

# AUSTRALIAN UNITY INVESTMENT REAL ESTATE LIMITED

## COMMUNICATIONS POLICY

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### 1. INTRODUCTION

- 1.1 Australian Unity Investment Real Estate Limited (the Company) is the Responsible Entity of the Australian Unity Office Fund (the Fund, or AOF). The Company is part of the Australian Unity Group (the Group).
- 1.2 The below sets out the communication policy of the Company as Responsible Entity of the Fund which is a REIT listed on the Australian Securities Exchange (ASX).
- 1.3 The ASX Corporate Governance Council's Corporate Governance Principles and Recommendations provide that a listed entity should engage with investors and provide them with appropriate information and facilities to allow them to exercise their rights as investors effectively. This includes:
- providing investors with access to information about the Fund and its governance;
  - communicating openly and honestly with investors; and
  - encouraging and facilitating their participation at meetings of investors.
- 1.4 In providing information about the Fund, the Company aims to ensure that:
- investor rights are respected and that it facilitates the effective exercise of those rights;
  - investors and other interested stakeholders have access to balanced, clear and timely information regarding the Fund; and
  - communications to current and prospective investors are fair and transparent.
- 1.5 This policy sets out the Company's policy and practices in respect of communicating to Fund investors and should be read in conjunction with the Code of Conduct and Continuous Disclosure Policy.

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### 2. WEBSITE

- 2.1 A website for the Fund has been established at [australianunityofficefund.com.au](http://australianunityofficefund.com.au) and is a key part of the Company's Communication Policy for the Fund.
- 2.2 The Fund's website will be regularly updated and will contain information such as:
- (a) announcements made by the Fund to the ASX;
  - (b) the Fund's annual reports and results announcements;
  - (c) information on the Fund including presentations;
  - (d) contact details;
  - (e) distribution and tax information;

- (f) relevant written information provided to investors, the investment community or media; and
- (g) copies of charters of the Company's board of directors and corporate governance policies.

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### **3. REPORTING TO UNITHOLDERS**

- 3.1 Fund unitholders will receive distribution statements and annual taxation statements.
- 3.2 Unitholders are able to request a printed copy of the Fund's Annual Report.
- 3.3 The Company will email information to unitholders that have provided their email address and elected to receive communications in this format.

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### **4. MEETINGS**

- 4.1 The Company will hold an Annual General Meeting (AGM) of Fund unitholders.
- 4.2 AGMs will cover formal business, but will also provide unitholders with an opportunity to be updated on the activities of the Fund, and to ask questions of the Board and management of the Fund.
- 4.3 Unitholders will receive notice of unitholder meetings, with these also being lodged with ASX. Those unitholders who are unable to attend in person are able to vote by proxy.
- 4.4 General Meetings of unitholders will be arranged from time to time on particular items of business if required.
- 4.5 The auditor of the Fund will be present at AGMs and will be available to answer any questions regarding the conduct of and any issues arising from the audit of the Fund.
- 4.6 Following the release of the Fund's half-year and full-year results, the Company may conduct investor and analyst briefings at which the media, institutional investors, and stockbroking analysts will be briefed and given an opportunity to ask questions of relevant members of management. Meetings with analysts and investor briefings will be held in accordance with paragraph 8 of the Continuous Disclosure Policy.
- 4.7 Presentations made to meetings of unitholders will also be made available on the Fund's website.

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### **5. ELECTRONIC COMMUNICATIONS**

- 5.1 Unitholders are able to elect to receive communications electronically.
- 5.2 Australian resident unitholders are encouraged to provide the Fund's registry with bank account details to enable the Company to pay distributions by electronic funds transfer, rather than by cheque.

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### **6.. ENQUIRIES FROM UNITHOLDERS**

- 6.1 The Company aims to provide unitholders with a variety of options for making enquiries. Available options for enquiries are by email, mail and phone, and via the Fund's website.

6.2 Investor enquiries relating to their Fund unit holding can be made to the Registry at:

Boardroom Pty Limited  
Level 12, Grosvenor Place  
225 George Street  
Sydney NSW 2000  
australianunity@boardroom.com.au  
phone: 1300 721 637

Enquiries or complaints will be dealt with in a timely manner in accordance with policies on handling queries and complaints.

6.3 The Company intends to respond to enquiries from investors in the Fund promptly.

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## 7.0 REVIEW, AMENDMENT AND OWNERSHIP

This Policy shall be reviewed on at least an annual basis. The Policy may only be varied by approval of the Board.

<b>Policy owner</b>	Australian Unity Wealth & Capital Markets Business Enablement & Assurance
<b>Date of Board Approval</b>	18 July 2018
<b>Superseded Policy</b>	4 July 2017