

**MEMO# 1657**

January 16, 1990

## **NOTICE OF MEETING - FEBRUARY 13, 1990**

January 16, 1990 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 1-90 RE: NOTICE OF MEETING - FEBRUARY 13, 1990 \_\_\_\_\_

This is to advise you that there will be a meeting of the Transfer Agent Advisory Committee starting at 10:00 a.m. on Tuesday, February 13, 1990, in the Sixth Floor Conference Room at the offices of the Investment Company Institute, 1600 M Street, N.W., Washington, D.C. 20036. The meeting is expected to continue until approximately 3:00 p.m. Lunch will be served. For your convenience, we have booked a block of sleeping rooms for the night of Monday, February 12, 1990 at the Capital Hilton Hotel, 1001 16th Street, N.W., Washington, D.C. 20036. To reserve a room, please call the Hilton at 202/393-1000 by Monday, January 29, 1990 and ask for a room in the Investment Company Institute block. So that we will know who will be attending this meeting, please complete and return the attached form to Rita Pemberton at the Institute by Monday, February 5, 1990. Or, if you prefer, please call Ms. Pemberton at 202/955-3551 to let her know whether or not you will attend. An agenda will be sent to you shortly. Donald E. O'Connor Vice President - Operations Attachment  
TRANSFER AGENT ADVISORY COMMITTEE MEETING 6th Floor Conference Room  
INVESTMENT COMPANY INSTITUTE FEBRUARY 13, 1990 10:00 a.m. I WILL [\_\_\_] I WILL NOT [\_\_\_] attend the Transfer Agent Advisory Committee meeting on Tuesday, February 13, 1990. NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

\_\_\_\_\_ Please return this completed form by Monday, February 5, 1990 to: Rita Pemberton Investment Company Institute 1600 M Street, N.W. - 6th Floor Washington, D.C. 20036 NOTE: To reserve a room for the night of Monday, February 12, 1990, please call the Capital Hilton at 202/393-1000 by Monday, January 29, 1990 and ask for a room in the Investment Company Institute block.