

# ASX Announcement

Westpac Office Trust (WOT)

Total pages: 4

**17 December 2009**

## Closure of the December 2009 Instalment Receipt Conversion Period

Westpac Funds Management Limited, the Responsible Entity of the Westpac Office Trust advises the instalment receipt conversion period for the quarter ending 31 December 2009 will end 5pm, 22 December 2009.

### Instalment receipt conversion period

Following the revised arrangements for conversion of instalment receipts to units approved by investors at the meeting held on 10 September 2009, investors have the option to repay the instalment debt prior to each quarterly record date. Investors wishing to convert their instalment receipts to fully paid units during the December 2009 conversion period must submit the early repayment form, with payment, to Link Market Services by **5pm, 22 December 2009**.

Investors who elect to repay the instalment debt during this conversion period will receive fully paid units and the full distribution of 1.6625 cents per unit for the quarter ending 31 December 2009.

Investors who do not elect to repay the instalment debt early will receive a net distribution of 0.85 cents per instalment receipt for the quarter ending 31 December 2009. The net payment per instalment receipt will comprise the 1.6625 cents full distribution less 0.8125 cents interest payable in respect of the instalment debt.

The payment date of the December 2009 distribution is 16 February 2010.

### How to convert

Investors can choose to repay the instalment debt and receive units by completing an early repayment form and mailing it with a cheque for the instalment debt amount to be received by Link Market Services by 5pm, 22 December 2009. Investors may convert any proportion of their holdings and should not seek to trade their units until they receive a holding statement from the Registry. The early repayment form is attached and is also available from the investor centre on the Westpac Office Trust website at [www.westpacfunds.com.au](http://www.westpacfunds.com.au) or by calling the investor info line on 1300 766 855 (for callers within Australia) and +61 2 8280 7072 (for callers outside Australia).

Early repayment applications received during this conversion period will be processed on 31 December 2009 and units will be transferred to investors within five business days.

The next opportunity for investors to convert their instalment receipts to units by early repayment will be in March 2010.

**For further enquiries, please contact:**

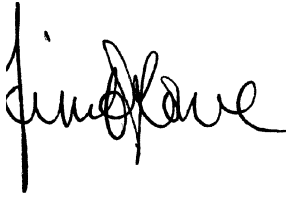
**Keith Grayson**  
**Fund Manager**

Westpac Funds Management Limited  
Tel: +61 2 9287 8728  
Fax: +61 2 9287 8801  
Email: [kgrayson@westpac.com.au](mailto:kgrayson@westpac.com.au)  
Website: [www.westpacfunds.com.au](http://www.westpacfunds.com.au)

**Amy Tippett**

**Associate Director, Investor Relations**

Westpac Funds Management Limited  
Tel: +61 2 9287 8726  
Fax: +61 2 9287 8801  
Email: [atippett@westpac.com.au](mailto:atippett@westpac.com.au)  
Website: [www.westpacfunds.com.au](http://www.westpacfunds.com.au)

A handwritten signature in black ink, appearing to read 'Kim Rowe', written in a cursive style.

**Kim Rowe**  
**Company Secretary**

Westpac Funds Management Limited

**Westpac Funds Management Limited**

ABN 28 085 352 405  
 AFS Licence No 233718  
 as Responsible Entity for the

**WESTPAC OFFICE TRUST**

ARSN 103 853 523

All Registry communications to:  
 C/- Link Market Services Limited  
 Locked Bag A14  
 Sydney South NSW 1235 Australia  
 Telephone (Australia): 1300 766 855  
 Telephone (Overseas): +61 2 8280 7072  
 Facsimile: (02) 9287 0303  
 ASX Code: WOTCA  
 Email: registrars@linkmarketservices.com.au  
 Website: www.linkmarketservices.com.au

**EARLY REPAYMENT OF INSTALMENT DEBT NOTICE**

Use this Early Repayment Notice if you would like to complete an Early Repayment of the Instalment Debt on your Westpac Office Trust Instalment Receipts.

