



DONATION OF PUBLICLY TRADED SECURITIES TO SEVA CANADA SOCIETY

Thank you for your interest in donating securities to Seva Canada Society. Transferring securities is very easy to do. Simply follow these directions.

1. Contact your broker or financial advisor to advise them of your wish to make a gift of securities to Seva Canada Society.
2. Complete the "Voluntary donation to charitable organization form" from Qtrade Investor (you may need your broker's assistance).
3. Email (operations@seva.ca) the completed form to Seva together with a copy of your valid legible government issued ID (e.g. driver's license or passport). If you prefer not to provide a copy of your ID, your broker can submit the form directly to Qtrade along with a signature guarantee. At Seva, the completed form will be signed by our Executive Director and sent to Qtrade Investor for them to confirm the transfer.
3. Once the securities have been transferred to Seva's account, we will contact Qtrade Investor to confirm the gift of the securities and the closing bid value on the day the securities were received into our account.
4. We will issue you an official receipt, for income taxes purposes, for the value as determined by Qtrade Investor.
5. It is Seva Canada Society's policy that securities will be sold as soon as possible upon receipt.

Thank you again for helping to restore sight and prevent blindness.

If you have any questions, please contact Ashley Holm, Donor Relations and Operations Manager at 604-713-6622 / 1-877-460-6622 or operations@seva.ca.

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