



## Physical Share Certificates Transfer Instructions

To donate your Physical Share Certificate to SickKids Foundation, please follow the following steps.

1. Assign the physical share certificate to TD Waterhouse Canada Inc. or leave blank. Your signature is also required under Transferor Signature section. Alternatively, a Power of Attorney Form can be completed and forwarded. Please contact Michael Partipilo at TD Waterhouse Canada Inc by phone at 905.501.8170 or email to [michael.partipilo@td.com](mailto:michael.partipilo@td.com) to get the Power of Attorney Form.
2. Complete the Letter of Authorization (LOA) Form for third party charitable donations (TD Form #525276) included below or contact Michael Partipilo at TD Waterhouse Canada Inc by phone at 905.501.8170 or by email to [michael.partipilo@td.com](mailto:michael.partipilo@td.com) or at any TD Canada Trust branch.
3. The completed Letter of Authorization (LOA) Form must be signed in the presence of a Chartered Canadian Bank with your Driver's License or Passport for the Chartered Canadian Bank to verify your identity.
4. Complete and sign the Donor Information and Gift Designation section in the Gift of Publicly Traded Securities to Sickkids Foundation Form or you can download from our Website.
5. Forward the original and signed Physical Share Certificate and the completed Letter of Authorization (LOA) Form with the signature guaranteed stamp from the Chartered Canadian Bank and the Gift of Publicly Traded Securities to Sickkids Foundation Form to the following address:

Attention: Muna Duale, Analyst,  
Accounting SickKids Foundation at  
416- 807-9948 or email us at  
[securities.gifts@sickkidsfoundation.com](mailto:securities.gifts@sickkidsfoundation.com).  
525 University Avenue, Suite 1400  
Toronto, ON M5G 2L3

If the Physical Share Certificate donation is from a non-personal source (i.e., Corporate, Trust, Estate), please contact our office for additional instructions.



**Letter of authorization (LOA) Form  
For 3rd party charitable donations**

Name of registered holder: \_\_\_\_\_  
(please print here)

Name of share/s: \_\_\_\_\_  
(please print here)

Amount of share/s: \_\_\_\_\_

Certificate number/s: \_\_\_\_\_

I, \_\_\_\_\_ do hereby confirm that I am the owner of  
Name of registered holder (please print here)  
the above mentioned share/s.

I am giving the said share/s to The Hospital for Sick Children Foundation - TDW A/C: 8AP963A ,  
Full name and account number of client (please print here)  
\_\_\_\_\_ as a charitable donation.  
(Charity's BN Registration Number)

If you have any questions or concerns with this document, please feel free to contact me at \_\_\_\_\_

\_\_\_\_\_  
Full address and phone number of registered holder (please print here)

Sincerely,

The Hospital for Sick Children Foundation  
Name of Account Holder (please print here)

\_\_\_\_\_  
Name of Registered Holder (please print here)

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Registered Holder

\_\_\_\_\_  
Date signed by Account Holder

\_\_\_\_\_  
Date signed by Registered Holder

\_\_\_\_\_  
Valid ID (i.e. driver's license, passport )

**Registered holder's signature must be witnessed and guaranteed by a Chartered Bank.**  
(To be stamped and signed on the line below)

\_\_\_\_\_



## GIFT OF PUBLICLY TRADED SECURITIES TO SICKKIDS FOUNDATION

(FOR SECURITIES INCLUDING STOCKS, BONDS AND MUTUAL FUNDS)

Please note that SickKids Foundation is unable to issue an income tax receipt until we are aware of your donation. In order to ensure prompt and accurate receipting of your donation, **prior to transferring securities to our account, please fax or email this form to:**

### SickKids Foundation

attn: Finance

525 University Avenue, Suite 835  
Toronto, Ontario M5G 2L3

P 416-813-8181 or 416-813-4973

F 416-813-4912

E securities.gifts@sickkidsfoundation.com

### Donor Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Description of Securities - Equities/Mutual Funds/Bonds

This letter will confirm my intention to donate the following securities to SickKids Foundation:

Security Description \_\_\_\_\_ Quantity \_\_\_\_\_ CUSIP/ISIN \_\_\_\_\_

CAN US

☐ ☐

Security Description \_\_\_\_\_ Quantity \_\_\_\_\_ CUSIP/ISIN \_\_\_\_\_

☐ ☐

### Broker/Delivering Custodian Information

Name of Firm \_\_\_\_\_ FINS# \_\_\_\_\_ Fax \_\_\_\_\_

Name of Broker \_\_\_\_\_ Broker email \_\_\_\_\_ Phone \_\_\_\_\_

Account Name \_\_\_\_\_ Client Account Number \_\_\_\_\_

### Gift Designation

☐ Highest Priority Needs of SickKids Foundation (default); or

☐ Specific Designation:

### Donor Authorization

Signature \_\_\_\_\_

Date (Day/Month/Year) \_\_\_\_\_

To transfer securities, please advise your broker of the following details:

For Canadian Brokerage Houses, transfer to:

TD Waterhouse Canada Inc.: A/C: 8AP963A (CAD) /  
8AP963B (USD) FINS#: T007 CUID/DCS#: GIST

For US/International Brokerage Houses, transfer to:

TD Waterhouse Canada Inc.: /C 8AP963A (CAD) / 8AP963B (USD)  
DTC#: 5036 Agent ID#: 53266  
Institutional ID#: 66296