

Direction to Transfer Shares from a Non-Registered Account

Date:

From: [Donor's name]

To [brokerage firm name and address]:

Dear [broker's name]:

Re: Direction to transfer shares to The Synod of the Diocese of Kootenay

Please transfer [\$_____ worth of] or [#] shares of _____
from my non-registered account # _____ to The Synod of the Diocese of
Kootenay by way of a direct transfer of the shares to The Synod of the Diocese of Kootenay's
account at RBC Dominion Securities.

The Synod of the Diocese of Kootenay's account information at RBC is as follows:

Account #: 832-19161-1-9

CUID-DOMA DTC #5002 Firm# 9190

The Synod of the Diocese of Kootenay's broker: [Steve Wallouch](#)

Phone: (250) 712-2166

Fax: (250-712-2179

E-mail: steve.wallouch@rbc.com

I understand that The Synod of the Diocese of Kootenay will issue a charitable receipt to me for the trading value of the shares on the date the shares are received in The Synod of the Diocese of Kootenay's account. I further understand that The Synod of the Diocese of Kootenay will sell the shares and use the net proceeds as per my instructions to the Diocese.

Please confirm the share transfer with me upon completion.

Sincerely,

**Please note if the account is a joint account, all parties must sign the letter of direction*