

MEMO# 10642

January 14, 1999

MUTUAL FUND YEAR 2000 CONTACTS FOR ICI MEMBER WEBSITE

[10642] January 14, 1999 TO: OPERATIONS COMMITTEE No. 2-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 2-99 SEC RULES COMMITTEE No. 2-99 SMALL FUNDS COMMITTEE No. 1-99 TECHNOLOGY TASK FORCE ATTENDEES OF DECEMBER 9, 1998 Y2K PROJECT LEADERS MEETING RE: MUTUAL FUND YEAR 2000 CONTACTS FOR ICI MEMBER WEBSITE

Year 2000 compliance remains one of the highest priorities for mutual fund groups in 1999. As we enter the final year for testing and making other final preparations for the new millennium, the Investment Company Institute would like to build a contact list of members' Y2K project leaders. Our purpose is to enable the Institute to make more targeted communications to members on Y2K matters in the months ahead and to enable every member to contact any other member regarding Year 2000 issues. To that end, we encourage each member to identify a Year 2000 project leader "contact" by completing and returning the enclosed Mutual Fund Complex Contact Form. If you wish to provide an alternate contact person to ensure coverage, space is provided on the form. Our objective is to create a Year 2000 Contact List which will be posted to the ICI's members-only website. If you are not a current user of the member website, you may register by accessing the site's home page (members.ici.org) and completing the enrollment form on line. The Institute will assign you a user ID and password within two days of your enrollment. Questions about the member website or the enrollment process may be directed to Lee Butler at 202-326-5931. If you have any questions regarding the above, please contact the undersigned at 202- 326-5845 or Kathy Joaquin at 202-326-5930. Contact forms should be returned by fax to Jamie Kodey at 202-326-5853 as soon as possible, but no later than January 31, 1999. Your firm's participation is encouraged and appreciated. Donald J. Boteler Vice President Operations & Training enclosure Mutual Fund Complex Contact Form Fax Back Form Please complete all information requested below: Project Leader Contact Person Company Name Address City State Zip Phone Fax E-mail Alternate Contact Person Company Name Address City State Zip Phone Fax E-mail Please fax this form to Jamie Kodey at 202/326-5853 as soon as possible but no later than January 31, 1999.