

MEMO# 10762

March 2, 1999

MEETING - APRIL 22, 1999

[10762] March 2, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 18-99 RE:
MEETING - APRIL 22, 1999

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, April 22 in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington DC. We will begin at 8:15 a.m. with "shop talk" discussion. The meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. with a lunch break at noon. Committee Dinner The Committee dinner will be held on Wednesday, April 21 at DC Coast located at The Tower Building, 1401 K Street, 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 attire. Hotel Accommodations For your convenience, we have reserved a block of rooms at the Grand Hyatt Hotel for the evening of Wednesday, April 21 at the rate of \$199.00 single/double. The Grand Hyatt is located at 1000 H Street, NW. To make a reservation, please call the hotel at 202/582-1234 and ask for a room in the "Investment Company Institute" block. Please make your hotel reservation as soon as possible. Reservations at the Grand Hyatt must be made no later than March 29, 1999 to secure this rate. Please note all deposits for individual room reservations are fully refundable if a room is canceled 24 hours or more prior to arrival date. Agenda Items/Committee Projects We need your input on "shop talk" discussion items and agenda items for the meeting, as well as on any future projects the committee should consider. Please use the attached form to list your ideas and suggestions or call or e-mail Cynthia Jones (617/772-3930, cjones@lib.com) or Kathy Joaquin (202/326-5930, kjoaquin@ici.org). Our experience indicates that if discussion topics are identified in advance, the value of the discussion is considerably enhanced. -2- Fax Response form by April 2 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than April 2 to Jamie Kodey at the Investment Company Institute. The fax number is 202/326- 5853 and you can reach Jamie at 202/326-5852 or at jkodey@ici.org. It is important that all committee members complete and fax back the form, regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. * * * * * The January 28, 1999 Committee meeting minutes and a preliminary agenda for the April 22, 1999 meeting will be sent to you under separate cover in the near future. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations attachment

should not be considered a substitute for, legal advice.