

Australian Unity Office Fund

Australian Unity Office Fund

2016 Annual General Meeting

Dear Unitholders,

On behalf of my fellow directors of Australian Unity Investment Real Estate Limited (AUIREL), the Responsible Entity of the Australian Unity Office Fund (AOF), I am pleased to invite you to AOF's 2016 Annual General Meeting (AGM).

This is AOF's first AGM and follows its successful ASX listing on 20 June 2016.

The AGM will be held at 9:30am (Melbourne time) on Friday, 11 November 2016, at the offices of Australian Unity, Level 15, 114 Albert Road, South Melbourne, Victoria, 3205.

Enclosed is the Notice of Meeting, and Proxy Form.

If you plan to attend the meeting, please bring the Proxy Form with you as it contains a barcode to make your registration easier.

There are no formal items of business at the 2016 AGM. The AGM is however an important opportunity for us to engage with the unitholders of AOF, potential investors, and the wider investment community.

The AGM will commence with a presentation from myself, followed by a presentation from AOF's investment management team. The presentations will include the results to 30 June 2016 and will provide investors with the opportunity to hear more about AOF's diversified portfolio of office properties located across Australian metropolitan and CBD markets. There will also be time for questions.

AOF's financial auditor for 30 June 2016, Ernst & Young, will be present at the meeting to answer questions from unitholders regarding the financial audit of AOF.

Please forward your questions via:

- email to australianunity@boardroomlimited.com.au; or
- post to AOF Investor Services, C/- Boardroom Pty Limited, GPO Box 3993, Sydney NSW 2001

At the conclusion of the AGM, you are invited to join the Board and our management team for refreshments.

I look forward to meeting as many of you as possible at the AGM.

Yours faithfully



Peter Day
Chairman
Australian Unity Investment Real Estate Limited

ASX code:

AOF

Issuer

Australian Unity Investment Real Estate Limited

ABN 86 606 414 368

AFSL 477434

Enquiries:

Australian Unity Office Fund
Investor Services

1300 721 637 or

+61 8016 2890

(outside Australia)

Contact details:

Australian Unity Limited

114 Albert Road

South Melbourne VIC 3205

Tel: 13 29 39

Australian Unity Office Fund

Annual General Meeting of the Australian Unity Office Fund

Notice is given that a meeting of Unitholders of The Australian Unity Office Fund (ARSN 113 369 627) (AOF) will be held at:

Time: 9:30am (Melbourne time)

Date: Friday, 11 November 2016

Place: Level 15, 114 Albert Road, South Melbourne, Victoria 3205

The Responsible Entity of AOF is Australian Unity Investment Real Estate Limited (ABN 86 606 414 368, AFSL 477 434) (Responsible Entity).

Business of the Meeting

There is no official business of the meeting.

Entitlement to attend

Units will be taken to be held by persons who are registered as Unitholders at 9:30am (Melbourne time) on Wednesday 9 November 2016.

Accordingly, Unit transfers registered after that time will be disregarded in determining entitlements to attend the Meeting.

Attending the Meeting

If you plan to attend the Meeting, we ask that you arrive 30 minutes prior to the time designated for the Meeting so that we may check the value of your Units against the register of Unitholders and note your attendance.

Appointing an attorney

Where a Unitholder appoints an attorney to act on their behalf at the Meeting, such appointment must be made by a duly executed power of attorney. The power of attorney must be received by AOF's Registry by 9:30am (Melbourne time) on Wednesday 9 November 2016 unless it has been previously provided. Alternatively, the attorney must bring to the Meeting satisfactory evidence of his or her appointment.

Corporate Unitholders

Where a corporation that is a Unitholder appoints a person to act as its representative, the appointment must comply with section 253B of the Corporations Act. The appointment must be received by AOF's Registry by 9.30am (Melbourne time) on Wednesday 9 November 2016.

Alternatively, the representative must bring to the Meeting satisfactory evidence of his or her appointment, including any authority under which it was signed.

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Australian Unity Office Fund

Appointment of a proxy

If you cannot or do not wish to attend the Meeting, you may appoint a proxy to attend on your behalf. The proxy does not need to be a Unitholder. If you appoint a proxy but choose to attend the meeting, your proxy will be entitled to speak on your behalf so long as you do not speak.

A Proxy Form must be signed by the Unitholder or their attorney or, in the case of a corporation, executed in accordance with section 127 of the Corporations Act or signed by an authorised officer or attorney. If the Proxy Form is signed by an attorney or by an authorised officer of a corporation, the power of attorney or other authority must accompany the Proxy Form unless it has previously been provided to the Responsible Entity. If the Proxy Form is sent by fax, any accompanying power of attorney or other authority must be certified.