**A SRN / HIN**

Please provide your Westpac Office Trust Securityholder Reference Number (SRN) starting with an "I" or Holder Identified Number (HIN) starting with an "X".

**B NAME AND ADDRESS**

Please provide your full registered name and address as it appears on the Westpac Office Trust Register.

Title	Given Name(s) or Company Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Designation (if desired, eg <John Smith A/C>)

PO Box/RMB/Locked Bag/Care of (c/-)/Property name/Building name (if applicable)

Unit Number/Level	Street Number	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suburb/Town	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address (only for purpose of electronic communication of shareholder information)

**C NUMBER OF INSTALMENT RECEIPTS BEING CONVERTED TO UNITS BY EARLY REPAYMENT OF INSTALMENT DEBT**

Enter in the Number of Instalment Receipt being converted to units and the total payment required.

Number of Instalment Receipts	× \$0.50 per Instalment Receipt	Total Payment Required
<input type="text"/>		A\$ <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>

**D PAYMENT DETAILS**

Cheques should be drawn on an Australian branch of a financial institution in Australian current and made payable to "Westpac Banking Corporation" and crossed "Not Negotiable".

Drawer	Account Number	
<input type="text"/>	<input type="text"/>	
Cheque Number	BSB number	Amount of Cheque
<input type="text"/>	<input type="text"/>	A\$ <input type="text"/>

**E CONTACT DETAILS**

Telephone Number – Business Hours	Telephone Number – After Hours	Contact Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

WOT CAL002



## HOW TO COMPLETE THE EARLY REPAYMENT OF INSTALMENT DEBT NOTICE

### A. SRN / HIN

Please provide your Westpac Office Trust Securityholder Reference Number (SRN) starting with an "I" or Holder Identified Number (HIN) starting with an "X" in the box provided at Section A.

### B. Name and Address

Your must enter in your full registered name and address as it appears on the Westpac Office Trust register.

### C. Number of Instalment Receipts being converted to units by an Early Repayment of Instalment Debt

Enter in the total number of Instalment Receipts that you wish to convert to units.

To calculate the total amount payable, multiply the number of Instalment Receipts by \$0.50 and enter in Section C.

### D. Payment Details

Enter into your cheque, bank draft or money order details in section D. Cheques, bank drafts or money orders must be drawn on an Australian branch of a financial institution in Australian currency, made payable to "Westpac Banking Corporation" and crossed "Not Negotiable". Please ensure that sufficient cleared funds are held in your account, as your cheque will be banked as soon as received.

### E. Contact Details

Enter into Section E your contact telephone number so we can contact you regrading your notice, if necessary.

## HOW TO LODGE THE EARLY REPAYMENT OF INSTALMENT DEBT NOTICE

Your completed Early Repayment of Instalment Debt Notice with accompanying payment may be mailed to the mailing address, or delivered to the hand delivery address, set our below. Your completed payment must be received by the Registry no later then each quarterly cut off date.

#### Mailing Address:

Westpac Office Trust  
c/ Link Market Services Limited  
Locked Bag A14  
Sydney South NSW 1235  
Australia

*or*

#### Delivery Address:

Westpac Office Trust  
c/ Link Market Services Limited  
Level 12, 680 George Street  
Sydney NSW 2000

***(Please do not use this address for express post mailing)***

If you require information on how to complete this notice please contact the Westpac Office Trust Investor Information Line on 1300 766 855 if calling within Australia of +61 2 8280 7072 if calling from outside Australia, between 8:30am and 5:00pm (AEST) Monday to Friday.

Privacy Clause: Link Market Services Limited advises that Chapter 2C of the Corporations Act 2001 requires information about you as a securityholder (including your name, address and details of the securities you hold) to be included in the public register of the entity in which you hold securities. Information is collected to administer your securityholding and if some or all of the information is not collected then it might not be possible to administer your securityholding. Your personal information may be disclosed to the entity in which you hold securities. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website ([www.linkmarketservices.com.au](http://www.linkmarketservices.com.au)).