



NAOUM SUPER PTY LTD  
<NAOUM FAMILY SUPER FUND A/C>  
LEVEL 7 468 ST KILDA ROAD  
MELBOURNE VIC 3004

Charter Hall Direct Property  
Management Limited  
ACN 073 623 784  
AFSL 226849

Responsible entity for  
Charter Hall Direct Office Fund  
ABN 39 233 547 813

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[www.charterhall.com.au](http://www.charterhall.com.au)

2 December 2019

Dear Investor,

## Reminder: Charter Hall Direct Office Fund (DOF or Fund) – five-yearly scheduled Liquidity Event

Further to our correspondence in early November, this letter is a reminder that the DOF Liquidity Event is currently open and closes at 5:00pm AEST on 17 December 2019.

**For Investors who wish to stay invested in the Fund, no further action is required and the Fund will continue to be invested in an institutional quality Australian office portfolio.**

### What is the Liquidity Event?

DOF operates on rolling five-year investment terms. As outlined in the PDS, a Liquidity Event is held at the end of each investment term where, subject to its obligations at law, Charter Hall will endeavour to provide liquidity for all Investors wishing to exit all or some of their investment in the Fund. The end of the current investment term for the Fund is in December 2019 and all unit classes in the Fund are eligible to participate in the 2019 Liquidity Event.

### What do Investors need to do?

**Read** the correspondence dated 6 November 2019 in full.

**Review** your investment and consider consulting your professional adviser.

**Decide** whether to remain fully invested or exit some or all of your investment in the Fund.

- **I want to stay invested in DOF** - If you do not wish to exit your investment in the Fund there is no action required. Please do **not** complete the Liquidity Event Form.
- **I want to exit DOF** - If you wish to exit the Fund then you should consider participating in this 2019 Liquidity Event. If you decide to participate, you should carefully read and complete the Liquidity Event Form.
- **I am not sure if I want to participate in the 2019 Liquidity Event** - If you are not sure if you want to participate in the 2019 Liquidity Event or are in doubt about how to deal with the Liquidity Event Form please consult your professional adviser. Charter Hall is unable to provide investors with personal financial or taxation advice.

## Important dates

2019 Liquidity Event opening date	8 November 2019
2019 Liquidity Event closing date	17 December 2019
Independent portfolio valuations completed	On or around 31 December 2019
2019 Liquidity Event payment date	Payment is likely to occur in the first quarter of calendar year 2020 and will occur after the independent portfolio valuations are completed and reflected in the Exit Price

## Next steps

**For Investors who wish to stay invested in the Fund, no further action is required.**

For Investors who wish to exit the Fund, either in part or in full, the Liquidity Event Form was enclosed with our earlier correspondence and can also be found on the Fund website: [www.charterhall.com.au/dof](http://www.charterhall.com.au/dof). If you wish to exit some or all of your investment in the Fund, you need to complete the Liquidity Event Form and:

- scan a copy and email it to [charterhall@boardroomlimited.com.au](mailto:charterhall@boardroomlimited.com.au); or
- mail the original to:  
DOF Liquidity Event  
C/- Boardroom (Victoria) Pty Limited  
GPO Box 3993  
Sydney NSW 2001

***If you are looking to exit some or all of your investment in DOF then the Liquidity Event Form must be received by 5.00pm AEST on the 2019 Liquidity Event closing date of 17 December 2019.***

To check that your Liquidity Event Form has been received, you can log onto Investorserve at [www.investorserve.com.au](http://www.investorserve.com.au) or call 1300 137 895.

## Contact us

If you have questions, please speak with your financial adviser or contact us on:



1300 652 790



[direct.property@charterhall.com.au](mailto:direct.property@charterhall.com.au)

We appreciate and thank you for your ongoing support of Charter Hall.

Yours sincerely



Steven Bennett  
Direct CEO

Notes:

In this letter Charter Hall refers to Charter Hall Direct Property Management Limited (the Responsible Entity) or Charter Hall Holdings Pty Limited, appointed by the Responsible Entity as manager of the Fund.

Capitalised terms not otherwise defined in this letter have the same definition given to those terms in the PDS.