



UNIVERSITY
of HAWAII®
FOUNDATION

**Instructions for Transferring Publicly Traded Securities
From Your Broker or Banker to UH Foundation's Brokerage Account**

Please provide these instructions to your broker or banker to transfer via DTC (Depository Trust Company) a specified number of shares in kind to either of the University of Hawai'i Foundation's brokerage accounts at:

Merrill Lynch

Attn: Kirk Taniguchi
Pauahi Tower Penthouse
1003 Bishop Street
Honolulu, Hawai'i 96813
Phone # (808)525-7368

DTC 8862
Account Name: University of Hawai'i Foundation
Account # 20M-04015

OR

Charles Schwab

Attn: JJ Johnson
Charles Schwab & Co, Inc.
Honolulu Branch (HO)
700 Bishop Street, Suite 100
Honolulu, Hawai'i 96813
Phone # (808)532-9781

DTC 0164
Account Name: University of Hawai'i Foundation
Account # 8994-1516
House Account # 00610094837

1. Please notify the UH Foundation, preferably in writing, of the pending gift (number and description of shares) and its designation/purpose. (See sample letter.)
2. The date of the gift will be the date the shares are actually received in the UH Foundation's account. The value of the gift will be the mean price (average of high and low prices) on that date. A receipt for the gift will be issued accordingly.
3. It is the UH Foundation's policy to dispose of the shares immediately. The net proceeds will be available for the designated purpose indicated by the donor.

Certificates held by the donor:

1. Please deliver or mail the unendorsed certificate to the UH Foundation at P.O. Box 11270, Honolulu, HI 96828-0270. If the certificate is mailed, then please also mail under separate cover a blank stock power signed by the individuals named on the certificate. (This will prevent the securities from being readily negotiable.) The date of the gift will be the postmark date of the later of the two envelopes.
2. The date of the gift will be the date of the certificate. Upon receipt, the certificate will be forwarded to Merrill Lynch for disposition.

Mutual Funds:

1. If you are making a gift of mutual funds, please find out the exact name of the fund/s. Each fund family has its own rules for transfer of shares. We may have to open an account with the mutual fund company to accept and dispose of the shares. Please call Kara Shibata, Controller at (808) 376-7857 for further assistance.

Sample Letter of Instructions to Your Broker

(You may use this sample letter to notify your broker with UHF's information)

Date

Your Broker's Name
Address

SUBJECT: Account # (Your account number with broker)

Please transfer via DTC (###) shares of (*Description of securities*) from my account listed above to:

(Insert Brokerage information here)

Name
Address
Account

This gift is designated for the (name of University of Hawai'i's College, Unit, Program, or Project and if available, UHF Project #).

Sincerely,

Donor
Name
Address

cc: UH Foundation (Fed ID#99-0085260)
Attn: Controller
P.O. Box 11270
Honolulu, HI 96828-0270
Fax (808) 441-0992