

**Receiving gifts/donations on behalf of Queens’ College**

* The donor should write to Rathbone Investment Management, addressed to Georgina Hand, informing her of their wish to make the donation.
* Instructions should include:
	+ Details of the gift (stock/fund name and nominal amount)
	+ Contact details of the current broker
	+ Their account number or reference at their current broker
* The donor must have informed their current broker of the intention to transfer.
* Queens’ College must confirm to us they are happy to accept the gift and that the donor is an alumnus.
* Upon receipt of all confirmations, Rathbone Investment Management’s transfers department will contact the current broker to arrange transfer.

Georgina Hand

March 2021

**Full name of Charitable Organisation:**

THE QUEEN’S COLLEGE OF SAINT MARGARET AND SAINT BERNARD IN THE UNIVERSITY OF CAMBRIDGE

**Charity number:** 1137495

**Contact name and number:** Mr Jonathan Spence, Senior Bursar, 01223 335 520

**Queens’ College entry on the Charity Commission website can be found here:**

https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4046612

**Rathbone Investment Management contact details:**

Mrs Georgina Hand

Rathbone Investment Management Ltd

Fiennes House

Winchester

SO23 9EH

**Email**: Georgina.Hand@rathbones.com

**Telephone**: 01962 857 000

[Address of donor]

[Date]

Mrs Georgina Hand

Rathbone Investment Management Ltd

Fiennes House

Winchester

SO23 9EH

Dear Georgina

I would like to gift the below shares to Queens’ College. I confirm I have instructed my current broker of my intention.

|  |  |
| --- | --- |
| **Name of Security** | **Nominal** |
|  |  |
|  |  |
|  |  |
|  |  |

Contact details for my current broker are as follows:

[Name]

[Company]

[Address]

[Email]

[Phone]

[Reference at Counterparty]

I understand that this is a charitable donation made in favour of Queens’ College.

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

Yours sincerely

……………………………………….

[full name]