

Instructions

Step 1: Complete all sections of this form. This can be done with your broker/advisor.

Step 2: Please send a copy of the completed form to Paula Muldoon.
pmuldoon@bgcottawa.org

By Mail:
Ron Kolbus Clubhouse 2825
Dumaurier Ave. Ottawa, ON
K2B 7W3

Note: Security/Funds are transferred anonymously. Funds may be returned to transferring institution if a copy of this letter has not been received by RBC DOMINION SECURITIES

Step 3: Email or fax the completed form to your broker or advisor.

BGC Ottawa Broker Advisor

Please email or fax form to:
RBC DOMINION SECURITIES
Attn: Belinda Windover
belinda.windover@rbc.com
Fax #: (613) 564-4801
Direct: (613) 564-0805
Office: (613) 564-4800

333 Preston Street, Suite 1100
Ottawa, ON K1S 5N4

Security/Mutual Fund Transfer Request

Section 1: (TO BE COMPLETED BY DONOR OR BROKER)

Donor Name: _____

Donor Address: _____

Donor's Brokerage Firm: _____

Donor's Brokerage Contact: _____

Donor's Brokerage Account #: _____

Brokerage Address: _____

Brokerage Phone #: _____ Fax# _____

Brokerage Email Address: _____

SECTION 2 TRANSFER INSTRUCTIONS

(Please use separate form for each Security)

Security/Fund Name: _____

CUSIP/ISIN/SEDOL Number: _____

Quantity of Shares: _____

Date of Transfer: _____ (mm/dd/year)

SECTION 3: TRANSFER DETAILS FOR BROKER

Transfer to:

RBC DOMINION SECURITIES

belinda.windover@rbc.com

Fax #: (613) 564-4801

Account Name: Boys and Girls Club of Ottawa

Account #: 384-7360116

FINS: T002

CUID: DOMA

DTC #: 5002

Donor's Signature: _____

Date: _____ (mm/dd/year)