

**MEMO# 2496**

January 25, 1991

## **NOTICE OF MEETING - MARCH 5, 1991 SECOND REQUEST - PLEASE RESPOND**

January 25, 1991 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 3-91 RE: NOTICE OF MEETING - MARCH 5, 1991 SECOND REQUEST - PLEASE RESPOND

\_\_\_\_\_ This is to confirm that there will be a meeting of the Transfer Agent Advisory Committee beginning at 9:30 a.m. on Tuesday, March 5, 1991 in the Continental Room at the Embassy Row Hotel which is located at 2015 Massachusetts Avenue, N.W., Washington, D.C. 20036. Lunch will be served and the meeting is expected to continue until approximately 3:30 p.m. For your convenience, we have reserved a block of sleeping rooms at the Embassy Row Hotel for the night of March 4, 1991 at the rate of \$140.00. If you need a room, please call the hotel at 202/265-1600 by February 15, 1991 and ask for a room in the Investment Company Institute block. Please complete the attached form and return it by February 15 either by fax (202/293-1058) or return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW, Suite 600 Washington, DC 20036 An agenda will follow shortly. Donald E. O'Connor Vice President - Operations Attachment TRANSFER AGENT ADVISORY COMMITTEE MEETING Embassy Row Hotel Washington, DC March 5, 1991 I WILL [ ] I WILL NOT [ ] attend the meeting of the TRANSFER AGENT ADVISORY COMMITTEE on March 5, 1991. NAME:

\_\_\_\_\_ FIRM: \_\_\_\_\_ Please return this completed form by February 15 either by fax (202/293-1058) or return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 Fax No. (202/293-1058) NOTE: IF YOU NEED A ROOM FOR MONDAY NIGHT, MARCH 4, 1991, PLEASE CALL THE EMBASSY ROW HOTEL AT 202/265-1600 BY FEBRUARY 15, 1991 AND ASK FOR A ROOM IN THE INVESTMENT COMPANY INSTITUTE BLOCK.