

CORPORATE ACTION INSTRUCTIONS FOR GRAMERCY PROPERTY TRUST (GPT) MERGER WITH CHAMBERS STREET PROPERTIES (CSG)

Gramercy Property Trust Inc. (NYSE: GPT) a real estate investment trust (“Gramercy”), announced today that it has completed its merger with Chambers Street Properties (“Chambers Street”). Under the terms of the agreement, Gramercy shareholders will receive 3.1898 shares of Chambers Street for each share of Gramercy common stock they own. Upon closing, the combined company will use the name Gramercy Property Trust and trade under the symbol GPT.



Important

The information provided may be different from that of your custodian, which can affect share and cost basis reconciliation. Your custodian may update position and cost basis information at a later date. As a result, you may see differences in cost basis data between this document and your custodian for a period of time. Contact your custodian for details.



Online

For more information regarding this action, please see:

[Chambers Street Properties and Gramercy Property Trust to Merge](#)

ADDITIONAL INFORMATION AND/OR STEPS FOR ACCOUNTS WITH GPT

The following steps deal with processing the corporate action for those accounts that held GPT. For this action, GPT must be renamed and recreated in order to perform the Merger/Exchange Wizard between the old and new GPT securities.



Warning

Before starting the following steps, make a backup of your PortfolioCenter Database. For instructions on making a backup: [Backing Up Your PortfolioCenter Database](#).

- 1 In PortfolioCenter, click on the Securities tab and select **Equities** on the left.
- 2 Double click on **GPT** to open the Security Details.

Security Details	
General	Categories
Symbol:	GPT
Description:	Gramercy Property Trust
Annual Dividend:	0.00 <input checked="" type="checkbox"/> Allow Updates
Payment Frequency:	Quarterly ▼
Next Ex-Date:	▼
CUSIP:	38489R605

- Change the Symbol to **GPT-OLD** and the description to **Gramercy Property Trust OLD**.

Security Details

General Categories

Symbol:

Description:

Annual Dividend: Allow Updates

Payment Frequency:

Next Ex-Date:

CUSIP:

- Click **Save** to save the changes, then click **Close** to close the Security Details.

- On the Securities tab, click the **New** button. In the New Security (Equity) Window define the New Gramercy shares with the following details:

- Symbol: **GPT**
- Description: **Gramercy Property Trust**

Security Details

General Categories

Symbol:

Description:

Annual Dividend: Allow Updates

Payment Frequency:

Next Ex-Date:

CUSIP:

- Click on the Interfaces tab, highlight your broker/dealer, and click the **Settings** button in the lower left-hand corner. Go to the Paths and Assignments tab and click the **Security Codes** button. In the "Symbol" column, find **GPT** and delete any rows containing that symbol. See the example below.

Assign Security Codes - core file format

Schwab Symbol	Item Issue Id	Rule Set	Industry Symbol	CUSIP	PC Symbol	Description
XYIGY	0577427522	00000	XYIGY	98418R100		
XYL	0334856840	00000	XYL	98419M100	XYL	Xylem Inc
Y	0022326337	00000	Y	017175100		
YAHQY	0745299648	00000	YAHQY	98433V102	YAHQY	Yahoo Japan Corp
YHOO	0960446566	00000	YHOO	984332106	YHOO	Yahoo! Inc
YNDX	1279929864	00000	YNDX	N97284108		
GPT	1937478199	00000	GPT	98954M101	GPT-OLD	Gramercy Propert

OK Cancel Delete

- Continue to the next section.

MERGER/EXCHANGE WIZARD DETAILS FOR ACCOUNTS WITH GPT

The table below contains the details you need to enter into the PortfolioCenter® Merger/Exchange Wizard.

**Important**

Block all interface transactions related to this Corporate Action before running the PortfolioCenter® Merger/Exchange Wizard.

**Note**

Unless explicitly stated in the data field, the data for the Conversion Price field is only valid for accounts held at Charles Schwab & Co. Inc.

FIELD NAME	DATA FOR THIS ACTIVITY
Merger/Exchange Date	12/18/2015
Security Type	Equity
Original Company Symbol	GPT-OLD
Original Company Price Per Share	\$23.93
New Company Security Type	Equity
New Company Symbol	GPT
Share Exchange Ratio	3.1898
Cash Proceeds	Unchecked
Fair Market Value	N/A
Cash Distribution Ratio	N/A
Conversion Price for Cash in Lieu For Fractional Shares	\$0.00 (Unknown)

MERGER/EXCHANGE WIZARD DETAILS FOR ACCOUNTS WITH CSG

The table below contains the details you need to enter into the PortfolioCenter® Merger/Exchange Wizard.

**Important**

Block all interface transactions related to this Corporate Action before running the PortfolioCenter® Merger/Exchange Wizard.

**Note**

Unless explicitly stated in the data field, the data for the Conversion Price field is only valid for accounts held at Charles Schwab & Co. Inc.

FIELD NAME	DATA FOR THIS ACTIVITY
Merger/Exchange Date	12/18/2015
Security Type	Equity

FIELD NAME	DATA FOR THIS ACTIVITY
Original Company Symbol	CSG
Original Company Price Per Share	\$7.74
New Company Security Type	Equity
New Company Symbol	GPT
Share Exchange Ratio	1.00
Cash Proceeds	Unchecked
Fair Market Value	N/A
Cash Distribution Ratio	N/A
Conversion Price for Cash in Lieu For Fractional Shares	\$0.00 (Unknown)



Online

The [Corporate Actions Center](#) provides you with a number of resources about corporate actions you may find useful. For this activity, however, you might find the following documents helpful:

- [Identifying Corporate Action Transactions in Interface Data](#) for tips on finding custodial interface transactions and how to block them so you can make way for using these wizards.
- [Entering a Merger/Exchange Corporate Action](#) for step-by-step instructions for using this wizard.
- [Tips for Handling Cash in Lieu for Fractional Shares](#) for tips and best practices for entering the appropriate transactions to handle cash in lieu for fractional shares.
- [Understanding the Transactions after a Cash/Stock Merger](#) for explanations of the transactions resulting from a cash/stock merger when those settings are used on the Merger/Exchange Wizard.

For institutional audiences only.

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This document is not intended to provide tax or legal advice about the transactions described. Users are urged to consult their tax advisors and legal counsel about the tax consequences and their legal rights of the transactions.