

MEMO# 12610

September 13, 2000

MEETING NOTICE - OCTOBER 26, 2000

September 13, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 44-00 RE: MEETING NOTICE - OCTOBER 26, 2000 The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, October 26, 2000 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin at 8:15 a.m. with "shop talk" discussion. The meeting is scheduled to begin at 9:00 a.m. and will conclude at approximately 2:30 p.m. Breakfast and lunch will be served.

Committee Dinner The Committee dinner will be held on Wednesday, October 25th in the Territorial Room of the Red Sage Restaurant located at 605 14th St., NW, Washington, DC 20005. 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.

Hotel Accommodations A block of rooms at the Capital Hilton, Washington, DC located at 16th & K Streets, NW, Washington, DC has been reserved for the evening of October 25th at a rate of \$235/single and \$255/double. To make a reservation, please call the hotel at (202) 393-1000 or 800-HILTONS and ask for a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be guaranteed by either valid credit card or one night's deposit by September 22nd, 2000 to receive the room block rate. Reservations not canceled 72 hours in advance will be billed one night room and tax.

Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas and suggestions or call or e-mail Cynthia Jones (617-722-3930, cjones@lib.com) or Kathy Joaquin (kjoaquin@ici.org). Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced.

2Fax Response Form by September 28, 2000 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than September 28th, 2000 to Trish Weems at the Investment Company Institute. The fax number is 202-326-5853 and you can reach Trish at 202-326-5852 or at pweems@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 July 20th, 2000 Committee meeting minutes and a preliminary agenda for October 26th, 2000 meeting will be sent to you under a 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 Attachment (in .pdf format)

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