

MEMO# 8459

December 13, 1996

MEETING - JULY 18, 1996 1997 MEETING SCHEDULE

December 13, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 70-96 RE: MEETING - JULY 18, 1996 1997 MEETING SCHEDULE

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 23, 1997. The meeting will be held at the Mark Hopkins Inter-Continental Hotel in San Francisco, CA. We will begin the meeting at 8:15 am, lunch will be served at noon. The "shop talk" session will begin at 1:30 and conclude at approximately 2:30 pm. The Committee dinner will be held on Thursday evening, January 23 in San Francisco. Further information regarding the restaurant will be forthcoming. A block of rooms at the Mark Hopkins Inter-Continental hotel has been reserved for the evenings of January 22 and 23 at a rate of \$150 single/double. The hotel is located at Number One Nob Hill (at California and Mason Streets), in San Francisco. To make a reservation, please call the hotel at 1-800-662-4455 and ask for a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE . Reservations at the Mark Hopkins must be made no later than December 27 to secure this rate. We will not be able to assist you in obtaining the \$150 rate if you do not make your reservation by this date. We have also arranged with the hotel to block a limited number of rooms at the \$150 rate for those of you who wish to extend your trip over the weekend. If you would like to stay at the \$150 rate over the weekend, please be sure to indicate this when you make your reservation. Tour of Franklin Templeton - January 24 On Friday January 24, a tour of the Franklin Templeton Operations, Training, and Shareholder Services departments has been arranged. Buses will depart from the Mark Hopkins Inter-Continental Hotel at 9:00 am. The tour will begin at 10:00 am and last approximately 2 hours. Following the tour, buses will depart at 12:30 pm from Franklin Templeton and return to either the Mark Hopkins Hotel or to the San Francisco International Airport. Please indicate your preference on the attached response form. Agenda Items/Committee Projects We need to get your input on agenda items for the meeting, as well as on any projects for the committee to work on! Please use the attached form to list your ideas and suggestions or call Cynthia Jones (617/772-3930) or Justine Phoenix (202/326-5850). Also, since we will be conducting the breakfast shop talk session on Thursday morning please be sure to provide your topics in advance. Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response form by December 22 Please assist us in determining who will be attending the meeting by faxing the attached form, by no later than December 27, to Beatrice Williar at the Investment Company Institute. The fax number is 202/326-5853 and Beatrices telephone number is 202/326-5852. It is very important that all committee members complete and fax back the form, regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. 1997 MEETING

SCHEDULE The 1997 Transfer Agent Advisory Committee meeting schedule is as follows: January 23-24 San Francisco, CA April 23 Washington, DC July 24 Washington, DC October 30 Washington, DC Please mark your calendars for these dates. The April 23 committee meeting will precede the Operations Committee meeting which will be held at the Institute on April 24. If you are a member of both the Transfer Agent Advisory and Operations committees you may wish to arrange your schedule so that you will be able to attend both meetings. Accommodations are at the Willard Hotel. Please call the hotel directly at 202/628-9100 and ask for a room in the Investment Company Institute block. Happy Holidays! We look forward to seeing you in San Francisco in January! Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee JANUARY 23&24, 1997 - TRANSFER AGENT ADVISORY COMMITTEE MEETING REGISTRATION FORM Name: Company: Please circle the correct response to the following: I WILL ATTEND THE JANUARY 23 MEETING YES NO -----
----- IF YES: I WILL ATTEND THE JANUARY 23 DINNER YES NO I WILL TAKE THE FRANKLIN TEMPLETON TOUR YES NO I WILL NEED TRANSPORTATION FROM FRANKLIN TO: AIRPORT HOTEL AGENDA ITEMS/COMMITTEE PROJECTS Please list below any agenda items or ideas for projects that the committee should consider: Please check here if you need special services due to a disability or have special dietary requirements. _ PLEASE FAX TO BEATRICE WILLIAR ----- 202/326-5853 BY 12/27/96 _ PLEASE RETURN THIS FORM REGARDLESS OF WHETHER OR NOT YOU ARE ATTENDING THE MEETING-YOUR COOPERATION IS GREATLY APPRECIATED!

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