

## Instructions for Transfers of Securities

Thank you so much for your interest in donating to Village Church by transferring securities.

On the 2nd page of this document, you will find a “Letter of Direction”. This serves to instruct your Financial Advisor / Brokerage Firm to transfer the specified number of shares from company X to Village Church.

For example, you would instruct your investment firm to transfer, on your behalf, from your account #1234-5678, 500 shares of XYZ Corp to Village Church, #4JCWA0A, held at IPC Securities Corp, 15300 Croydon Drive, 3rd Floor, Surrey, BC V3Z 0Z5.

A donation receipt will be generated for the value of the closing price of the securities, on the day the securities are received by IPC Securities Corp on behalf of Village Church. Receipts are emailed before the end of February for the previous year.

Please contact me when you have given your “Transfer of Securities” instructions to your Financial Advisor / Brokerage Firm. This will ensure we can follow up with Carey Vandenberg of IPC Securities Corp who handles Village Church’s donations of securities.

Thank you for your partnership in supporting the mission of Village Church, as witnessed through this generous financial gift.

### **Jenny Thiessen**

*Finance Director, Village Church*

*jenny@thisisvillagechurch.com*

*604 560 5577*



## Letter of Direction | Charitable Donation of Securities

To donate publicly listed securities (shares, mutual fund units, etc.) to Village Church, please do the following:

1. Complete and sign this Letter of Direction and send to your Financial Advisor / Brokerage Firm
2. Email a copy to Village Church: jenny@thisisvillagechurch.com

### AND

Carey Vandenberg  
carey@ipcsecurities.com  
IPC Securities Corp  
3388 Rosemary Heights Crescent  
Suite 217  
Surrey BC V3Z 0K7  
FAX: 1 888 551 9202

The value of the donation receipt is based on the closing price of the securities on the day they are received by IPC Securities Corp on behalf of Village Church.

Village Church BC Society  
(aka "Village Church")  
Charitable Registration No:  
**806421681 RR0001**

Date:

To: *(Your Financial Institutions Name)*

This letter is to authorize the transfer of the following securities currently owned by me / us from our investment account(s) to Village Church account # **4JCWA0A** at IPC Securities Corp as a charitable donation. Please process this transaction immediately.

### Donor

Last Name(s), First Name(s):

Address:

### Financial Advisor / Brokerage Firm

Firm Name:

Financial Advisor:

Address:

Account Number:

Symbol	Security Name	#of Shares	
			Transfer "in kind"
			Transfer "in kind"

Please transfer the securities above "in kind" to:

Village Church, Account #**4JCWA0A**  
IPC Securities Corp  
**FINS #T080 CUID#NBCS**

Signature of Account Holder / Donor

Signature of Joint Account Holder / Donor (if applicable)