



## LETTER OF NOTIFICATION

**Note:** Please fax a copy of this letter to:  
Ottawa Regional Cancer Foundation  
**Attention: Lucie Châtelain**  
Fax: 613.247.3526

### Broker Contact Information:

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

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

### Securities Information:

Description of Securities: \_\_\_\_\_

Number Of Shares released: \_\_\_\_\_

Approximate value of the gift: \_\_\_\_\_

Broker/Bank Name: \_\_\_\_\_

CUID or DTC: \_\_\_\_\_

**Broker:** Transfer of securities should be made to:  
**Ottawa Regional Cancer Foundation**  
The transfer is to be made in negotiable form and directed to:  
**TD Waterhouse, Discount Brokerage**  
**ORCF Securities Account**

### Donor Information:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

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

### Important Information:

In order to initiate your gift transfer, please complete this form and send it to your broker and return a copy to:

**Ottawa Regional Cancer  
Foundation  
Gift Planning Office  
Fax: 613.247.3526.**

Your broker will be able to provide certain information such as the CUID and DTC numbers.

Unexpected and/or unidentifiable transfers make it difficult for the Cancer Foundation to issue the appropriate tax receipt.

Please contact Lucie Châtelain, Director of Gift Planning, at 613.247.3427 with any questions about the process.

All donated securities are sold upon receipt. The net proceeds from our sale of your donated securities will be the amount of your gift and will be directed to the fund you designate. This value may be higher or lower than the value of your charitable gift receipt which is determined by the closing price on the day that the Cancer Foundation receives the shares into our account.

Your broker may contact a TD Bank Representative with any questions or concerns:

**Mark Lalonde – 613.782.1230**  
**Rebecca Tam – 613.782.1194**

Please fax this form to the attention of Mark Lalonde and Rebecca Tam at 613.782.1261. For further information or to discuss allocation instructions to the **Ottawa Regional Cancer Foundation** please contact: Lucie Châtelain, Director of Gift Planning, at [lchatelain@ottawacancer.ca](mailto:lchatelain@ottawacancer.ca) or call 613.247.3527.