

## CHARTER HALL DIRECT OFFICE FUND (CHDOF or FUND) WITHDRAWAL FORM

**In the event that demand for this Withdrawal Offer exceeds the Fund's available liquid assets, redemptions may be scaled back, delayed or suspended. In the event of scale back, to reduce administrative expenses borne by the Fund, a portion of the liquidity amount may be used to fully redeem small unit holdings.** The sell spread on the Withdrawal Offer is 2.5%, reflecting the sale costs incurred on the divestment of investment properties. This cost accrues to CHDOF, not the manager, and ensures all investors share in the divestment costs.

Please complete all relevant sections of this form using BLOCK LETTERS in black ink.

|          |                      |                                   |   |  |
|----------|----------------------|-----------------------------------|---|--|
| <b>A</b> | Investor number      |                                   |   |  |
|          | Registered name(s)   |                                   |   |  |
|          | Contact phone number |                                   |   |  |
|          | Unit class to redeem | <input type="checkbox"/> Retail   | <input type="checkbox"/> Wholesale      | Place a mark(s) in the box corresponding to the unit class(es) you wish to redeem. |
|          |                      | <input type="checkbox"/> Ordinary | <input type="checkbox"/> Wholesale<br>A |  |

**Do not return this form to Charter Hall. Please return to the mailing address as shown on the reverse side. If you are in doubt about how to deal with this form, please consult your financial or other professional adviser. If applicable, you need to obtain the approval of your margin lender before returning this form.**

By completing and returning this form you are electing to redeem Units at the **exit price per unit applicable as at 26 February 2016** in accordance with the Withdrawal Offer detailed on the Fund's website. Receipt of this Withdrawal Form by the Registry by **5:00pm (AEST) on 26 February 2016** will constitute acceptance of the terms and conditions of the Withdrawal Offer and the Withdrawal Form. The redemption of Units under the Withdrawal Offer is not guaranteed in any way. If the withdrawal request is not satisfied in full under the Withdrawal Offer, the investor will retain the balance of their Units.

|          |  |
|----------|--|
| <b>B</b> | I/We offer to redeem in the Withdrawal Offer, the following Units held on the register at 26 February 2016   |
|          | <b>All of my/our Units</b>   |
|          | <input style="width: 30px; height: 30px; vertical-align: middle;" type="checkbox"/> Place a mark in the box opposite if you wish to offer to redeem all of your Units on Register through the Withdrawal Offer. (Please note in the event that demand for Redemptions exceeds the Fund's available liquid assets you may not receive a full redemption of your units.) |

|          |   |  |  |  |  |  |  |  |  |  |
|----------|---|--|--|--|--|--|--|--|--|--|
| <b>C</b> | <b>OR Some of my/our Units</b>  |  |  |  |  |  |  |  |  |  |
|          | <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |
|          |   |  |  |  |  |  |  |  |  |  |
|          | Place the number of Units in the box opposite that you wish to offer to redeem through the withdrawal Offer. (Please note in the event that demand for Redemptions exceeds the Fund's available liquid assets you may not receive the full amount of units you have requested).   |  |  |  |  |  |  |  |  |  |

|          |   |
|----------|---|
| <b>D</b> | Redemption proceeds will be paid electronically to the bank account details currently held on the register (unless other arrangements are agreed with the Registry, this will be the same account that your distributions are paid to). If you have not provided bank account details, please contact Boardroom Pty Limited to ensure there is no delay in processing your redemption proceeds. |
|----------|---|

|          |  |  |  |
|----------|--|--|--|
| <b>E</b> | <b>Acceptance and Consent</b>  |  |  |
|          | Please sign within box(es) below.  |  |  |
|          | I/We accept the terms and conditions of the Withdrawal Offer and appoint the Responsible Entity as my/our agent to do all things necessary, including executing any other document, to effect the redemption of units in accordance with the Withdrawal Offer. |  |  |
|          | <b>Individual or Investor 1</b><br><div style="border: 1px solid black; height: 25px; margin-top: 5px;"></div>   | <b>Investor 2</b><br><div style="border: 1px solid black; height: 25px; margin-top: 5px;"></div> | <b>Investor 3</b><br><div style="border: 1px solid black; height: 25px; margin-top: 5px;"></div> |
|          | <b>Sole Director and Sole Company Secretary</b> (if applicable)  | <b>Director</b> (if applicable)  | <b>Director/Company Secretary</b> (if applicable)  |
|          | Note: When signed under a Power of Attorney, the attorney states that they have not received a notice of revocation. A certified copy of the Power of Attorney needs to be sighted by Boardroom Pty Limited.   |  |  |
|          | Day    Month    Year<br><div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px; display: flex; justify-content: space-around;"> <span>/</span> <span>/</span> </div>  |  |  |

## How to complete the Withdrawal Form

Please complete all relevant sections of this form using BLOCK LETTERS in black ink. Note that photocopies will not be accepted. These instructions are cross-referenced to each section of this form.

