

**MEMO# 6508**

January 3, 1995

## **MEETING - JANUARY 25, 1995**

January 3, 1995 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 1-95 RE: MEETING - JANUARY 25, 1995

The next meeting of the Transfer Agent Advisory Committee will be held on January 25, 1995 at the Investment Company Institute, 1401 H Street, NW, Washington, DC. The meeting will take place in the David Silver Conference Room on the 12th floor. The meeting will begin at 9:30 am, lunch will be provided and the meeting is expected to continue until approximately 3:30 pm. For those committee members requiring overnight accommodations for the evening of January 24th, a block of rooms has been reserved at the Ritz-Carlton Hotel, Pentagon City. To make reservations, please call (703) 415-5000 and request a room in the Investment Company Institute block. The hotel is located at 1250 South Hayes Street, Arlington, Virginia. Also, if you have any agenda items, please complete the Agenda Items section on the attached form or call Justine Phoenix at 202/326-5850. Please complete the attached form (whether or not you will be attending the meeting) and return to Jana Bullard by fax (202/326-5853) or return mail to Jana Bullard, Investment Company Institute, 1401 H Street, NW, 12th floor, Washington, DC 20005. Please respond by January 16, 1995. Thank you for your continued participation, we look forward to seeing you on January 25th. William H. Smith Justine Phoenix Chairman Director - Operations Transfer Agency TRANSFER AGENT ADVISORY COMMITTEE MEETING JANUARY 25, 1995 RESPONSE FORM NAME: FIRM: YES NO DINNER - JANUARY 24 ( ) ( ) MEETING - JANUARY 25 ( ) ( ) AGENDA ITEMS: Please fax this form to Jana Bullard 202/326-5853