

MEMO# 2715

April 30, 1991

PROPOSED PENSION OPERATIONS COMMITTEE

April 30, 1991 TO: PENSION COMMITTEE NO. 9-91 OPERATIONS COMMITTEE NO. 13-91
TRANSFER AGENT ADVISORY COMMITTEE NO. 22-91 RE: PROPOSED PENSION OPERATIONS
COMMITTEE _____ The Institute has
received many recent requests to develop a committee for mutual fund employees who
work in the retirement plan services area (employer plans and IRAs) to discuss operational
and administrative issues as well as common problems experienced in this area. This
Pension Operations Committee would serve as a means for such employees to exchange
ideas and learn about current practices and solutions for ongoing matters and new
developments. Systems limitations, improvements and developments also could be topics
for discussion by the committee. (For example, since Desert Storm personnel may make
IRA contributions for 1990 past the due date for the ordinary taxpayer, the committee could
discuss the procedures which are being used to process such contributions when they
arrive.) The committee is not intended to concern itself with pension legal or policy issues
which come within the purview of the Institute's Pension Committee and are generally
handled within legal departments of individual fund complexes, although the committee
may discuss how certain legal requirements can be implemented. Likewise, the committee
generally will not address broad operational issues which are within the purview of the
Institute's Operations Committee and Transfer Agent Advisory Committee, although the
committee may focus on technical aspects of these issues. Please complete the attached,
short questionnaire regarding the proposed Pension Operations Committee. The
questionnaire requests suggestions for topics to be addressed by the new committee and
we encourage both specific and general recommendations in this regard. We anticipate that
the responses to the attached questionnaire also will help define parameters for any mutual
fund pension conference which the Institute may sponsor in the future which would address
more complex legal, policy and technical issues than are now discussed at the Institute's
pension workshops. - 1 - We ask that the questionnaire be returned by May 30, 1991.
Depending on the responses, we expect to schedule the first meeting of the Pension
Operations Committee in June or July. W. Richard Mason Assistant Counsel - Pension
Attachment - 1 - PENSION OPERATIONS COMMITTEE QUESTIONNAIRE Return by May 30,
1991 to: W. Richard Mason Assistant Counsel - Pension Investment Company Institute 1600
M Street, NW, Suite 600 Washington, DC 20036 FAX 202-659-1519 The Investment
Company Institute is considering establishing a committee for mutual fund retirement plan
services personnel to discuss technical, operational and other administrative issues for the
purpose of exchanging information and ideas in the retirement plan and IRA areas. 1. Are
you in favor of establishing this committee? ☐ Yes ☐ No Please provide your name and the
name of your firm: NAME: _____ FIRM: _____
_____ 2. Would an individual in your firm

participate on this committee? ☐ Yes ☐ No If "Yes", please fill in their name, title and address. NAME: _____ TITLE: _____

ADDRESS: _____

3. Please provide any problems, issues, topics, or other areas of concern which the committee should address (use additional sheets if necessary): _____

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.