

ASX Announcement – Australian Unity Office Fund

5 November 2020

General Meeting of Unitholders Friday 4 December 2020

Australian Unity Investment Real Estate Limited (**AUIREL**), as Responsible Entity of Australian Unity Office Fund (**ASX: AOF**), is pleased to announce that a general meeting of unitholders will be held on Friday 4 December 2020 commencing at 10:00am (AEDT).

The meeting will be held as a virtual meeting.

The notice of meeting, proxy form, and user guide on how to access the virtual meeting is attached.

Authorised by:

Liesl Petterd, Company Secretary

Contact information:

James Freeman
Fund Manager – AOF
Phone: +61 458 286 250

About AOF

AOF is an ASX-listed REIT that wholly owns a diversified portfolio of nine office properties located across Australian metropolitan and CBD markets in Sydney, Adelaide, Melbourne, Brisbane and Canberra.

This announcement is issued by Australian Unity Investment Real Estate Limited ABN 86 606 414 368 AFSL 477434 (AUIREL). AUIREL is owned equally by subsidiaries of Australian Unity Limited ABN 23 087 648 888 and Keppel Capital Holdings Pte Ltd CRN 201302079N, the asset management arm of Singapore-based Keppel Corporation Limited CRN 196800351N.

Issuer:

Australian Unity Investment Real Estate Limited
271 Spring Street
Melbourne VIC 3000
ABN 86 606 414 368
AFSL: 477434

Registry Enquiries:

Australian Unity Office Fund Investor Services
1300 737 760 or
+61 2 9290 9600
(outside Australia)

Dear AOF Unitholders,

On behalf of the board 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 a general meeting of AOF unitholders.

The meeting will be held at 10:00am (Melbourne time) on Friday 4 December 2020. Due to COVID-19 restrictions the meeting will be held as a virtual meeting as set out in the Notice of Meeting. It is hoped that unitholders will find this a convenient way to attend the meeting and that unitholders who are unable to usually attend unitholder meetings are able to take the opportunity to attend via this virtual format.

The Notice of Meeting and Proxy Form are enclosed.

The meeting will commence with the Chair providing opening remarks, followed by a presentation from AOF's Investment Management team. The presentations will include the results to 30 June 2020, including an update on activities post 30 June 2020 and will provide unitholders with an opportunity to hear more about AOF's diversified portfolio of nine office properties located across Australian metropolitan and CBD markets and our proposed development at 2-10 Valentine Avenue. There will also be time for questions.

There are no items to be voted on at the meeting, however the meeting is an important opportunity for us to engage with unitholders of AOF, potential investors, and the wider investment community.

AOF's external auditor for the year to 30 June 2020, PricewaterhouseCoopers, will be present at the meeting and available to answer questions from unitholders regarding the financial audit of AOF.

Unitholders are encouraged to submit any questions prior to the meeting by emailing AOFAGM@boardroomlimited.com.au by 5:00pm on Thursday, 26 November 2020. Unitholders will also be able to ask questions at the meeting via the online portal.

I look forward to as many of you as possible being able to attend the virtual meeting.

Yours faithfully

Peter Day
Independent Non-Executive Director and Chairman
Australian Unity Investment Real Estate Limited

Notice of Meeting

Notice is hereby given by Australian Unity Investment Real Estate Limited (ABN 86 606 414 365) (**AUIREL**) as responsible entity Australian Unity Office Fund (ARSN 113 369 627) (**AOF**) that a general meeting (**Meeting**) of AOF Unitholders will be held as a virtual online meeting on Friday 4 December 2020, commencing at 10:00am Australian Eastern Daylight Time (**AEDT**).

In light of the COVID-19 pandemic and the associated government restrictions in place on travel and public gatherings, there will not be a physical venue that AOF Unitholders can attend.

Mr Peter Day as the Chair of AUIREL, will be the Chair of the Meeting (**Chair**).

Business of the Meeting

The formal business of the Meeting will consist of the following:

FY20 AOF Unitholder Presentation

To present the results and activities of AOF for the financial year ended 30 June 2020, including an update on activities post 30 June 2020.

