

MEMO# 8140

August 9, 1996

SEPTEMBER 26 MEETING IN CALIFORNIA

August 9, 1996 TO: COMPLIANCE COMMITTEE No. 24-96 RE: SEPTEMBER 26 MEETING IN CALIFORNIA _____ A

meeting of the Compliance Committee has been scheduled for Thursday, September 26th. Please note that the meeting will be held at 2:00 p.m., at the offices of Capital Research & Management, 333 South Hope St., Los Angeles, CA, in the Founders Room (55th Floor). For your information, the Institute will be sponsoring a one-day Investment Advisers Conference on Friday, September 27th in Los Angeles. If you have not yet received a brochure and registration form for the Conference and are interested in obtaining them, please contact me at 202/326-5824. We plan to discuss the following items at the meeting: (1) SEC inspections of sub-transfer agents that act as recordkeepers for retirement plans; (2) compliance with the recent amendments to Rule 2a-7; (3) revised summary of non-Investment Company Act investment restrictions; (4) codes of ethics/short sales; (5) procedures regarding illiquid securities; (6) determining industry classifications for purposes of a funds concentration policy; (7) procedures for handling outstanding small distribution checks (e.g., uncashed dividend checks for less than \$100); (8) procedures for voting proxies for portfolio securities; and (9) electronic delivery of shareholder communications. Please let me know if there are any other items that you would like to discuss. Please contact Michael Branch at 202/326-5816 by September 17th to let him know whether you will be attending the meeting. Amy B.R. Lancellotta Associate Counsel