be found within the Charitable Donation procedures section of the Client Transfer Resource Centre.

TD Waterhouse Canada Inc. **X**
TD Waterhouse Private Investment Counsel Inc.
TD Investment Services Inc.
Client Transfer Services
c/o Distribution Centre
60 Northwind Place
Scarborough, Ontario
M1S 5L4

The Canada Trust Company
Private Trust
Client Transfer Services
c/o Distribution Centre
60 Northwind Place
Scarborough Ontario
M1S 5L4

Securities Transfer Client Disclosure

In our business we are dedicated to continually improving Client Service. This Client Disclosure and informational document was developed to help you understand the account transfer process. **It is important to read this document carefully before signing the section called CONTRIBUTING CLIENT AUTHORIZATION on this transfer form.** Should you have any questions after reading this document, please be sure to address your inquiries with your Receiving Institution's Investment Representative.

How long will my transfer take?

The time required to transfer your security(ies) will for the most part depend on the type of investment products you currently hold. Please note that all your assets may not all be transferred at exactly the same time.

Non-registered Accounts:

Under current IDA regulations, this type of transfer may **take approximately 10 business days from the time of receipt by the Delivering Institution**, if it is being delivered via the Automated Transfer Online Notification System (ATON). If the transfer is not being delivered via ATON, the length of time to complete the transfer could exceed 10 business days.

Types of Investment Products

Mutual Funds:

Currently, mutual fund products take longer to fully transfer, and may result in a possible delay into the charitable organization's account, due to the requirement of re-registering the mutual fund at the Fund Company. **On average mutual funds require 5 - 10 business days to transfer from the time the mutual fund power of attorney is received** by the Receiving Institution.

Guaranteed Investment Certificates & Term Deposits:

Generally, a Guaranteed Investment Certificate (GIC) **is not transferable IN-KIND (as is) prior to the maturity date.** Most GIC's must be transferred IN-CASH upon their maturity. Please check the terms and conditions with the Institution which currently holds your investment. If your GIC matures in more than 6 months' time, please submit your transfer request one month prior to maturity.

Other Investment Products:

There are many other investment products which may be non-transferable, non-redeemable or subject to other delays. Some of these products include Mortgages, Foreign Securities, and Non-transferable Bonds (minimum denomination requirements).

Rejected Transfers:

A transfer request may be rejected by the Delivering Institution for a number of reasons, such as, insufficient funds to cover fees, account not in good standing, i.e. undermargin, short position(s), etc. If for any reason your transfer has been rejected by the Delivering Institution, they may return the transfer request to the Receiving Institution unprocessed. **When the reason for the rejection has been rectified, the transfer process may begin again and the Delivering Institution may then have approximately 10 business days, from the date of receipt of the transfer documents to process the transfer.**

How much will it cost to transfer my security(ies)?

Transfer Fees:

Most institutions charge a transfer out fee at which the cost varies. It is important to ensure that you have sufficient funds available in your account at the delivering institution to cover your transfer and administration fees, as the delivering institution may reject the transfer unprocessed, thus creating a lengthy delay.