Note: No resolution is required for this item of business and no resolutions will be put to a vote at the Meeting

Participating in the virtual Meeting

The Meeting will be held using the online platform provided by AOF's Registry, Boardroom (the **Registry**). Unitholders and their appointed proxies, attorneys or corporate representatives who wish to participate in the Meeting online may do so:

1. From their computer, by entering the URL into their browser: <https://web.lumiagm.com/383799988>
2. From their mobile device by either entering the URL in their browser: <https://web.lumiagm.com/383799988> or by using the Lumi AGM app, which is available by downloading the app from the Apple App Store or Google Play Store.

If you wish to participate in the Meeting as a unitholder online or through the app, you can log in to the Meeting by entering:

1. Your username, which is your Access Code (AC), which can be located on the first page of your proxy form or Notice of Meeting email.
2. Your password, which is the postcode registered to your holding if you are an Australian shareholder. Overseas shareholders should refer to the user guide for their password details.

If you have been appointed as a proxy, please contact the Registry on 1300 737 760 for details on how you can access the Meeting.

Attending the Meeting online enables Unitholders and their appointed proxies, attorneys or corporate representatives to view the Meeting live and to also ask questions. No resolutions will be put to the vote at the Meeting.

Registration for the Meeting will open at 9:30am (AEDT) on Friday 4 December 2020. To register your attendance please log onto the Meeting via the online platform at least 15 minutes before the Meeting starts.

More information regarding participating in the Meeting online can be found in the Online Meeting User Guide which is enclosed with this Notice of Meeting.

If you have trouble accessing or using the online platform during the Meeting, please call 1300 737 760 or +61 2 9290 9600.

Entitlement to attend and participate

If you are registered on the Register as an AOF Unitholder at 7.00pm (AEDT) on Wednesday, 2 December 2020, or you are appointed as a proxy, attorney or corporate representative of such a Unitholder, then you will be entitled to attend and participate at the Meeting.

Attending via the online platform

If you wish to attend the Meeting via the online platform, registration for the Meeting commences at 9:30am (AEDT) on Friday 4 December 2020.

If you cannot attend the Meeting, you may appoint a proxy, attorney or if you are a body corporate, a corporate representative, to attend on your behalf.

Attending by attorney

If you intend to appoint an attorney to act on your behalf at the Meeting, such appointment must be made by a duly executed power of attorney. Unless the power of attorney has been previously provided to the Registry, the original or a certified copy of the power of attorney under which they have been authorised to attend and participate at the Meeting must be received by AOF or the Registry prior to the Meeting.

Attending by corporate representative

A body corporate which is an AOF Unitholder may appoint an individual to act as its corporate representative.

The appointment must comply with the requirements of section 253B of the Corporations Act. Unless the appointment has been previously provided to the Registry, the corporate representative must provide satisfactory evidence of his or her appointment, including any authority under which it is signed, to AOF or the Registry prior the Meeting.

Appointment of a proxy

If you cannot or do not wish to attend the Meeting, you may appoint a representative to act as your proxy to attend and participate at the Meeting on your behalf. The proxy does not need to be an AOF Unitholder. If you appoint a proxy, you may still attend the Meeting however, your proxy will not be able to speak or participate at the Meeting while you are present.

If you are entitled to cast two or more votes at the Meeting, you may appoint two proxies and specify the proportion or number of votes each proxy is entitled to exercise. However, as set out above, no resolutions will be put to the vote at the Meeting.

The Proxy Form for the Meeting accompanies this Notice of Meeting. The Proxy Form must be signed by the AOF 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 original or a certified copy of the power of attorney or other authority must accompany the Proxy Form unless it has previously been provided to the Registry. If the Proxy Form is sent by fax, any accompanying power of attorney or other authority must be certified.

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

- (a) it appoints an individual as its corporate representative to exercise its powers at the Meeting, in accordance with 253B of the Corporations Act; and
- (b) unless the appointment has been previously provided to the Registry, the corporate representative must provide satisfactory evidence of their appointment, including any authority under which it was signed, to AOF or the Registry prior to the Meeting.

