

MEMO# 2279

October 22, 1990

NOTICE OF MEETING - DECEMBER 5, 1990

October 22, 1990 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 43-90 RE: NOTICE OF MEETING - DECEMBER 5, 1990 _____

This is to advise you that there will be a meeting of the Transfer Agent Advisory Committee starting at 10:00 a.m. on Wednesday, December 5, 1990 in the Sixth Floor Conference Room at the offices of the Investment Company Institute which is located at 1600 M Street, N.W., Washington, D.C. 20036. Lunch will be served and the meeting is expected to continue until approximately 2:30 or 3:00 p.m. For your convenience, we have booked sleeping rooms at the Jefferson Hotel for the night of December 4. The hotel is located across the street from the Institute at 1200 16th Street, N.W. To reserve a room, please call the Jefferson Hotel at 202/347-2200 by November 13 and ask for a room in the Investment Company Institute block. So that we will have an accurate count of the number of people who will attend this meeting, we ask that you complete the attached form and return it by November 13 either by fax or return mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 Fax No. (202/293-1058) We look forward to seeing you on December 5. An agenda will follow shortly. Donald E. O'Connor Vice President - Operations Attachment TRANSFER AGENT ADVISORY COMMITTEE MEETING Investment Company Institute Washington, D.C. December 5, 1990 I WILL ☐ I WILL NOT ☐ attend the meeting of the Transfer Agent Advisory Committee on Wednesday, December 5, 1990. NAME: _____ FIRM: _____

_____ Please return this completed form by Tuesday, November 13, either by fax (202/293-1058) or return by mail to: Rita Pemberton Investment Company Institute 1600 M Street, NW - 6th Floor Washington, DC 20036 NOTE: IF YOU NEED A ROOM FOR TUESDAY NIGHT, DECEMBER 4, 1990, PLEASE CALL THE JEFFERSON HOTEL AT 202/347-2200 BY TUESDAY, NOVEMBER 13, 1990, AND ASK FOR A ROOM IN THE INVESTMENT COMPANY INSTITUTE BLOCK.