

**MEMO# 2057**

July 24, 1990

## **ANNUAL MEMBERSHIP VERIFICATION AND MAILING LIST UPDATE**

July 24, 1990 TO: MEMBERS - ONE PER COMPLEX NO. 25-90 RE: Annual Membership Verification and Mailing List Update

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. Enclosed is a computer printout of the information contained in our membership database on your fund complex. We ask that you carefully review the information listed on the report, make changes, additions or deletions, if necessary, and return to our Membership Department by Friday, September 7, 1990. This verification report serves to update information about your group in Institute publications and offers you the opportunity to review your group's participation on Institute committees and the lists of recipients of Institute mailings within your group. To assist you in completing the report, we have enclosed an outline (blue sheet) that describes, in detail, the requirements for each section of the report. In order for us to meet our publishing deadline, it is important for you to return the completed verification report by September 7, 1990. If we do not receive corrections and/or additions prior to the deadline date, our Guide to Mutual Funds (sample enclosed) will be published on the basis of the information in the enclosed computer printout. If you do not wish to have information published on any particular 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 Fund Information Form). As always, please include a current prospectus, statement of additional information and the most recent annual report on each of your funds when sending us your completed verification report. If you have any questions, or foresee any problem meeting our deadline of September 7th, please contact the undersigned at (202)955-3558 or Lisa Smith, Assistant to the Director, (202) 955-3557. Ginny Echeverria  
Director-Membership Services Enclosures