The Proxy Form, duly completed in accordance with the instructions set out on each Proxy Form, may be returned to the Registry by:

- (a) posting it in the reply paid envelope provided;

- (b) hand delivering it during business hours on a Business Day to Boardroom Pty Limited at Level 12, 225 George Street Sydney NSW 2000 Australia;
- (c) faxing it to +61 2 9290 9655; or
- (d) posting it to c/- Boardroom Pty Limited, GPO Box 3993, Sydney NSW 2001 Australia.

If a signed Proxy Form is returned and does not include the name of a proxy being appointed, the Chair of the Meeting will be deemed to be appointed.

TO BE VALID, YOUR PROXY FORMS MUST BE RECEIVED BY THE REGISTRY BY NO LATER THAN 10.00am (AEDT) ON WEDNESDAY, 2 DECEMBER 2020

How to ask questions

You are entitled to speak and ask questions at the Meeting if you are an AOF Unitholder or have been appointed as a proxy, attorney or a corporate representative of a Unitholder.

The Chair will endeavour to answer as many questions as possible during the Meeting. If you are a unitholder and have a question or comment, you can:

- email questions in advance of the Meeting to AOFAGM@boardroomlimited.com.au by 5:00pm on 26 November 2020; or
- ask a question during the Meeting via the online platform

AOF 2020 Annual Report

AOF's Annual Report including the Financial Report, Directors' Report and Auditor's Report for the year ended 30 June 2020 is available on AOF's website at [FY20 AOF Annual Report](#).

If you have any questions about the Meeting please contact AOF Investor Services on phone: 1300 737 760, or +612 9290 9600.

By order of the board of AUIREL

Emma Rodgers
Company Secretary

Virtual Meeting User Guide

Getting Started

In order to participate in the meeting, you will need to download the App onto your smartphone device. This can be downloaded from the Google Play Store™ or the Apple® App Store by searching by app name “Lumi AGM”.

Alternatively, **Lumi AGM** can be accessed using any web browser on a PC, tablet or smartphone device. To use this method, please go to <https://web.lumiagm.com>.

To log in to the portal, you will need the following information:

Meeting ID: 383-799-988

Australian Residents

Username- Access Code (AC*) and **Password** (postcode of your registered address)
*Access Code (AC) can be located on the first page of your proxy form or on your notice of meeting email.

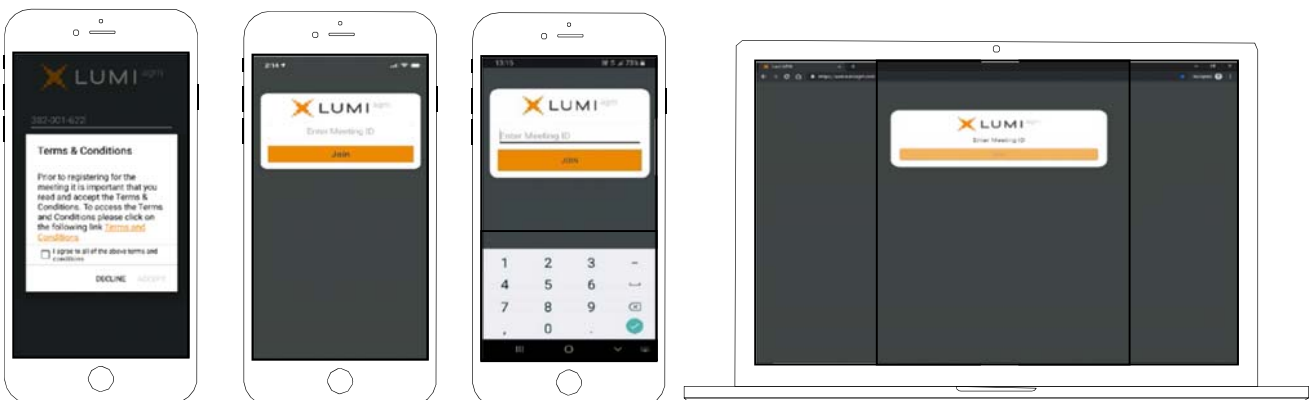
Overseas Residents

Username - Access Code (AC*) and **Password** (three character country code e.g. New Zealand – NZL. A full list of country codes can be found at the end of this guide.)
*Access Code (AC) can be located on the first page of your proxy form or on your notice of meeting email. A full list of country codes can be found at the end of this guide.

