

LETTER OF DIRECTION AND AUTHORIZATION

Re: Transfer of Publicly Listed Securities

Date: _____

This letter authorizes the transfer of the following securities currently owned by me/us from my/our account # _____ to account #2F3-565A-3 for Group Health Centre Trust Fund held with Credential Securities Inc. at Community First Wealth Management.

Account #2F3-565A-3 (Canadian Securities) | Dealer 7799 | Rep Code 4B03 | DTC#5083 | CUID#CRED

Number and type of securities: _____

Name of company: _____

Name of exchange: _____

Name of our advisor: _____

Name of advisor's company: _____

Advisor's telephone #: _____

It is my/our understanding that the above securities will be offered for sale by Group Health Centre Trust Fund as soon as the transfer is complete, and the net sale proceeds will be credited to Group Health Centre Trust Fund. Group Health Centre Trust Fund will issue a charitable tax receipt for the security's closing price on the trading day on which it is received or for the sale price, whichever event occurs first. I acknowledge that I have read the Group Health Centre Trust Fund's Policy: Receipt and Valuation of Gifts of Publicly Traded Securities included with this form.

Yours sincerely, _____

(Donor's Signature)

(Donor's Name - please print)

Address: _____

Email Address: _____

Phone Number: _____

Please fax a copy to both Group Health Centre Trust Fund and Credential Securities Inc. at Community First Wealth Management

1. Group Health Centre Trust Fund
65 Willow Ave. Sault Ste. Marie, ON, P6B 5B1
Fax: (705) 541-2249 Tel: (705) 759-5530
Charitable registration # 119236222RR0001

2. Credential Securities Inc. at Community First Wealth Management
289 Bay Street, Sault Ste. Marie ON P6A 1W7
Attn: Chris Oliver - Investment Advisor
Fax: 705-942-0879 Tel: 705-942-1836

POLICY: Receipt and Valuation of Gifts of Publicly Listed Securities

- 1. a)** Publicly listed securities that are freely tradable and that are gifted to Group Health Centre Trust Fund (GHC Trust Fund) may be deposited by the donor into GHC Trust Fund's account at Credential Securities Inc. at Community First Wealth Management. The receipt of these gifts shall be supervised by GHC Trust Fund's Executive Director in consultation with the Chief Financial Officer of Group Health Centre as appropriate.

b) Gifts of publicly listed securities that are not freely tradable because of legal restrictions pertaining to their transferability are not considered to be accepted and receiptable by GHC Trust Fund until the securities have been received into GHC Trust Fund's brokerage account - to ensure the delivery of the gift has been completed - and, if required, the opinion of third party legal counsel with respect to legal restrictions placed on the securities.
- 2. a)** Where a gift of freely tradable publicly listed securities is made to GHC Trust Fund, the value of the gift will be determined by the value received when the securities are sold by GHC Trust Fund or the closing market price on the day the securities were received in GHC Trust Fund's brokerage account, whichever event occurs first. When there is no stock exchange trading of the securities received, the value of the securities shall be determined by GHC Trust Fund in consultation with its advisors and an independent valuation may be performed.

b) In the case of securities that are subject to any restrictions, an independent valuation will be performed and the value shall be determined by GHC Trust Fund in consultation with its advisors. The value, having regard to the nature of the restriction, may involve a discount to the closing market price of the securities on the day GHC Trust Fund receives the securities in its account.
- 3.** All gifts of publicly listed securities are to be sold as quickly as possible in an orderly fashion. This will maximize the sale proceeds and minimize any difference between the proceeds of disposition and the value at which they were receipted, all subject to stock market conditions at the time of sale. Formal acceptance by GHC Trust Fund of donor-requested hold conditions shall be the responsibility of the Executive Director.
- 4.** Responsibility for decisions relating to the process, timing and pricing for disposition of the securities is hereby assigned to GHC Trust Fund's Executive Director, who shall proceed on a timely basis with all sales. If the Executive Director is not available to take the lead at a particular time, then primary responsibility is assigned to the Chief Financial Officer of Group Health Centre.
- 5.** A copy of this policy shall be provided by GHC Trust Fund to all donors who wish to make gifts of publicly listed securities to GHC Trust Fund to ensure that prior to making such gifts the donors are aware of GHC Trust Fund's approach to valuing and disposing these gifts.