



GPT | METRO OFFICE FUND

THE GUIDE TO THE GPT METRO OFFICE FUND 2016 ANNUAL TAX STATEMENT

This guide has been prepared to assist you and your tax adviser in completing your income tax return for the year ended 30 June 2016 (the “2016 year”) using The GPT Metro Office Fund (“GMF”) Annual Tax Statement (the “ATS”). Professional taxation advice should be sought in relation to any specific tax matters.

Preparing your 2016 Income Tax Return for Individuals using the Annual Tax Statement

The ATS assists you in completing your income tax return for the year ended 30 June 2016 if you are completing your return using either:

- 2016 Tax Pack and 2016 Tax Pack Supplement; or
- myTax.

If you are using 2016 Tax Pack and 2016 Tax Pack Supplement:

To assist you in completing your income tax return, the ATS includes a 2016 Tax Extract.

The 2016 Tax Extract shows the trust distribution components and any withholding taxes that should be included at the relevant items and labels of the 2016 Tax Return for Individuals (Supplementary Section).

The ATS should be used in conjunction with the 2016 Tax Return for Individuals (“2016 Tax Pack”), 2016 Tax Pack Supplement and accompanying guides and ATO reference materials.

If you are using myTax:

If the distribution information from your investment in GMF has been pre-filled for you, check this information against your ATS.

If the information has not been pre-filled yet, transpose the numbers from your ATS under the heading “Tax Return Components” column to the tax return boxes corresponding to the 2016 Tax Return Labels shown on the ATS.

You can only use the 2016 Tax Extract and the 2016 Tax Return Label information contained in the ATS to complete your tax return if all of the assumptions below apply to you:

- You are an individual investor in GMF and an Australian tax resident for tax purposes;
- You are NOT a company, trust or superannuation fund or a non-resident;
- You have not sold any of your units in GMF during the income year; and
- You hold your units in GMF on capital account.

If any of these assumptions do not apply to your individual tax circumstances, you should refer to the 2016 Tax Pack and 2016 Tax Pack Supplement and accompanying guides or seek independent taxation advice if you are unsure how to complete your income tax return.



Notes to the Annual Tax Statement

GMF's year end for taxation purposes is 30 June. The distributions paid to you during the year ended 30 June 2016 comprise of one half yearly distribution for the six month period ended 31 December 2015 and two quarterly distributions for the quarters ended 31 March 2016 and 30 June 2016.

Tax Deferred Income

Where the distribution from GMF exceeds the sum of the tax assessable income, the excess is called "tax deferred" income and generally arises when depreciation and capital allowances have been allowed as tax deductions to GMF.

Tax Deferred distributions from GMF are not assessable to you for the year ended 30 June 2016, but will reduce the Capital Gains Tax ("CGT") cost base of your units in GMF.

Once the sum of all Tax Deferred distributions received in respect of your GMF units exceeds your CGT cost base in those units, a capital gain will arise in respect of the excess amount. This capital gain may qualify for the CGT 50% discount concession in certain cases. You should seek independent tax advice in relation to the calculation of such capital gains.

Cost Base of Units

Generally, the cost base of your units is the amount that you paid for them, including incidental costs of acquisition and disposal, such as brokerage fees. In the case of your units, the cost base will also be reduced by any tax deferred distributions. Details of tax deferred distributions are available from the GMF website at <http://www.gptmetroofficefund.com.au/> in the "Investor Centre / Distribution Archive" section.

Disposal of your Units

If you sell your GMF units, you should obtain independent taxation advice. You should also refer to the Australian Taxation Office ("ATO") Publication, 'Personal Investors Guide to Capital Gains Tax' for further information.

Resources

You can obtain tax publications to assist you in preparing your tax return by contacting the ATO's Publications Ordering Service on 1300 720 092, visiting an ATO office (refer to 2016 Tax Pack for details), or downloading further information at www.ato.gov.au.

Contact Information

For any further information regarding the tax aspects of your investment in GPT Metro Office Fund, please contact your tax adviser. If you have questions regarding the ATS please call the Securityholder Service Centre on freecall 1800 336 109 (within Australia) or +61 1800 336 109, between 8.30am and 5.30pm Sydney time.

Disclaimer

This Guide has been prepared for information purposes only and does not constitute tax or financial advice to any person with respect to any of the matters discussed therein. While every effort is made to provide accurate and complete information, GPT Metro Office Fund does not warrant or represent that the information in this Guide is free from errors or omissions or is suitable for your intended use. Subject to any terms implied by law and which cannot be excluded, GPT Metro Office Fund its related bodies corporate, directors, employees or agents, or any other person do not accept any liability including, without limitation, any liability arising from fault or negligence for any loss, damage, cost or expense (whether direct or indirect) incurred by you as a result of any error, omission or misrepresentation in the information or from the use of this document or its contents or otherwise arising in connection with it.