



# NOTIFICATION OF GIFT OF SECURITIES

Royal Oak School is grateful for your gift of securities. Under current tax regulations, your donation of publicly traded securities is exempt from capital gains tax only when you transfer the securities in-kind. A charitable donation receipt for income tax purposes will be issued based on the fair market value of the securities on the date (closing price) the securities are received into the school's brokerage account.

Our policy is to sell your gifted securities immediately upon clearing into our account, usually the day after your transfer. Given the volatility of today's market, the starting balance of any endowment or value of gift will be the net realized cash value of the security sale.

To donate publicly traded securities, please follow these simple steps:

1. Email this form to [admin@royalookschool.ca](mailto:admin@royalookschool.ca). You may also call us at 905-328-9592 to notify us of your intention.
2. Please instruct your broker to complete the transfer of the securities-in-kind to the school's account.
3. For questions about the gift of securities transfer process, please contact Julia Murray, Head of School at: 905-328-9592 or email as listed above.

**Royal Oak School**  
176 Wellington Street  
Niagara-on-the-Lake, ON L0S 1J0

**Charitable Registration Number:**  
81042-4325-RR001

## Donor Information:

**Donor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Securities Being Transferred From:

**Name of Delivering Institution:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Name of Securities:** \_\_\_\_\_

**# of Shares/Units:** \_\_\_\_\_

**Approximate Value of Shares:** \_\_\_\_\_

**Approximate Date of Transfer:** \_\_\_\_\_

**Donor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Securities Being Transferred To:

### **Account Name:**

Royal Oak Community School Inc.

**Account Number:** 445-03878-18

**FINS T079, DTC 5030, CUID WGDB**

### **Receiving Institution:**

CIBC Wood Gundy

63 Church St., Suite 100

St. Catharines, ON L2R 3C4