### **A Registration Name(s)**

Your investor number and as it appears on the register of Charter Hall Direct Office Fund and as per your recent distribution statement. Also, if known, mark which unit class(es) you wish to redeem.

### **B Request to redeem all of your Units**

If you wish to redeem all of your Units, mark this box.

### **C Request to redeem some of your Units**

If you wish to redeem some of your Units, please state the number of Units that you wish to redeem here.

### **D Remittance details**

Proceeds from redemption of Units (if any) will be paid electronically to the bank account details currently held on the register (the same account that your distributions are paid to). Please contact Boardroom Pty Limited if you wish to amend or check your bank account details.

### **E Acceptance and Consent**

This section must be completed and signed for your Withdrawal Form to be valid.

*Joint holding:* where the holding is in more than one name all of the investors must sign.

*Power of Attorney:* to sign under Power of Attorney, you must have already lodged this document with the registry. Alternatively, attach certified copies of the Power of Attorney and either your drivers licence/passport to this form when you return it. Deceased Estate: all executors must sign and, if not already noted by the registry, a certified copy of Probate or Letters of Administration must accompany this form.

*Companies:* where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please sign in the appropriate place to indicate the office held.

**If you are in any doubt about how to deal with this form, please consult your financial or other professional adviser.**

## DECLARATIONS

By returning this Withdrawal Form I/we:

- **agree to redeem units at the Exit Price as at 26 February 2016;**
- agree to be bound by the terms of the Withdrawal Offer as detailed on the Fund's website;
- declare that all details and statements in this Withdrawal Form are complete and accurate;
- declare that I/we am/are over 18 years of age and have full legal capacity and power to perform all my/our rights and obligations under this Withdrawal Form;
- acknowledge that once the Registry receives this form, I/we may only withdraw it or vary my/our request in writing;
- represent and warrant that my/our units are free from any encumbrance; and
- acknowledge that the information contained in the Withdrawal Offer, and Withdrawal Form is not financial advice or a recommendation that the redemption of units is suitable for me/us, given my/our investment objectives, financial situation or particular needs.

## Lodgement of Withdrawal Form

Withdrawal Forms must be received by Boardroom Pty Limited in Sydney by no later than 5:00pm (AEST) on 26 February 2016. You should allow sufficient time for this to occur. Return the Withdrawal Form to:

CHDOF Withdrawal Offer  
C/- Boardroom Pty Limited  
GPO Box 3993  
Sydney NSW 2001

**It is your responsibility to check whether your form has been received by the Registry. You will be able to check this by going online to our user-friendly and secure Investor Serve website: [www.investorserve.com.au](http://www.investorserve.com.au). Please check Investor Serve or call the Registry on 1300 137 895 at least five days prior to 26 February 2016. Neither Boardroom Pty Limited nor Charter Hall Direct Property Management Limited accept any responsibility if you lodge the Withdrawal Form at any other address or by any other means.**

Unless otherwise defined, capitalised terms have the meaning given to them in the Product Disclosure Statement dated 15 October 2014.

## QUESTIONS

Details of the Withdrawal Offer, including terms and conditions, are available on the Fund's website:

[www.charterhall.com.au/chdofliquidity](http://www.charterhall.com.au/chdofliquidity) or request a copy be sent to you by contacting Charter Hall on 1300 652 790.

If you have any questions concerning this Withdrawal Form, the Withdrawal Offer or your Unit holding, please contact your adviser or the Registry on:

1300 137 895 (within Australia, local call cost); or 02 9290 9600 (outside Australia)

### Privacy Statement

The personal information in this form is collected by Boardroom Pty Limited ("Boardroom"), as registrar for the issuer of the Units you hold. Boardroom's privacy policy can be viewed on [www.boardroomlimited.com.au](http://www.boardroomlimited.com.au). Your personal information is required for administration of the register of holdings. Should some or all of the requested information not be provided correct administration of your holding may not be possible. Your personal information may be disclosed to the issuer of the Units you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited. You can obtain access to your personal information and (if required) advise of any incorrect, inaccurate or out of date data information held, by contacting Boardroom Pty Limited on 1300 137 895.