

ASX ANNOUNCEMENT  
ING OFFICE FUND (IOF)  
18 DECEMBER 2008

## DECEMBER 2008 QUARTER DISTRIBUTION

ING Office Fund wishes to advise the record date for the distribution of the December 2008 quarter, to be paid to unitholders in the Fund.

<b>Record date:</b>	5.00pm, 31 December 2008
<b>Ex-distribution date:</b>	23 December 2008
<b>Payment date:</b>	27 February 2009
<b>Accrual period:</b>	1 October 2008 to 31 December 2008
<b>Distribution payable:</b>	<b>2.7 cents per unit</b>

The Distribution Reinvestment Plan ("DRP") is in operation for this distribution. Units will be issued at the average of the daily volume weighted average price of units traded in the ordinary course of the ASX for a period of 14 trading days. The 14 trading day period will commence on the third business day after the record date. **A discount of 2.0% will be applied to this calculation.**

Notification of election to participate in the DRP must be lodged with Link Market Services Limited by 5.00pm on 31 December 2008 (Record date).

Attached is a copy of the terms and conditions of the DRP.

**About ING Office Fund**

ING Office Fund is a publicly traded property trust (REIT) on the Australian Securities Exchange which is included in the S&P/ASX100 index. The Fund invests in key global office markets and has assets in excess of A\$4.0 billion. The portfolio consists of a 55% weighting to Australia, 21% to the US and 24% to Europe.

The Fund has an average lease expiry profile of 5.3 years, one of the longest in the office sector and an occupancy rate of 97%.

**About ING Real Estate**

ING Real Estate is an integrated real estate group focused on investment management, development and financing of quality real estate in all major global markets with a total portfolio of over A\$170 billion. ING Real Estate ranks among the world's leading real estate companies and serves a broad client base from offices in 22 countries in Europe, North America, Asia and Australia.

ING Real Estate is part of ING group, a global financial institution of Dutch origin offering banking, insurance and asset management to over 75 million private, corporate and institutional clients in more than 50 countries.

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# ING Office Fund

## Distribution Reinvestment Plan

Set out within are frequently asked questions in relation to how the Distribution Reinvestment Plan (“DRP”) operates. The answers to these questions cover all the terms and conditions of the DRP.

01

#### HOW DO I PARTICIPATE IN THE DRP?

If you wish to participate in the DRP you are required to complete the DRP Form and forward it to:

**ING Office Fund**

Link Market Services Limited  
Locked Bag A14  
Sydney South NSW 1235

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#### WHEN CAN I PARTICIPATE?

While the DRP is open, you can participate in it at any time. The DRP Form, or relevant election notice, must be received at Link Market Services Limited (“the Registry”) no later than 5pm on the last business day of each quarter in order to participate in the DRP for that quarter. For example, if your completed DRP Form is received by 30 June, you will participate in the DRP for the June quarter distribution and will be issued or transferred units in August.

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### HOW LONG DOES PARTICIPATION IN THE DRP LAST?

Participation in the DRP will automatically continue until you either notify the Registry that you no longer wish to participate, or the DRP is suspended or withdrawn.

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### CAN I REINVEST ONLY PART OF MY DISTRIBUTION IN THE DRP?

Yes. You can reinvest all or part of your distribution. If you choose to reinvest all of your distribution, the DRP will apply to all amounts distributed on all the units registered in the name of the unitholder, including any further units issued or transferred under the DRP.

If you choose to reinvest only part of your distribution, you can either specify the number of units you wish to be subject to the DRP, or nominate a percentage of your holding.

If you specify the number of units, your level of participation is fixed and any new units you may acquire in the future (either through the DRP or by buying on market) will not participate in the DRP. If you sell some of your units in the future, such that your total holding becomes less than the number of units you have specified to participate in the DRP, your participation level will automatically be reduced down to the total number of units you hold.

If you nominate a percentage, your level of participation will automatically change if you acquire or sell units in the future.

You can increase or decrease the number of units you wish to nominate in the DRP or change your percentage participation level at any time (refer to question 13 for details).

If a DRP Form or relevant election notice fails to specify a level of participation, it will be deemed to be an application for full participation in the DRP.

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**CAN ALL UNITHOLDERS PARTICIPATE IN THE DRP?**

The DRP is open to all unitholders resident in Australia and New Zealand.

Non-resident unitholders may not be eligible to participate in the DRP, due to the differing laws of some countries. Before electing to participate in the DRP, unitholders who are non-residents should ascertain whether any restrictions apply.

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**WHAT ARE THE COSTS INVOLVED IN PARTICIPATING IN THE DRP?**

There is no cost associated with participating in the DRP. Unitholders who wish to participate in the DRP do not have to pay brokerage, commission or any other transaction costs on the units issued or transferred under the DRP. This allows unitholders to add to their investment in the Fund in a convenient and cost-effective manner.

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**HOW IS THE ACQUISITION PRICE OF THE DRP UNITS DETERMINED?**

The price at which the units will be issued or transferred under the DRP will be the average of the daily volume weighted average price of units traded in the ordinary course on the Australian Securities Exchange ("ASX") for a period of 14 trading days, less discount (if any) as determined by the Responsible Entity from time to time. The 14 trading day period will commence on the third business day after the distribution record date, which is the last business day in the quarterly distribution period ("Record Date"). The price is recalculated each quarter.

