

MEMO# 11104

July 8, 1999

PRELIMINARY AGENDA FOR JULY 22, 1999 MEETING

[11104] July 8, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 44-99 RE:
PRELIMINARY AGENDA FOR JULY 22, 1999 MEETING

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday July 22, 1999 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin at 8:15 a.m. with "shop talk" discussion and the meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. The Committee dinner will be held on Wednesday, July 21st at the Capital Grille located at 601 Pennsylvania Ave., NW. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. If you have not already done so, please assist us in determining who will be attending the meeting and dinner by contacting Jamie Kodey at 202/326-5852 or jkodey@ici.org as soon as possible. A preliminary agenda for the July 22nd meeting is enclosed for your review. Please forward "shop talk" discussion items to the undersigned (by email at kjoaquin@ici.org or by phone at 202-326- 5930) no later than July 16, 1999. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment

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