



Letter of Instruction to Transfer Securities to Markham Stouffville Hospital Foundation

Today's Date: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Name & Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

CUID ID# of Transferring Institution: \_\_\_\_\_

Dear Broker:

Please accept this letter as your instructions to transfer (name & number of shares and CUSIP Number)

\_\_\_\_\_  
\_\_\_\_\_

from account \_\_\_\_\_ to the Markham Stouffville Hospital Foundation.  
(Account number)

The Markham Stouffville Hospital Foundation maintains brokerage account number **MSUF4288002** and institution CUID number **COMO** with the following broker:

**CIBC Mellon Global Securities Services**  
255 Queens Ave, Suite 800, London, Ontario N6A 5R8  
Contact: Debra Wallis, Specialist, Institutional and Pension Accounting  
Tel: 519.873.2211  
[Client.Service2@cibcmellon.com](mailto:Client.Service2@cibcmellon.com)

It is important that this transaction is completed by no later than (date) \_\_\_\_\_

**Please** email a copy of this form to Winnie Ma, Director, Finance & Operations, at Markham Stouffville Hospital Foundation and notify when the transaction is complete.  
email: [wma@msh.on.ca](mailto:wma@msh.on.ca) Tel: 905.472.7373 ext. 6776

Charitable Registration 13064 3620 RR0001

379 Church Street, Suite 303  
Markham, Ontario L6B 0T1  
t: 905.472.7059

[mshf.on.ca](http://mshf.on.ca)