Where a Unitholder appoints a body corporate as proxy, that body corporate will need to ensure that:

- it appoints an individual as its corporate representative to exercise its powers at the Meeting, in accordance with 253B of the Corporations Act; and
- the instrument appointing the corporate representative is received by AOF's Registry by 9:30am (Melbourne time) on Wednesday 9 November 2016. Alternatively, the representative must bring to the Meeting satisfactory evidence of their appointment, including any authority under which it was signed.

In order to be effective, Proxy Forms must be completed and received by no later than 9.30am (Melbourne time) on Wednesday 9 November 2016.

You can lodge the Proxy Form by sending it in the reply paid envelope or:

By mail to the following address:

Australian Unity Office Fund
C/- Boardroom Pty Limited
GPO Box 3993,
Sydney NSW 2001 Australia

By fax: +61 2 9290 9655

By hand delivery to one of the following addresses:

Boardroom Pty Limited
Level 12, 225 George Street,
Sydney NSW 2000 Australia

Please see the Proxy Form for further details.

The Chairman of the Meeting is deemed to be appointed where a signed Proxy Form is returned which does not contain the name of a proxy.

If you have any questions please contact AOF Investor Services on 1300 737 760 (within Australia) or +61 2 9290 9600 (outside Australia) between 8.00am and 5.00pm (Sydney time) Monday to Friday.

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AFSL 477434

Enquiries:

Australian Unity Office Fund Investor Services

1300 721 637 or

+61 8016 2890

(outside Australia)

Contact details:

Australian Unity Limited

114 Albert Road

South Melbourne VIC 3205

Tel: 13 29 39

All Correspondence to:

- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001 Australia
- 📠 **By Fax:** +61 2 9290 9655
- 💻 **Email:** australianunity@boardroomlimited.com.au
- ☎ **By Phone:** (within Australia) 1300 737 760
(outside Australia) +61 2 9290 9600

For your proxy to be effective it must be received **before 9:30am AEDT on Wednesday, 9 November 2016.**

COMPLETING THE PROXY FORM

STEP 1 APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy.

If you wish to appoint the Chair of the Meeting as your proxy, mark the box. If you wish to appoint someone other than the Chair of the Meeting as your proxy please write the full name of that individual or body corporate. If you leave this section blank, or your named proxy does not attend the meeting, the Chair of the Meeting will be your proxy. A proxy need not be a security holder of the Fund. Do not write the name of the issuer company or the registered securityholder in the space.

Proxy which is a Body Corporate

Where a body corporate is appointed as your proxy, the representative of that body corporate attending the meeting must have provided an "Appointment of Corporate Representative" prior to admission. An Appointment of Corporate Representative form can be obtained from [Boardroom].

STEP 2 SIGN THE FORM

The form **must** be signed as follows:

Individual: This form is to be signed by the securityholder.

Joint Holding: where the holding is in more than one name, all the securityholders should sign.

Power of Attorney: to sign under a Power of Attorney, you must have already lodged it with the registry. Alternatively, attach a certified copy of the Power of Attorney to this form when you return it.

Companies: this form must be signed by a Director jointly with either another Director or a Company Secretary. Where the company has a Sole Director who is also the Sole Company Secretary, this form should be signed by that person. **Please indicate the office held by signing in the appropriate place.**

STEP 3 LODGEMENT

Proxy forms (and any Power of Attorney under which it is signed) must be received no later than **9:30am AEDT on Wednesday, 9 November 2016.** Any Proxy Form received after that time will not be valid for the scheduled meeting. **Proxy forms may be lodged by:**

- 📠 **By Fax** + 61 2 9290 9655
- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993,
Sydney NSW 2001 Australia
- 👤 **In Person** Boardroom Pty Limited
Level 12, 225 George St
Sydney NSW 2000 Australia

Attending the Meeting

If you wish to attend the meeting please bring this form with you to assist registration.

PROXY FORM

STEP 1 APPOINT A PROXY

I/We being a Securityholder of Australian Unity Office Fund and entitled to attend hereby appoint:

☐

the **Chair of the Meeting** (mark box)

OR if you are **NOT** appointing the Chair of the Meeting as your proxy, please write the name of the person or body corporate (excluding the registered securityholder) you are appointing as your proxy below

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chair of the Meeting to act generally on my behalf at the Annual General Meeting of securityholders of the Fund to be held at **Australian Unity Level 15, 114 Albert Road, South Melbourne VIC 3205 on Friday 11 November 2016 at 9:30am AEDT** and at any adjournment of that meeting.

STEP 2 SIGNATURE OF SECURITYHOLDERS

This form must be signed to enable your directions to be implemented.

Individual or Securityholder 1

Sole Director and Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

Contact Name.....

Contact Daytime Telephone.....

Date / /