

MEMO# 3283

November 21, 1991

1992 PORTFOLIO COMPLIANCE WORKSHOPS

November 21, 1991 TO: MEMBERS - ONE PER COMPLEX NO. 61-91 OPERATIONS MEMBERS NO. 31-91 SEC RULES MEMBERS NO. 57-91 TAX MEMBERS NO. 52-91 ACCOUNTING/TREASURERS COMMITTEE NO. 24-91 RE: 1992 PORTFOLIO COMPLIANCE WORKSHOPS _____

The Institute will be holding a series of portfolio compliance workshops over the next few months in San Francisco, New York and Boston. The program will cover various aspects of mutual fund portfolio compliance, including applicable requirements under the Investment Company Act, the Internal Revenue Code, other federal laws and selected state statutes. Several new topics have been added to the 1992 program, including valuation issues, requirements for money market funds, SEC inspections and enforcement, and a fund's rights as shareholder and creditor. A preliminary agenda is attached. Panelists will be Mark Goldfus, Merrill Lynch Asset Management; Katharine Heidlage, New England Securities; Karen Kay, Putnam Management Company; and Thomas London, MFS Financial Services. The program is designed for fund employees involved in portfolio compliance, including attorneys, accountants, compliance officers and portfolio managers. The New York and Boston panels are open only to Institute members. The San Francisco panel will be open to Institute members and to outside law and accounting firms with ICI member connections. The following are the dates and locations for the workshops: Thursday, February 6 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 415/394-1111 Thursday, February 27 Le Parker Meridien New York 118 W. 57th Street New York, NY 10019 212/245-5000 ext. 7474 Thursday, March 19 The Back Bay Hilton 40 Dalton Street Boston, MA 02115 617/236-1100 Each workshop is limited to 100 attendees. Last time the Institute held this program, two of the workshops filled up early, so it is important to register as promptly as possible. To register, simply complete the form provided and return it, along with a check for \$175 for the first registrant and \$100 for each additional registrant within the same firm, to the Institute. Please make your own hotel reservations. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, so mention our name when you call. The address and telephone number of each hotel is listed above. For additional information, please call Geoffrey Burke at 202/955-3508. Craig S. Tyle Deputy General Counsel Attachment