

**PROCEDURES FOR TRANSMITTING GIFTS OF
PUBLICLY TRADED SECURITIES TO THE UNIVERSITY**

Donors may transfer gifts of publicly traded appreciated securities to the university electronically or by mail.

Effective immediately Dalhousie University requires the following information from the donor, prior to transfer, in order for the University's broker to accept the electronic transfer (see sample letters attached – Appendix A & B):

- 1. Quantity and name of security.**
- 2. CUSIP number of the security (donor to request this number, if unknown, from his/her broker).**
- 3. Name of donor's broker and account number of donor.**
- 4. CUID (customer unit identifier directory) of delivery institution (donor to request this number, if unknown, from his/her broker).**

The donor should also outline the intended purpose of the gift. Gifts of privately owned shares must be reviewed by Dalhousie University prior to acceptance.

ELECTRONIC TRANSFER:

The simplest way to make gifts of appreciated securities to the university is by way of electronic transfer. Donors may have their brokers transfer securities by wire directly to Dalhousie University's brokerage account.

In order to do this, the donor must notify, in writing, the broker handling the account, stating the number and type of shares they wish to transfer to the university, and providing the name of Dalhousie's broker (**CIBC Wood Gundy**) and the university's account number (**272-00056-16, FINS#T079**). The broker may then electronically transfer the shares to Dalhousie University's CIBC Wood Gundy account in Canada.

Please note that for donors in the **United States**, the account number to use is **272-00056-16, DTC#5030**.

CIBC Wood Gundy
5657 Spring Garden Road
Suite 502, Box 167
Halifax, NS B3J 3T2

Mr. Greg Glynn (greg.glynn@cibc.ca)
Tel: 902-490-8605
Fax: 902-420-0771

The valuation date for charitable tax purposes will be the date the shares are received and deposited to Dalhousie's account.

By mail:

Share certificates can also be reregistered in the name of Dalhousie University, and forwarded by registered mail.

- If the donor's broker holds his/her certificate, the donor must notify the broker in writing what shares are to be transferred to Dalhousie.

The valuation date for charitable tax purposes will be the date the share certificate is received and deposited to Dalhousie's account.

If the owner holds the certificate and wants to donate shares to the university, he/she should mail an unendorsed certificate and a signed stock power form in separate envelopes, by certified mail. A bank or the donor's broker should guarantee the signature on the stock or bond power and he/she should sign their name exactly as it appears on the security.

The valuation date for charitable tax purposes will be the date the share certificate is received and deposited to Dalhousie's account.