

**MEMO# 11275**

September 27, 1999

## **PRELIMINARY AGENDA FOR OCTOBER 14, 1999 MEETING**

[11275] September 27, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 58-99 RE: PRELIMINARY AGENDA FOR OCTOBER 14, 1999 MEETING

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday October 14th, 1999 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin at 8:15 a.m. with "shop talk" discussion and the meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. The Committee dinner will be held on Wednesday, October 13th at the Equinox restaurant located at 818 Connecticut Avenue, NW. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. If you have not already done so, please assist us in determining who will be attending the meeting and dinner by contacting Trish Weems at 202/326-5852 or [pweems@ici.org](mailto:pweems@ici.org) as soon as possible. A preliminary agenda for the October 14th meeting is enclosed for your review. Please forward "shop talk" discussion items to the undersigned (by email at [kjoaquin@ici.org](mailto:kjoaquin@ici.org) or by phone at 202-326- 5930) no later than October 6, 1999. A summary of the July 22nd Transfer Agent Advisory Committee meeting and supporting materials will be forwarded under separate cover. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment

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