

**MEMO# 9617**

January 26, 1998

## **NOTICE OF MEETING - FEBRUARY 26, 1998**

August 12, 1992 TO: MEMBERS - ONE PER COMPLEX NO. 25-92 RE: Annual Verification Report \_\_\_\_\_ Each year we ask the senior contact at each Institute member group to coordinate the important task of verifying key information with respect to the entities and persons included in the Institute's membership records. As in the past, we are enclosing two separate computer printouts, Sections A and B, with information contained in the Institute's database on your fund complex. However, groups that have only closed-end funds will receive only Section A. We ask that you carefully review the information listed on the report(s), make changes, additions or deletions, if necessary, and return the corrected and signed report(s) to the Institute by Friday, September 18, 1992. This annual process is the only time in which the Institute formally solicits your verification of the membership representation of your group (i.e. funds, their advisers and underwriters). We also ask you to check information on your group's participation on Institute committees as well as the recipients of Institute mailings within your group. To assist you in completing the reports, we have enclosed two instruction sheets, one for each section, which describe or define each area to be verified. If we do not receive corrections and/or additions prior to the deadline date, our 1993 Directory of Mutual Funds will be published on the basis of the information in the enclosed computer printout(s). If you do not wish to have information published on any particular mutual fund, please mark the space provided at the bottom of the page for each fund. It is also very important that you let us know of any new funds that your group is managing or sponsoring (use the New Member Fund Information Form). As always, please send us any new or updated prospectuses and statements of additional information on each of your funds. If you have any questions or foresee any problem meeting our deadline of September 18th, please contact me at (202)955- 3558. Ginny Echeverria Director-Membership Services Enclosures

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