

MEMO# 11401

November 9, 1999

MARK YOUR CALENDAR - 2000 MEETING SCHEDULE

[11401] November 9, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 69-99 RE: MARK YOUR CALENDAR - 2000 MEETING SCHEDULE

The 2000 Transfer Agent Advisory Committee meeting schedule is as follows: January 27-28 Phoenix, AZ April 26 Washington, DC July 27 Washington, DC October 19 Washington, DC Please mark your calendar for the 2000 meeting dates. The January 27th committee meeting is tentatively scheduled for Phoenix, Arizona, meeting site and hotel accommodations to be determined as soon as possible. The Committee will tour Charles Schwab's servicing center on Friday morning, January 28th. Further details regarding the January meeting will be sent in the next few weeks. We look forward to seeing you next year! Cynthia Jones Kathleen C. Joaquin Chairman Director Transfer Agency Transfer Agent Advisory Committee & International Operations

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