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**HOW MANY UNITS WILL I RECEIVE?**

The number of units you will receive is calculated as the amount of the quarterly distribution you are entitled to receive, divided by the price of the DRP units, rounded up to the nearest whole unit.

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**WHEN WILL I RECEIVE MY DRP UNITS?**

The DRP units will be allotted or transferred on the date that quarterly distributions are paid. Currently this is in August, October, February and April. For example, if you participate in the DRP for the June quarter, you will receive your DRP units in August.

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**WHERE WILL THE UNITS ALLOCATED TO ME UNDER THE DRP COME FROM?**

Subject to the constitutions of each of the Armstrong Jones Office Fund and the Prime Credit Property Trust (collectively known as ING Office Fund), the Responsible Entity may, in its discretion, either issue new units to you, or make relevant arrangements to cause existing units to be acquired in the market and then transfer those units to you. The Responsible Entity may also, in its discretion, elect to use a combination of both of these options to satisfy its obligations under the DRP.

If the Responsible Entity determines to cause the transfer of existing units to you, the existing units may be acquired in the market in any way the Responsible Entity determines appropriate.

Any units issued under the DRP will be issued within the time required by the ASX Listing Rules.

If units in the Fund are quoted on ASX at the time units are issued to you under the DRP, the Responsible Entity will apply for quotation on ASX of those units promptly after those units are issued to you.

By applying to participate in the DRP, you agree to the appointment of a trustee nominated by the Responsible Entity as the agent of the Responsible Entity to acquire on market, where the Responsible Entity decides to transfer units to you in accordance with these terms and conditions.

The Responsible Entity may, in its discretion, have any issue or acquisition of units under the DRP underwritten.

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### HOW DO I FIND OUT HOW MANY UNITS I HAVE RECEIVED FROM THE DRP?

Distribution advices for the reinvestment of the December, March, June and September quarters' income will be mailed to unitholders in February, April, August and October respectively. The advice will include details of the number of units participating in the DRP, the amount of cash distribution reinvested, the acquisition price per unit and the number of units issued or transferred under the DRP.

The number of units allocated and the new unitholding balance will be shown on the Holding Statement you will receive in the month following each reinvestment.

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### WHAT ARE THE TAXATION IMPLICATIONS OF PARTICIPATING IN THE DRP?

Distributions used to purchase units under the DRP are assessable for income tax purposes as if they had been received in cash. You will receive an annual tax statement, which will include details of the income you have earned during the year (received either in cash or reinvested in DRP units) enabling you to complete your tax return.

Unitholders who have not supplied their Tax File Number (TFN) will have withholding tax deducted from income distributions before being reinvested under the DRP. Unitholders residing outside Australia will have withholding tax deducted from their income distributions prior to being reinvested under the DRP.

The taxation information given above is a general guide only. Unitholders should consult their tax adviser if uncertain of their tax position.

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### HOW DO I VARY THE LEVEL OF PARTICIPATION OR WITHDRAW FROM THE DRP?

Participating unitholders may vary the level of participation or withdraw from the DRP at any time by giving notice to the Registry.



Any variation to participation will take effect from the next distribution, provided that notification is received prior to the Record Date. Notices received after the Record Date will take effect from the following distribution period. For example, if you give notice that you wish to withdraw from the DRP in June, you will not receive DRP units for the June quarter, but will instead receive your distribution entitlement in cash on the distribution payment date in August. If however, you do not give notice until the beginning of July, you will receive DRP units for the June quarter and it will not be until the September quarter distribution (payable in October) that you will commence receiving cash distributions.

If you choose to withdraw from the DRP, your distributions will be paid by cheque or direct credit to your bank account, according to payment instructions given prior to your participation in the DRP, unless you advise the Registry of a change to how you wish to receive the distribution.

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#### ARE THE DRP UNITS THE SAME AS MY EXISTING UNITS?

Yes. All units allotted or transferred under the DRP will from the date of allotment or transfer rank equally, in all respects, with the existing units on issue and will participate in all distributions declared subsequently. In particular, DRP units will be entitled to the full quarters' distribution for the quarter in which they are issued or transferred. You can sell or transfer all or part of your holding at any time, including units participating in the DRP and any units allotted or transferred under the DRP.

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#### CAN THE TERMS AND CONDITIONS OF THE DRP CHANGE?

Yes. If it is in the best interests of the Fund, the Responsible Entity may modify, suspend or terminate the DRP at any time, including decreasing the level of discount used in the calculation of the DRP unit price. The modification, suspension or termination shall take effect from the date specified by the Responsible Entity and sufficient written notice shall be given to all unitholders prior to the changes occurring to allow unitholders to withdraw or otherwise change their level of participation before the changes come into effect. You can sell or transfer all or part of your holding at any time, including units participating in the DRP and any units allotted or transferred under the DRP.

## ING OFFICE FUND

### Responsible Entity

ING Management Limited  
ABN 15 006 065 032  
AFS Licence 237534

### ING Office Fund (IOF)

Armstrong Jones Office Fund  
ARSN 090 242 229

Prime Credit Property Trust  
ARSN 089 849 196

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Sydney NSW 2000  
[realestate@ingrealestate.com](mailto:realestate@ingrealestate.com)  
[www.ingrealestate.com.au](http://www.ingrealestate.com.au)

### Registry

Link Market Services Limited  
Locked Bag A14  
Sydney South NSW 1235  
T 1300 653 497  
T +612 8280 7057