

**MEMO# 3554**

March 2, 1992

## **NOTICE OF MEETING - APRIL 9, 1992**

March 2, 1992 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 10-92 RE: NOTICE OF MEETING - APRIL 9, 1992 \_\_\_\_\_ This is to advise you that there will be a meeting of the Transfer Agent Advisory Committee on Thursday, April 9, 1992 starting at 9:30 a.m. at the Capital Hilton Hotel located at 16th and K Streets, NW, Washington, DC 20036. Lunch will be served and the meeting is expected to continue until approximately 2:30 p.m. For your convenience, we have reserved a block of sleeping rooms at the Capital Hilton for the night of April 8 at the rate of \$155.00. To make a room reservation, please call the hotel by March 16 at 202/393-1000 and ask for a room in the Investment Company Institute block. Please complete the attached response form (even if you do not plan to attend) and return it to Rita Pemberton by March 16 either by fax (202/293-1058) or return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 An agenda will be forwarded prior to the meeting. William H. Smith Donald E. O'Connor Chairman Vice President - Operations Attachment

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