



**Important Notice**  
**The Depository Trust Company**

|                   |  |
|-------------------|--|
| <b>B #:</b>       | 9790-18  |
| <b>Date:</b>      | December 10, 2018  |
| <b>To:</b>        | All Participants   |
| <b>Category:</b>  | Dividends  |
| <b>From:</b>      | International Services   |
| <b>Attention:</b> | Operations, Reorg & Dividend Managers, Partners & Cashiers   |
| <b>Subject:</b>   | <b>Tax Country:</b> United Kingdom<br><b>Security:</b> Land Securities Group PLC<br><b>CUSIP:</b> 514674308<br><b>Payment Date:</b> 01/18/2019 |

**NOT CA WEB ELIGIBLE**

The Depository Trust Company has received from GlobeTax the attached information regarding certain tax refunds on the above captioned dividend.

As directed in the notice, participants that have qualified beneficial holders that expect to benefit from this procedure should secure the required documentation. Any questions, please call GlobeTax at 212- 747-9100.

**Important Legal Information:** The Depository Trust Company ("DTC") does not represent or warrant the accuracy, adequacy, timeliness, completeness or fitness for any particular purpose of the information contained in this communication, which is based in part on information obtained from third parties and not independently verified by DTC and which is provided as is. The information contained in this communication is not intended to be a substitute for obtaining tax advice from an appropriate professional advisor. In providing this communication, DTC shall not be liable for (1) any loss resulting directly or indirectly from mistakes, errors, omissions, interruptions, delays or defects in such communication, unless caused directly by gross negligence or willful misconduct on the part of DTC, and (2) any special, consequential, exemplary, incidental or punitive damages. To ensure compliance with Internal Revenue Service Circular 230, you are hereby notified that: (a) any discussion of federal tax issues contained or referred to herein is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code; and (b) as a matter of policy, DTC does not provide tax, legal or accounting advice and accordingly, you should consult your own tax, legal and accounting advisor before engaging in any transaction.

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Non-Confidential

**LAND SECURITIES GROUP PLC** has announced a cash dividend and Citibank acts as one of the Depositaries for the Depositary Receipt (“DR”) program. Holders may be eligible to receive reduced withholding tax relief. Further details on eligibility, documentation, limitations, fees, and deadlines are included below.

All eligible holders will have the opportunity to receive accurate entitlement as outlined in the “Tax Refund Eligibility Matrix”. An unfranked portion of the dividend was paid on pay date net of the statutory withholding tax rate of 20% with the possibility to reclaim through the standard long form process.

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| DIVIDEND EVENT DETAILS   |   |
|--|---|
| COUNTRY OF ISSUANCE  | UNITED KINGDOM  |
| ISSUE  | LAND SECURITIES GROUP PLC   |
| CUSIP#   | 514674308   |
| UNDERLYING ISIN  | GB00BYW0PQ60  |
| DEPOSITARY   | MULTIPLE  |
| DR RECORD DATE   | NOVEMBER 30, 2018   |
| ORD PAY DATE   | JANUARY 04, 2019  |
| DR PAY DATE  | JANUARY 18, 2019  |
| RATIO (DR to ORD)  | 1:1   |
| ORD RATE   | 0.113   |
| STATUTORY WITHHOLDING RATE   | 20.00%  |
|  | DOUBLE CLICK ICON BELOW TO DOWNLOAD<br> |

| FEES & DEADLINES |                                   |                     |                          |                                  |  |
|------------------|-----------------------------------|---------------------|--------------------------|----------------------------------|--|
| FILING METHOD    | BATCH                             | PAYMENT METHOD      | TAX RELIEF FEE           | MINIMUM FEE PER BENEFICIAL OWNER | DOCUMENTATION RECEIPT DEADLINE   |
| LONG FORM        | POST-PAY DATE PROCESS;<br>ONGOING | VIA CHECK OR<br>ACH | UP TO<br>\$0.0075 PER DR | \$25.00                          | March 1, 2023<br><br>For residents of Austria, the deadline is November 1, 2022. |

