

## Process to transfer public securities electronically to Arthritis Research Canada

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### STEP 1:

Complete the Share Transfer Form (attached) and submit, prior to transfer – by email, fax or regular mail to;

Patti Nakatsu

Director of Development

Arthritis Research Canada (ARC) 5591 No.3 Road, Richmond, BC V6X 2C7 Canada

**Email:** [pnakatsu@arthritisresearch.ca](mailto:pnakatsu@arthritisresearch.ca) **Fax:** 604-207-4059 **Tel:** 604-207-4002 **Toll-free:** 1-855-750-0400

*(Please note: Arthritis Research Canada's account is registered as Arthritis Research Centre Society of Canada)*

### STEP 2:

Please complete the Letter of Authorization, addressed to your broker (sample attached). This authorizes the electronic transfer into the Arthritis Research Centre Society of Canada's brokerage account. Return the Letter of Authorization to your broker so that they may initiate the Transfer of Shares to Arthritis Research Canada.

### ARTHRITIS RESEARCH CANADA'S BROKER:

#### RBC Dominion Securities

Milau Fairhurst Private Wealth Management Group

400 – 2626 Croydon Drive. Surrey, BC V3Z 0S8

#### Contacts:

Debbie Stephens, Associate **Email:** [debra.stephens@rbc.com](mailto:debra.stephens@rbc.com) **Tel:** 604-535-3853 **Fax:** 604-531-4586

Nick Milau, Vice President, Portfolio Manager & Financial Planner

**Email:** [nick.milau@rbc.com](mailto:nick.milau@rbc.com) **Tel:** 604-535-3825 **Fax:** 604-531-4586 **Toll Free :** 1-800-663-4664

Please note: If you have hardcopy share certificates, please contact Patti Nakatsu at Arthritis Research Canada (listed above) for further instructions.

### STEP 3:

Arthritis Research Canada will issue a tax receipt that reflects the closing price of the shares on the date of transfer. This is the date the shares arrive in Arthritis Research Canada's brokerage account.

**SHARE TRANSFER FORM**

In order to ensure your transaction is handled smoothly and efficiently, please submit this completed form, prior to the transfer — by email, fax or regular mail to:

**Patti Nakatsu**  
 Director of Development  
 Arthritis Research Canada  
 5591 No.3 Road, Richmond, BC V6X 2C7  
**Email:** [pnakatsu@arthritisresearch.ca](mailto:pnakatsu@arthritisresearch.ca) **Fax:** 604-207-4059 **Tel:** 604-207-4002 **Toll-free:** 1-855-750-0400

*(Please note: Arthritis Research Canada's account is registered as, Arthritis Research Centre Society of Canada)*

Name:	Telephone:
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Address:

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Broker's Name:	Telephone:
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Brokerage Firm:

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Brokerage Account:

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Name of Security:

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Description of Shares: (e.g. common, preferred, etc.)

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Approximate value of each share: \$	Number of shares transferred:
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I understand that I will receive a gift-in-kind tax receipt for these securities from Arthritis Research Centre Society of Canada (ARC) for the closing price, on the date these securities are received in ARC's account. These securities have been donated to ARC without restriction and can be sold by ARC at any time considered appropriate.

Signature of Donor:	Date:
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# LETTER OF AUTHORIZATION

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Date: \_\_\_\_\_

Broker's Name: \_\_\_\_\_

Broker's Address: \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

Please accept this letter as authorization to transfer the following shares to the Arthritis Research Centre Society of Canada, from my account # \_\_\_\_\_ .

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

Number of Shares: \_\_\_\_\_

**RECEIVING FIRM:** RBC Dominion Securities  
**NAME OF ACCOUNT:** Arthritis Research Centre Society of Canada  
**ACCOUNT NUMBER:** 384-04285-1-4  
**FINS:** T002  
**CUID:** DOMA

**CONTACT INFO:**

RBC Dominion Securities  
400 – 2626 Croydon Drive. Surrey, BC V3Z 0S8

**Contacts:**

Debbie Stephens, Associate **Email:** [debra.stephens@rbc.com](mailto:debra.stephens@rbc.com) **Tel:** 604-535-3853 **Fax:** 604-531-4586

Nick Milau, Vice President, Portfolio Manager & Financial Planner

**Email:** [nick.milau@rbc.com](mailto:nick.milau@rbc.com) **Tel:** 604-535-3825 **Fax:** 604-531-4586 **Toll Free :** 1-800-663-4664

Thank you for your attention to this matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_