

Non-restrictive Stock Donation and Stock Disposition Guideline

Rev. May 2009

Introduction

River of Life Christian Church (or “The Church”) is a non-profit evangelical organization. Therefore, any fundraising or offerings must be regulated and are not to be done for the purpose of “money-profit making.” Any offering including non-restrictive stock donation must always be intended to financially benefit the church more than the giver. This document defines the non-restrictive stock donation and the Church stock disposition guideline.

Guidelines for non-restrictive Stock Donation

1. **Restrictive Stocks:** The Church encourages stock donation from the congregation as well as from friends or visitors of the Church. However, donating restrictive stocks is not recommended because the overhead in removing the restriction poses a very heavy burden and handling problem to the Church Finance Department. If you plan to donate your stocks, please make sure that those stocks are not restrictive or please remove the restriction before donating them to the Church.
2. **Taxation advice:** The Church Finance Department or the Church office will not provide you with any TAX advice on the deductibility of your non-restrictive stock gift. These rules can be complicated depending on when and how you acquired the stock. Please consult your TAX advisor on the rules governing deductibility of your gift.
3. **Timing for making a non-restrictive stock donation:** The donor is responsible for making his or her best judgment on when to donate the non-restrictive stocks or securities in order to save TAX or to make maximum contribution to the church.

To make a non-restrictive stock donation

If you plan to donate your non-restrictive stocks to the Church, simply take the following steps to complete the transaction:

1. Transfer: There are three ways of transferring your stocks;

Method 1. Securities held by you in your account at Charles Schwab*: Go to your brokerage office and fill out a form to transfer the shares to River of Life Christian Church's account at Charles Schwab, Account # 7509-6601, DTC # 0164, Code # 40.

Method 2. Securities held by your broker or bank other than Charles Schwab*: Talk to your broker and provide River of Life Christian Church's account at Charles Schwab, Account # 7509-6601, DTC # 0164, Code # 40.

Method 3. Securities held by you: Please contact your broker or Charles Schwab's office to arrange for the transfer of your securities. The procedure is similar to the two methods stated above. To contact Charles Schwab's office, please call (800) 662-6068.

2. Notification: Immediately after the transfer, please e-mail the following information to Savina Kao, Director of Finance of ROLCC, at savinakao1@yahoo.com or send a fax to (408) 748-8877;

- 1) The company name and number of shares transferred
- 2) Your name, address, and telephone number and
- 3) The fund or funds you wish to designate the proceeds to

Please write 'confidential' on the cover page to ensure a high level of confidentiality in processing your donation.

Please call Savina Kao at (408) 260-0257 x 103 for assistance if you have questions or problems concerning completing the transaction.

3. Confirmation: The Church is not an appraiser, and will not provide donors with a "value" donated stocks or securities. Instead, the Church Finance

Department will provide a Stock/Security Gift Receipt that acknowledges the date of contribution, the donor's name and address, the number of shares given, and the name of the company. Therefore, please request a receipt from Savina Kao immediately as a confirmation of your contribution. Savina will send you the receipt upon receiving the notice for completion of transaction from BOTH you and Charles Schwab. It will take approximately one week before you will receive the receipt from the Church Office.

Stock Disposition Guideline

The Executive Board of Directors of the Church decided and enforces the rule that all non-restrictive stocks and securities the Church receives from donors will be sold upon completion of the stock transfer WITHOUT exception. As soon as the transaction of stock transfer is completed, the Church-authorized agent will access the Church stock account to sell your donated stocks or securities on the very same day or before the end of the next trading day in case the transfer arrives late in the date.

Thank you for your generous contribution to the Church!