## ELIGIBILITY MATRIX – LONG FORM

| RATE DESCRIPTION                        | RECLAIM RATE | ELIGIBLE RESIDENTS   | DOCUMENTATION REQUIRED   |
|---|--------------|--|--|
| <b>EXEMPT - 0%</b>                      | 20%          | BELIZE, BRUNEI DARUSSALAM, FINLAND, GAMBIA, INDONESIA, JAMAICA, KENYA, KIRIBATI, MALAWI, MOROCCO, SOLOMON ISLANDS, THAILAND, TRINIDAD & TOBAGO, TUVALU, ZIMBABWE   | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>   |
|   |              | GOVERNMENT ENTITIES IN CHINA, NORWAY, OMAN, PANAMA   |  |
|   |              | CHARITIES IN IRELAND & NETHERLANDS   |  |
| <b>EXEMPT (PENSION FUNDS ONLY) - 0%</b> | 20%          | ARMENIA, BAHRAIN, BARBADOS, BELGIUM, BULGARIA, CANADA, CROATIA, CYRUS, FAROE ISLANDS, GEORGIA, HONG KONG, HUNGARY, ICELAND, IRELAND, JAPAN, KOSOVO, LIBYA, LIECHTENSTEIN, MACEDONIA, MAURITIUS, MEXICO, MOLDOVA (REPUBLIC OF), NETHERLANDS, NORWAY, OMAN, PANAMA, QATAR, SAUDI ARABIA, SPAIN, SWITZERLAND, UNITED ARAB EMIRATES, UNITED STATES, URUGUAY  | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>U.S. RESIDENTS ONLY – ORIGINAL 6166 (FIRST TIME FILERS, ONLY)</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>  |
| <b>FAVORABLE - 5%</b>                   | 15%          | PENSION FUNDS IN ALBANIA & TAJIKISTAN  | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>   |
| <b>FAVORABLE 8%</b>                     | 12%          | PENSION FUNDS IN SENEGAL   | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>   |
| <b>FAVORABLE - 10%</b>                  | 10%          | FALKLAND ISLANDS (MALVINAS), GERMANY (PENSION FUNDS ONLY), JAPAN, JORDAN, LESOTHO, MALAYSIA, MOLDOVA (REPUBLIC OF), POLAND, RUSSIAN FEDERATION, TAIWAN (PROVINCE OF CHINA), UKRAINE, UZBEKISTAN, VENEZUELA (BOLIVARIAN REPUBLIC OF)  | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>   |
| <b>FAVORABLE - 12%</b>                  | 8%           | BOTSWANA   | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>   |
| <b>FAVORABLE – 15%</b>                  | 5%           | ALBANIA, ALGERIA, ARGENTINA, ARMENIA, AUSTRALIA, AUSTRIA, AZERBAIJAN, BAHRAIN, BANGLADESH, BARBADOS, BELARUS, BELGIUM, BOLIVIA, BOSNIA & HERZEGOVINA, BULGARIA, CANADA, CHILE, CHINA, COTE D'IVOIRE, CROATIA, CYPRUS, CZECHIA, DENMARK, ESTONIA, ETHIOPIA, FAROE ISLANDS, FIJI, FRANCE, GEORGIA, GERMANY, GHANA, GUYANA, HONG KONG, HUNGARY, ICELAND, INDIA, IRELAND, ISRAEL, ITALY, KAZAKHSTAN, KOREA REPUBLIC OF (SOUTH), KUWAIT, LATVIA, LIBYA, LIECHTENSTEIN, LITHUANIA, LUXEMBOURG, MACEDONIA, MAURITIUS, MEXICO, MONGOLIA, MONTENEGRO, NETHERLANDS, NEW ZEALAND, NIGERIA, NORWAY, OMAN, PANAMA, PORTUGAL, QATAR, ROMANIA, SAUDI ARABIA, SENEGAL, SERBIA, SINGAPORE, SLOVAKIA, SLOVENIA, SOUTH AFRICA, SPAIN, SRI LANKA, SUDAN, SWAZILAND, SWEDEN, SWITZERLAND, TAJIKISTAN, TURKMENISTAN, UGANDA, UNITED ARAB EMIRATES, UNITED STATES, URUGUAY, VIETNAM, ZAMBIA | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>U.S. RESIDENTS ONLY – ORIGINAL 6166 (FIRST TIME FILERS, ONLY)</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> <li>U.S. RESIDENTS ONLY – PARTNERSHIP LISTING (IF APPLICABLE)</li> </ol> |
| <b>FAVORABLE – 17%</b>                  | 3%           | PAPUA NEW GUINEA   | <ol style="list-style-type: none"> <li>COVER LETTER</li> <li>TAX FORM</li> <li>CERTIFICATE OF PAYMENT</li> <li>POA(s)</li> </ol>   |





