[address of donor]

Bertie Butler

Quilter Cheviot

One Kingsway

London

WC2B 6AN

[date]

Dear Bertie,

**Gift of shares to Pembroke College, Cambridge**

I would like to gift the below shares to Pembroke College, Cambridge. I confirm that I am an alumnus/a of the college and have instructed my current broker of my intention.

|  |  |
| --- | --- |
| **Name of Security** | **Nominal** |
| [stock / fund] | [no. of shares] |

Contact details for my current broker are as follows:

[name]

[company]

[email]

[phone]

I understand that as a result of the charitable donation I am making to Pembroke College, Cambridge by way of a transfer of the above holding, Quilter Cheviot needs to obtain evidence of my identity and address. I also understand that your preferred method of obtaining this is by way of electronic verification for which you need to have my authority.

I hereby give you authority to use the personal information provided to you below to undertake electronic verification and I consent to my personal data being shared with ID Global for the purposes of undertaking electronic verification. I am aware that should electronic verification fail for any reason, I will be required to provide certified copies of both proof of identity and proof of address which I agree to provide to Quilter Cheviot before the transfer can take place.

My address is as given at the top of this letter. My full name is [full name] and my date of birth is [DOB]. My [passport/driving licence] number is [passport/driving licence].

For use going forward, my personal email address is [email].

Yours sincerely,

………………………………

[full name]