

MEMO# 18133

October 25, 2004

NOTICE OF INTERNAL AUDIT ADVISORY COMMITTEE MEETING - DECEMBER 16, 2004

[18133] October 25, 2004 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 12-04 RE: NOTICE OF INTERNAL AUDIT ADVISORY COMMITTEE MEETING - DECEMBER 16, 2004 The next meeting of the Internal Audit Advisory Committee has been scheduled for Thursday, December 16, 2004, at the offices of the Investment Company Institute, at 1401 H Street, NW, Washington, D.C. The meeting will run from 10:00 a.m. until 3:00 p.m. and will take place on the 12th floor in the David Silver Conference Room. Lunch will be served during the meeting. Agenda Items Please provide us input on any issues and agenda items that you would like covered at the meeting. Please use the attached form to list your ideas and suggestions. We will circulate the agenda in advance of the meeting. If you have any questions, please contact Barry Simmons by phone at (202) 326-5923, or by e-mail at bsimmons@ici.org, or Bruce Ulmer by phone at (215) 448-1426, or by e-mail at baulmer@LNC.com. Fax Response Form by Friday, November 12, 2004 Please let us know whether you and/or a colleague will be attending the meeting by faxing the attached form to Stephanie Holly at the Investment Company Institute by Friday, November 12, 2004. Stephanie's fax number is (202) 326-5827, and you may reach her by phone at (202) 326-5814, or by email at sholly@ici.org. Please complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. We look forward to seeing you in Washington, D.C. on December 16th. Barry E. Simmons
Bruce Ulmer Associate Counsel Chairman Attachment (in .pdf format)