## DESCRIPTION OF VARIOUS DOCUMENTATION

| DOCUMENT NAME                              | DOCUMENTATION DESCRIPTION  | ORIGINAL/COPY | SIGNATURE REQUIREMENT                     |
|--|--|---------------|---|
| <b>TAX FORM (UK-REIT)</b>                  | <p>There are 4 possible tax forms. Beneficiary should complete one of the following forms, depending upon entity type and country of residence:</p> <ol style="list-style-type: none"> <li>1. FORM UK-REIT DT-INDIVIDUAL (all individuals)</li> <li>2. FORM US-COMPANY UK-REIT (US entities, other than individuals)</li> <li>3. FORM JAPAN-4-DT (Japanese entities, other than individuals)</li> <li>4. FORM UK-REIT DT-COMPANY (For all other countries/entity types not covered by the above forms)</li> </ol> <p>For non-US entities, the forms must be certified by the beneficial owner's local tax office (standalone CORs are not accepted). If the beneficiary has already had a claim paid by HMRC and been issued a unique beneficiary ID (this must be provided), the certification is not required.</p> <p style="text-align: center;"><b>*Please contact GlobeTax for form templates.*</b></p> | ORIGINAL      | DTC PARTICIPANT OR FINAL BENEFICIAL OWNER |
| <b>COVER LETTER (APPENDIX A)</b>           | Must be submitted for each security and record date on participant letterhead.   | ORIGINAL      | DTC PARTICIPANT                           |
| <b>CERTIFICATE OF PAYMENT (APPENDIX B)</b> | <p>Certificate from DTC Participant certifying payment to beneficiary.</p> <ul style="list-style-type: none"> <li>- If the DTC Participant did not directly pay the beneficiary, then a certificate of payment is need for each of the intermediaries involved to show the full flow of payment from the DTC Participant to the final beneficiary.</li> </ul> <p>Must be submitted for each beneficial owner with each long form claim on participant letterhead.</p>  | ORIGINAL      | DTC PARTICIPANT                           |
| <b>POWER OF ATTORNEY (APPENDIX C)</b>      | <p>If the beneficial owner signs the tax form (UK-REIT), then only 1 POA is required:</p> <ul style="list-style-type: none"> <li>- Between the DTC Participant &amp; Depositary (on DTC Letterhead)</li> </ul> <p>If the DTC Participant signs the tax form on behalf of the beneficial owner, then 2 POA's are required:</p> <ul style="list-style-type: none"> <li>- Between the DTC Participant and Depositary (on DTC Letterhead)</li> <li>- Between beneficial owner and DTC Participant (on BO Letterhead)</li> </ul>  | COPY          | DTC PARTICIPANT AND/OR BENEFICIAL OWNER   |
| <b>IRS FORM 6166</b>                       | <p>Issued by the Internal Revenue Service, stating the name and Taxpayer Identification number of the beneficial owner. The "Tax Year" of the 6166 must refer to the tax year of 2014. For U.S. Pensions the 6166 must certify that the pension plan is qualified under Section 401(A) and is tax exempt under Section 501(A).</p> <p>If the beneficiary has already had a claim paid by HMRC and been issued a unique beneficiary ID (this must be provided), the Form 6166 is not required.</p>  | ORIGINAL      | IRS REPRESENTATIVE                        |
| <b>PARTNERSHIP LISTING</b>                 | <p>When the partnership or LLC is established in the United States and all of the partners are resident for tax purposes in the United States, a list of each partner's name and address must be included with the claim.</p> <p>If any of the partners are located outside of the United States, the listing must also include the percentage holding for each partner, and all non-US residents must claim separately.</p>   | COPY          | DTC PARTICIPANT                           |