Appointed Proxy

To receive your Username and Password, please contact our share registry, Boardroom Pty Ltd on **1300 737 760** or **+61 2 9290 9600** between 8:30am to 5:30pm (Sydney time) Monday to Friday the day before the meeting.

To join the meeting, you will be required to enter the above unique 9 digit meeting ID and select ‘Join’. To proceed to registration, you will be asked to read and accept the terms and conditions.



If you are a **Shareholder**, select 'I have a login' and enter your Username AC (Access Code) and Password (postcode or country code). If you are a **Proxyholder** you will need to enter the unique Username and Password provided by Boardroom and select 'Login'.

If you are not a Shareholder, select 'I am a guest'. You will be asked to enter your name and email details, then select 'Enter'. Please note, guests are not able to ask questions at the meeting.



Navigating

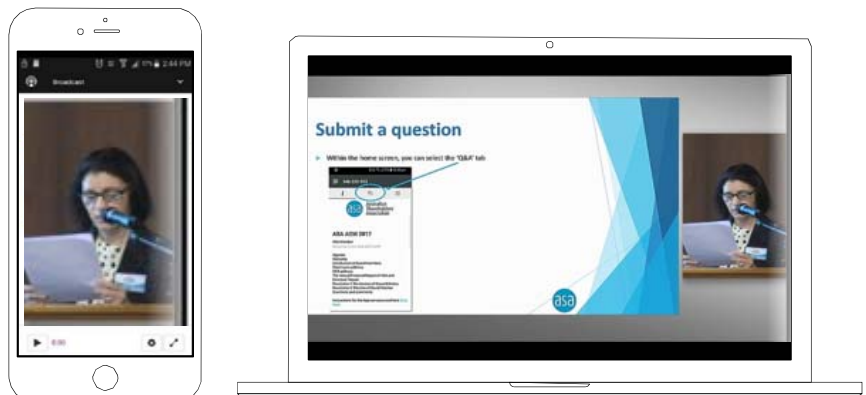
Once you have registered, you will be taken to the **homepage** which displays your name and meeting information.



To **activate the webcast**, please click on the **Broadcast bar** at the bottom of the screen. If prompted you may have to click the play button in the window to initiate the broadcast.



Once you select to view the webcast from a smartphone it can take up to approximately 30 seconds for the live feed to appear on some devices. If you attempt to log into the app before the Meeting commences, a dialog box will appear.

NOTE: We recommend once you have logged in, you keep your browser open for the duration of the meeting. If you close your browser you will be asked to repeat the log in process.

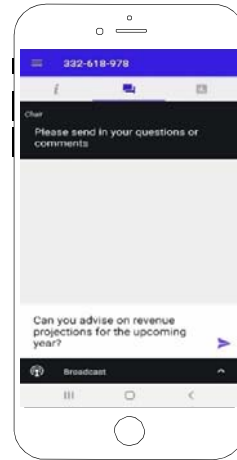


To ask a Question

If you would like to ask a question:

1. Select the question icon 
2. Compose your question.
3. Select the send icon 
4. You will receive confirmation that your question has been received.

The Chair will give all Shareholders a reasonable opportunity to ask questions and will endeavor to answer all questions at the Meeting.



Need help? If you require any help using this system prior to or during the Meeting, please call **1300 737 760** or **+61 2 9290 9600** so we can assist you

Country Codes

For overseas shareholders, select your country code from the list below and enter it into the password field.

ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern
ATG	Antigua & Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas
BIH	Bosnia & Herzegovina
BLM	St Barthelemy
BLR	Belarus
BLZ	Belize
BMU	Bermuda
BOL	Bolivia
BRA	Brazil
BRB	Barbados
BRN	Brunei Darussalam
BTN	Bhutan
BUR	Burma
BVT	Bouvet Island
BWA	Botswana
CAF	Central African Republic
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Cote D'ivoire
CMR	Cameroon
COD	Democratic Republic of Congo
COK	Cook Islands
COL	Colombia
COM	Comoros
CPV	Cape Verde
CRI	Costa Rica
CUB	Cuba
CYM	Cayman Islands
CYP	Cyprus
CXR	Christmas Island
CZE	Czech Republic
DEU	Germany
DJI	Djibouti
DMA	Dominica
DNK	Denmark
DOM	Dominican Republic

DZA	Algeria
ECU	Ecuador
EGY	Egypt
ERI	Eritrea
ESH	Western Sahara
ESP	Spain
EST	Estonia
ETH	Ethiopia
FIN	Finland
FJI	Fiji
FLK	Falkland Islands (Malvinas)
FRA	France
FRO	Faroe Islands
FSM	Micronesia
GAB	Gabon
GBR	United Kingdom
GEO	Georgia
GGY	Guernsey
GHA	Ghana
GIB	Gibraltar
GIN	Guinea
GLP	Guadeloupe
GMB	Gambia
GNB	Guinea-Bissau
GNQ	Equatorial Guinea
GRC	Greece
GRD	Grenada
GRL	Greenland
GTM	Guatemala
GUF	French Guiana
GUM	Guam
GUY	Guyana
HKG	Hong Kong
HMD	Heard & Mcdonald Islands
HND	Honduras
HRV	Croatia
HTI	Haiti
HUN	Hungary
IDN	Indonesia
IMN	Isle Of Man
IND	India
IOT	British Indian Ocean Territory
IRL	Ireland
IRN	Iran Islamic Republic of
IRQ	Iraq
ISM	Isle of Man
ISL	Iceland
ISR	Israel
ITA	Italy
JAM	Jamaica
JEY	Jersey
JOR	Jordan
JPN	Japan
KAZ	Kazakhstan
KEN	Kenya
KGZ	Kyrgyzstan
KHM	Cambodia
KIR	Kiribati
KNA	St Kitts And Nevis
KOR	Korea Republic of
KWT	Kuwait
LAO	Laos
LBN	Lebanon

LBR	Liberia
LBY	Libyan Arab Jamahiriya
LCA	St Lucia
LIE	Liechtenstein
LKA	Sri Lanka
LSO	Lesotho
LTU	Lithuania
LUX	Luxembourg
LVA	Latvia
MAC	Macao
MAF	St Martin
MAR	Morocco
MCO	Monaco
MDA	Republic Of Moldova
MDG	Madagascar
MDV	Maldives
MEX	Mexico
MHL	Marshall Islands
MKD	Macedonia Former Yugoslav Rep
MLI	Mali
MLT	Mauritania
MMR	Myanmar
MNE	Montenegro
MNG	Mongolia
MNP	Northern Mariana Islands
MOZ	Mozambique
MRT	Mauritania
MSR	Montserrat
MTQ	Martinique
MUS	Mauritius
MWI	Malawi
MYS	Malaysia
MYT	Mayotte
NAM	Namibia
NCL	New Caledonia
NER	Niger
NFK	Norfolk Island
NGA	Nigeria
NIC	Nicaragua
NIU	Niue
NLD	Netherlands
NOR	Norway Montenegro
NPL	Nepal
NRU	Nauru
NZL	New Zealand
OMN	Oman
PAK	Pakistan
PAN	Panama
PCN	Pitcairn Islands
PER	Peru
PHL	Philippines
PLW	Palau
PNG	Papua New Guinea
POL	Poland
PRI	Puerto Rico
PRK	Korea Dem Peoples Republic of
PRT	Portugal
PRY	Paraguay
PSE	Palestinian Territory Occupied
PYF	French Polynesia
QAT	Qatar
REU	Reunion

