

Report of Organizational Actions Affecting Basis of Securities

▶ See separate instructions.

Part I Reporting Issuer

| | | | |
|--|-----------------------------------|---|-----------------------------|
| 1 Issuer's name | | 2 Issuer's employer identification number (EIN) | |
| GRIFFIN CAPITAL ESSENTIAL ASSET REIT, INC. | | 46-4654479 | |
| 3 Name of contact for additional information | 4 Telephone No. of contact | 5 Email address of contact | |
| JAVIER BITAR | (310)-469-6100 | jbitar@griffincapital.com | |
| 6 Number and street (or P.O. box if mail is not delivered to street address) of contact | | 7 City, town, or post office, state, and ZIP code of contact | |
| 1520 GRAND AVENUE | | EL SEGUNDO, CA 90245 | |
| 8 Date of action | | 9 Classification and description | |
| VARIOUS. SEE #14 BELOW | | COMMON STOCK | |
| 10 CUSIP number | 11 Serial number(s) | 12 Ticker symbol | 13 Account number(s) |
| N/A | | N/A | |

Part II Organizational Action Attach additional statements if needed. See back of form for additional questions.

14 Describe the organizational action and, if applicable, the date of the action or the date against which shareholders' ownership is measured for the action ▶ **DISTRIBUTIONS IN EXCESS OF EARNINGS AND PROFITS WERE MADE ON THE FOLLOWING DATES:**
 JANUARY 2, 2020; FEBRUARY 3, 2020; MARCH 2, 2020; APRIL 1, 2020; MAY 1, 2020; JUNE 1, 2020; JULY 1, 2020; AUGUST 3, 2020;
 SEPTEMBER 1, 2020; OCTOBER 1, 2020; NOVEMBER 2, 2020; DECEMBER 1, 2020.

15 Describe the quantitative effect of the organizational action on the basis of the security in the hands of a U.S. taxpayer as an adjustment per share or as a percentage of old basis ▶ **1/2/2020: DISTRIBUTION PER SHARE \$0.046585; RETURN OF CAPITAL PER SHARE \$0.031151**
2/3/2020: DISTRIBUTION PER SHARE \$0.043579; RETURN OF CAPITAL PER SHARE \$0.029141
3/2/2020: DISTRIBUTION PER SHARE \$0.046585; RETURN OF CAPITAL PER SHARE \$0.031151
4/1/2020: DISTRIBUTION PER SHARE \$0.028689; RETURN OF CAPITAL PER SHARE \$0.019184
5/1/2020: DISTRIBUTION PER SHARE \$0.029645; RETURN OF CAPITAL PER SHARE \$0.019823
6/1/2020: DISTRIBUTION PER SHARE \$0.028689; RETURN OF CAPITAL PER SHARE \$0.019184
7/1/2020: DISTRIBUTION PER SHARE \$0.029645; RETURN OF CAPITAL PER SHARE \$0.019823
8/3/2020: DISTRIBUTION PER SHARE \$0.029645; RETURN OF CAPITAL PER SHARE \$0.019823
9/1/2020: DISTRIBUTION PER SHARE \$0.028689; RETURN OF CAPITAL PER SHARE \$0.019184
10/1/2020: DISTRIBUTION PER SHARE \$0.029645; RETURN OF CAPITAL PER SHARE \$0.019823
11/2/2020: DISTRIBUTION PER SHARE \$0.028689; RETURN OF CAPITAL PER SHARE \$0.019184
12/1/2020: DISTRIBUTION PER SHARE \$0.029645; RETURN OF CAPITAL PER SHARE \$0.019823

16 Describe the calculation of the change in basis and the data that supports the calculation, such as the market values of securities and the valuation dates ▶ **DISTRIBUTION IN EXCESS OF EARNINGS AND PROFITS ARE APPLIED AGAINST AND REDUCE THE ADJUSTED BASIS OF STOCK.**

Part II Organizational Action (continued)


17 List the applicable Internal Revenue Code section(s) and subsection(s) upon which the tax treatment is based ▶ SECTION 301.

18 Can any resulting loss be recognized? ▶ N/A

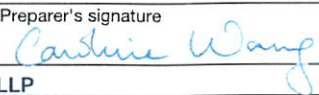
19 Provide any other information necessary to implement the adjustment, such as the reportable tax year ▶ _____

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature ▶  Date ▶ 01-20-2021

Print your name ▶ JAVIER BITAR Title ▶ CHIEF FINANCIAL OFFICER

| | | | | | |
|-------------------------------|--|---|------------------|---|------------------|
| Paid Preparer Use Only | Print/Type preparer's name | Preparer's signature | Date | Check <input type="checkbox"/> if self-employed | PTIN |
| | <u>CAROLINE WANG</u> |  | <u>1/19/2021</u> | | <u>P01488195</u> |
| | Firm's name ▶ <u>ERNST & YOUNG U.S. LLP</u> | Firm's EIN ▶ <u>34-6565596</u> | | Phone no. <u>213-977-3200</u> | |
| | Firm's address ▶ <u>725 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017</u> | | | | |