

MEMO# 2272

October 18, 1990

CONFIRMATION PROCEDURES ON VOICE-INITIATED TRANSACTIONS

October 18, 1990 TO: OPERATIONS COMMITTEE NO. 23-90 TRANSFER AGENT ADVISORY COMMITTEE NO. 41-90 RE: CONFIRMATION PROCEDURES ON VOICE-INITIATED TRANSACTIONS _____ At the Operations Committee meeting on September 17, 1990, a copy of the ICI Mutual Insurance Company's Voice-Initiated Transaction (VIT) Rider was distributed for informational purposes. Since that meeting some questions have been raised by members regarding the confirmation procedures that are currently employed for their voice-initiated transactions. In order to assist us in determining what the current industry practice is regarding the confirmation of voice- initiated transactions, please complete and return (by mail or fax) the attached questionnaire to the attention of: Kathleen C. Joaquin Investment Company Institute 1600 M Street, NW, Suite 600 Washington, D.C. 20036 FAX NO. 202/293-1058 The survey results will be reported at the next committee meeting. A copy of the ICI Mutual Voice-Initiated Transaction Rider is also enclosed. Donald E. O'Connor Vice President - Operations
Attachment Enclosure

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