

INSTRUCTIONS

NOTICE TO INVESTORS

The following contains detailed instructions on how an Investor in one of Griffin Capital's funds completes and submits a Distribution Instructions Update Form, permitting a change to the distribution instructions on the Investor's account.

INSTRUCTIONS FOR INVESTORS

For an Investor to update their account information, all applicable Investor information must be completed, dated, and executed below. Electronic signatures (**with an accompanying certificate of authenticity**), photocopy, facsimile, and wet signatures are acceptable forms of execution. Please note that all Investor ownership information and signatures must be consistent with the current account records. Once completed, Investors must provide the Distribution Instructions Update Form and any accompanying documents to Griffin Capital using one of the methods below.

DOCUMENT SUBMISSION

Once the form has been fully completed and executed by all parties, the form should be returned using one of the following methods:

- eFax to Griffin Capital Investor Relations at (310) 526-0159
- Email to Griffin Capital's Investor Relations Team at InvestorRelations@griffincapital.com
- Mail directly to Griffin Capital, Attention: Investor Relations, 266 Kansas Street, El Segundo, CA 90245
- To request a secure link to upload, please email InvestorRelations@griffincapital.com

INVESTOR INFORMATION

Fund Name (Please list all that apply): _____

Name of Investor: _____

OWNER / AUTHORIZED SIGNER #1

Please provide the following information for Owner / Authorized Signer #1:

Salutation: Mr. Mrs. Ms. Prefer Not to Say Other (Please Specify):

Name: _____

OWNER / AUTHORIZED SIGNER #2

Please provide the following information for Owner / Authorized Signer #2:

Salutation: Mr. Mrs. Ms. Prefer Not to Say Other (Please Specify):

Name: _____

OWNER / AUTHORIZED SIGNER #3

Please provide the following information for Owner / Authorized Signer #3:

Salutation: Mr. Mrs. Ms. Prefer Not to Say Other (Please Specify):

Name: _____

OWNER / AUTHORIZED SIGNER #4

Please provide the following information for Owner / Authorized Signer #4:

Salutation: Mr. Mrs. Ms. Prefer Not to Say Other (Please Specify):

Name: _____

CHANGE OF DISTRIBUTION INSTRUCTIONS

To update an Investor's distribution instructions, please complete the following information in its entirety:

CUSTODIAL-HELD ACCOUNTS

- Via Wire to Custodian (Required for Custodial-Held Accounts)

Name of Custodian: _____
Account Number: _____

DIRECTLY-HELD ACCOUNTS

- Electronic Deposit/ACH (Checking or Savings Accounts Only)

Please include a **voided check**.

Name of Bank: _____
Account Name: _____
Account Number: _____
Bank ABA/Routing Number: _____
For Further Credit (If Applicable): _____
Account Type: Checking Savings

- Via Wire to Brokerage Account

Brokerage Firm: _____
Account Name: _____
Account Number: _____
Routing Number: _____
For Further Credit: _____

- Via Check to Mailing Address

Made Payable
(75 Character Limit): _____
Mailing Address: _____
City, State, Zip Code: _____

- Via Check to Brokerage Account

Made Payable
(75 Character Limit): _____
Brokerage Firm: _____
Firm Address: _____
City, State, Zip Code: _____
Account Number: _____

SIGNATURES & CERTIFICATION

By signing below, the Investor(s) is/are authorizing the above referenced changes to their account. The below must match exactly as the name(s) appear(s) in the Subscription Document. All registered owners must sign. This authorization form is subject to the acceptance of the above referenced investment(s).

ON BEHALF OF OR BY INDIVIDUAL INVESTOR(S):

Signature Owner #1

Signature Owner #2

Please Print Name

Please Print Name

Signature Owner #3

Signature Owner #4

Please Print Name

Please Print Name

ON BEHALF OF OR BY TRUST OR OTHER ENTITY INVESTORS:

Name of Trust/Entity: _____

Signature of Authorized Signer #1

Signature of Authorized Signer #2

Please Print Name/Title

Please Print Name/Title

Signature of Authorized Signer #3

Signature of Authorized Signer #4

Please Print Name/Title

Please Print Name/Title