



Settlement Instructions For Transfer Of Eligible Publicly Listed Securities (Canadian – Mutual Funds)

To donate your gift of mutual funds to the SickKids Foundation, please follow the following **five steps**.

1. In order to facilitate the transfer, download and complete all sections of the transfer form (Canadian Mutual Funds) and return a copy of the completed form to David Corbett at SickKids Foundation. Forms can be faxed to **416.813.4912** or sent by mail to:

David Corbett
Senior Accountant
SickKids Foundation
525 University Avenue, 14th Floor
Toronto, ON M5G 2L3
Tel. 416.813.4973
Fax. 416.813.4912
david.corbett@sickkidsfoundation.com

Note: Forms sent by mail will delay the start of the transfer process, and may affect the ultimate receipt value. Please notify the David Corbett at the Foundation by telephone at 416-813-4973 if you send by mail.

2. The donor must provide the investment manager with written permission giving the manager authority to transfer the securities on the donor's behalf.
3. The investment manager must then write a letter to the mutual fund company outlining how the mutual fund should be reregistered. This letter should include at least the following information:

“We give you the authorization to transfer in-kind (XXXXXX) number of shares of your fund from donor's account (XXXXXX) to the RBC/DEXIA INVESTOR SERVICES FOR SICKKIDS FOUNDATION account, c/o RBC Dominion Securities account #441-59172-12. Dealer Rep #9190-GA2 Barbara Reid.”

Barbara Reid can be contacted at Dominion Securities at (905) 639-5306.

Please confirm with the mutual fund company whether any additional information is required.

NOTE: it may take the mutual fund company several days to process the transfer.

4. Please inform David Corbett at the Foundation once the transfer has been completed. Unexpected and/or unidentifiable transfers may make it difficult for the Foundation to issue the appropriate tax receipt.
5. Please be advised that the value of the donation receipt will be based on the closing price of the security, on the day the securities are received by the Foundation's custodian, in accordance with our Board Policy and Revenue Canada Regulations.