## FREQUENTLY ASKED QUESTIONS (FAQs)

|   |   |
|---|---|
| <b>Can I submit a trust agreement in lieu of a POA signed by the beneficial owner?</b>      | Yes, but a Limited POA signed by the Participant must be accompanied by the trust agreement.  |
| <b>Are Form 6166's with IRS Code Ruling 81-100 accepted?</b>                                | Yes, with a Tax Determination Letter.   |
| <b>Does the beneficiary's name on the Form 6166 need to match the POA?</b>                  | Yes, the beneficiary's name on both documents should be identical.  |
| <b>Does the Long Form process have a minimum position requirement per beneficial owner?</b> | No. There is a minimum fee of \$25 per beneficial owner which may be waived on an exceptional basis for clients reclaiming less than \$50. In such instances a fee of 50% of the reclaimed amount will be applied.  |
| <b>What is the statute of limitations for filing UK REIT reclaims?</b>                      | For most beneficiaries, it is 4 years from the end of the tax year in which the dividend is paid. UK tax year ends April 5 <sup>th</sup> of each year. For residents of Austria, the statute is 3 years from the end of the dividend year. Claims received after our submission deadline will be filed on a best efforts basis.   |
| <b>Will GlobeTax accept claims filed directly to them by the beneficial owners?</b>         | GlobeTax only accepts claims filed by the DTC Participant who was holding the securities through DTC and only to the extent that DTC has reported these holdings to us as valid record date holdings. Beneficial owners are required to file their claims through the custody chain to the DTC Participant of record. All claims not received directly from the DTC Participant will be returned to the beneficial owner. |
| <b>Is the process for tax relief offered by the Depositaries an optional process?</b>       | Yes, this is a discretionary, optional service.   |
| <b>Is this Long Form process free of charge?</b>  | Fees will be charged for this assistance service up to \$0.0075 per DR for standard long form reclaims with a minimum of \$25.00. Reclaims received post deadline cannot be assured and may be subject to a per beneficiary fee as well as other charges, fees, or expenses payable by or due to the Depositaries or its agents, including the custodian or tax authorities.  |

| CONTACT DETAILS       |  |
|-----------------------|--|
| PRIMARY CONTACT       | NICOLE BRODIE  |
| DOMESTIC PHONE (U.S.) | 1-800-628-4646   |
| DOMESTIC FAX (U.S.)   | 1-800-633-4646   |
| INTERNATIONAL PHONE   | 1-212-747-9100   |
| INTERNATIONAL FAX     | 1-212-747-0029   |
| GROUP EMAIL           | <a href="mailto:UKESP@GLOBETAX.COM">UKESP@GLOBETAX.COM</a> |
| COMPANY               | GLOBETAX SERVICES INC.                                     |
| STREET ADDRESS        | ONE NEW YORK PLAZA, 34 <sup>TH</sup> FLOOR                 |
| CITY/STATE/ZIP        | NEW YORK, NY 10004   |
| ADDITIONAL CONTACTS   | DIANA CAMEJO   |

| FORMS AND ATTACHMENTS   |   |
|---|---|
| <i>*Double click on respective icon to view attachment.</i>   |   |
| COVER LETTER  | CERTIFICATE OF PAYMENT  |
|  <p>Appendix A</p> |  <p>Appendix B</p> |
| POWER OF ATTORNEY   | EXCEL BREAKDOWN   |
|  <p>Appendix C</p> |  <p>Appendix D</p> |