ROU	Romania
RUS	Russian Federation
RWA	Rwanda
SAU	Saudi Arabia Kingdom Of
SDN	Sudan
SEN	Senegal
SGP	Singapore
SGS	Sth Georgia & Sth Sandwich Isl
SHN	St Helena
SJM	Svalbard & Jan Mayen
SLB	Solomon Islands
SCG	Serbia & Outlying
SLE	Sierra Leone
SLV	El Salvador
SMR	San Marino
SOM	Somalia
SPM	St Pierre And Miquelon
SRB	Serbia
STP	Sao Tome And Principe
SUR	Suriname
SVK	Slovakia
SVN	Slovenia
SWE	Sweden
SWZ	Swaziland
SYC	Seychelles
SYR	Syrian Arab Republic
TCA	Turks & Caicos Islands
TCO	Chad
TGO	Togo
THA	Thailand
TJK	Tajikistan
TKL	Tokelau
TKM	Turkmenistan
TLS	Timor-Leste
TMP	East Timor
TON	Tonga
TTO	Trinidad & Tobago
TUN	Tunisia
TUR	Turkey
TUV	Tuvalu
TWN	Taiwan
TZA	Tanzania United Republic of
UGA	Uganda
UKR	Ukraine
UMI	United States Minor
URY	Uruguay
USA	United States of America
UZB	Uzbekistan
VNM	Vietnam
VUT	Vanuatu
WLF	Wallis & Futuna
WSM	Samoa
YEM	Yemen
YMD	Yemen Democratic
YUG	Yugoslavia Socialist Fed Rep
ZAF	South Africa
ZAR	Zaire
ZMB	Zambia
ZWE	Zimbabwe

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YEARS

All Correspondence to:

✉ **By Mail** Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001 Australia

📠 **By Fax:** +61 2 9290 9655

💻 **Online:** www.boardroomlimited.com.au

☎ **By Phone:** (within Australia) 1300 737 760
(outside Australia) +61 2 9290 9600

To attend the general meeting online, please visit:	https://web.lumiagm.com/383799988
Access Code (AC):	

For your proxy to be registered for the meeting it must be recorded **before 10:00am (AEDT) on Wednesday 2 December 2020**. There are no items of business to vote on at the Meeting.

COMPLETING THE PROXY FORM

STEP 1 APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy.

Please write the full name of the individual or body corporate you wish to appoint as your proxy. A proxy need not be a security holder of the company. Do not write the name of the issuer company or the registered securityholder in the space.

Appointment of a Second Proxy

You are entitled to appoint up to two proxies to attend the meeting. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by contacting the company's securities registry or you may copy this form.

To appoint a second proxy you must:

- (a) complete two Proxy Forms. On each Proxy Form state the percentage of your voting rights or the number of securities applicable to that form. As noted above there are however no items of business to vote on at the meeting.
- (b) return both forms together in the same envelope.

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 the company's securities registry.

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 photocopy 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 48 hours before the commencement of the meeting, therefore by **10:00am (AEDT) on Wednesday, 2 December 2020**. Any Proxy Form received after that time will not be valid for the scheduled meeting.

Proxy forms may be lodged using the enclosed Reply Paid Envelope or:

📠 **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 Street,
Sydney NSW 2000 Australia

Australian Unity Office Fund

ARSN 113 369 627

☐

Your Address

This is your address as it appears on the company's share register. If this is incorrect, please mark the box with an "X" and make the correction in the space to the left. Securityholders sponsored by a broker should advise their broker of any changes.

Please note, you cannot change ownership of your securities using this form.

PROXY FORM

STEP 1 APPOINT A PROXY

I/We being a member/s of **Australian Unity Office Fund** (Company) and entitled to attend the Meeting hereby appoint the following person or body corporate (excluding the registered unitholder):

Please write the name of the person or body corporate (excluding the registered unitholder) you are appointing as your proxy below

as my/our proxy at the Meeting of the Company to be held as a virtual meeting on **Friday 4 December 2020 at 10:00am (AEDT)** and at any adjournment of that meeting, to attend and participate in the Meeting on my/our behalf as the proxy sees fit.

Note: No resolutions will be put to the vote at the Meeting

STEP 2 SIGNATURE OF SECURITYHOLDERS

This form must be signed to appoint your proxy to attend and participate at the Meeting on your behalf

Individual or Securityholder 1

Sole Director and Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

Contact Name.....

Contact Daytime Telephone.....

Date / / 2020