



UNIVERSITY
of Prince Edward
ISLAND

DEVELOPMENT AND ALUMNI ENGAGEMENT

550 University Ave, Charlottetown, PE C1A 4P3

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GIFTS OF MARKETABLE SECURITIES TO THE UNIVERSITY OF PRINCE EDWARD ISLAND

The University of Prince Edward Island (UPEI) is grateful to accept donations of marketable securities traded on a recognized stock exchange (e.g., TSE, NYSE). A charitable receipt for income tax purposes will be issued by UPEI, in accordance with Canada Revenue Agency's (CRA) guidelines, to reflect the value ("average" of opening/closing share value) on the day the transfer of ownership from the donor to UPEI takes place. This is when the UPEI stockbroker receives the securities in negotiable form.

Steps To Initiate the Transfer of Marketable Securities to UPEI

1. Complete and sign this form and provide it to your Financial Advisor as a request to electronically transfer the specified marketable securities as a donation as soon as possible. The transfer department of your Financial Advisor will process the donation. *Please note that donations of mutual funds take longer to process than donations of individual securities.*
2. Please email the completed form to melanie.heron@scotiawealth.com, comptrollersoffice@upei.ca, and donations@upei.ca.

Scotia Wealth Management, 98 Fitzroy Street, PO Box 1540, Charlottetown, PE C1A 1R7
Melanie Heron, Branch Administrator, 902-629-2567

3. Charitable receipts are dated for the calendar year that the transfer of ownership to UPEI occurs per CRA rules. Therefore, it is important that any transfers of marketable securities initiated, especially later in the calendar year, are dealt with as quickly as possible to ensure the transaction happens in the calendar year you require for tax purposes. Please let your Financial Advisor know your requirements so they can ensure a timely transaction.

Name of security: # of shares:

Approximate value/share: \$ /share Account: #4671710517 CUID #SCOT

Broker: Representative:

Phone: Email:

Donor name: Phone:

Address:

City: Province: Postal code:

Signature: Date:

Thank you for your generous support.

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