

Transfer of Public Securities Form

Submission Instructions on page 2

DONOR INFORMATION

Name: _____
Mailing Address: _____
Telephone Number: _____
Email: _____

Save a stamp! Please email me my tax receipt

SECURITIES INFORMATION

Description of Shares: _____
Number of Shares: _____
CUSID #: _____

DELIVERING FINANCIAL INSTITUTION INFORMATION (this is your banking information)

Name of Financial Institution: _____
Address of Financial Institution: _____
Account Number: _____
Name of Financial Advisor: _____
Financial Advisor's Telephone Number: _____
Financial Advisor's Email: _____

RECEIVING FINANCIAL INSTITUTION INFORMATION

Name of Financial Institution: Community First Wealth Management
Account Name: ARCH Hospice
Account Number: 2U0-932-A
DTC Number: 5083
CUID Number: CRED

Submission Instructions:

1. Complete the Transfer of Public Securities Form and submit to:

ARCH Hospice

Attn: Fund Development
229 Fourth Line West
Sault Ste. Marie, ON P6A 0B5
Fax: 705.942.1444
E: manthaa@archhospice.ca
Telephone: 705.942.1556 x202

Community First Wealth Management

Attn: Kim Boudreau
Investment Advisor
289 Bay Street
Sault Ste. Marie, ON P6A 1W7
Fax: 705.942.0879
E: kboudreau@communityfirst-yncu.com
Telephone: 705.942.3008

2. Community First Wealth Management will notify ARCH Hospice once the transfer has been complete.
3. ARCH Hospice will issue a tax receipt to the donor. The tax receipt will reflect the security's closing price on the trading day on which it is received or the sale price, whichever occurs first.

Authorization:

It is my/our understanding that the above securities will be offered for sale by ARCH as soon as the transfer is complete, and the net sale proceeds will be credited to ARCH. ARCH will issue a charitable tax receipt for the security's closing price on the trading day on which it is received or for the sale price, whichever event occurs first, in accordance with Canada Revenue Agency's tax receipting guidelines. I acknowledge that I have read the ARCH Policy: Receipt and Valuation of Gifts of Publicly Traded Securities included with this form.

Donor's Signature

Donor's Name (please print)

Date

POLICY: RECEIPT AND VALUATION OF GIFTS OF PUBLICLY LISTED SECURITIES

1.
 - a) Publicly listed securities that are freely tradable and that are gifted to ARCH Hospice may be deposited by the donor into ARCH's account at Community First Wealth Management via Credential Securities. The receipt of these gifts shall be supervised by ARCH's Manager of Fund Development in consultation with the Executive Director as appropriate.
 - b) Gifts of publicly listed securities that are not freely tradable because of legal restrictions pertaining to their transferability are not considered to be accepted and receiptable by ARCH until the securities have been received into ARCH's brokerage account - to ensure the delivery of the gift has been completed - and, if required, the opinion of third party legal counsel with respect to legal restrictions placed on the securities.
2.
 - a) Where a gift of freely tradable publicly listed securities is made to ARCH, the value of the gift will be determined by the value received when the securities are sold by ARCH or the closing market price on the day the securities were received in ARCH's brokerage account, whichever event occurs first. When there is no stock exchange trading of the securities received, the value of the securities shall be determined by ARCH in consultation with its advisors and an independent valuation may be performed.
 - b) In the case of securities that are subject to any restrictions, an independent valuation will be performed and the value shall be determined by ARCH in consultation with its advisors. The value, having regard to the nature of the restriction, may involve a discount to the closing market price of the securities on the day ARCH receives the securities in its account.
3. All gifts of publicly listed securities are to be sold as quickly as possible in an orderly fashion. This will maximize the sale proceeds and minimize any difference between the proceeds of disposition and the value at which they were receipted, all subject to stock market conditions at the time of sale. In cases where the securities are thinly traded or represent a substantial proportion of the company's total capitalization, or are subject to legally binding or donor-requested hold restrictions, it may be necessary and/or prudent to extend the sale program over a reasonable period of time. All commission charges and all resulting capital losses or gains that arise from the sale of the gifted securities, as compared to their value at the time of receipt by ARCH, shall be charged or credited directly to Fundraising Expenses. However, these charges, losses or gains shall not affect the value of the receipt issued for the gifted securities, which shall be valued as detailed above. Formal acceptance by ARCH of donor-requested hold conditions shall be the responsibility of the Executive Director.
4. Responsibility for decisions relating to the process, timing and pricing for disposition of the securities is hereby assigned to ARCH's Manager of Fund Development, who shall proceed on a timely basis with all sales. If the Manager of Fund Development is not available to take the lead at a particular time, then primary responsibility is assigned to the Executive Director.
5. A copy of this policy shall be provided by ARCH to all donors who wish to make gifts of publicly listed securities to ARCH to ensure that prior to making such gifts the donors are aware of ARCH's approach to valuing and disposing these gifts.