

MEMO# 7939

June 6, 1996

MEETING - JULY 18, 1996

June 6, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 29-96 RE: MEETING - JULY 18, 1996 _____ The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, July 18, 1996. The meeting will be held at the Investment Company Institute in the David Silver Conference Room on the 12th floor. We will begin at 8:45 am with a continental breakfast and a "shop talk" discussion until 9:30 am. The meeting will begin at 9:30 am; lunch will be served at noon. The meeting will conclude at approximately 3:00 pm. We are also arranging for a dinner to be held on the evening of July 17 at 6:30 pm. Further details regarding the dinner location will be mailed in a separate notice. Please indicate your desire to attend this function on the attached form. A block of rooms at the Willard Intercontinental Hotel has been reserved for the evening of July 17 at a rate of \$185 single/double. The Willard is located at 1401 Pennsylvania Avenue, NW. To make a reservation, please call the hotel at 202/628-9100 and ask for a room in the Investment Company Institute block. Please make your hotel reservation as soon as possible. Reservations at the Willard Intercontinental must be made no later than June 17 to secure this rate. For your convenience, a list of other hotels in the area is attached. Agenda Items/Committee Projects We need to get your input on agenda items for the meeting, as well as on any projects for the committee to work on! Please use the attached form to list your ideas and suggestions or call Cynthia Jones (617/772-3930) or Justine Phoenix (202/326-5850). Also, since we will be conducting the breakfast shop talk session from 8:45 - 9:30 am, please list any topics or ideas for our discussion on the attached list. Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response form by June 21 Please assist us in determining who will be attending the meeting by faxing the attached form, by no later than June 21, to Natalie Lacireno- Paquet at the Investment Company Institute. Natalies fax number is 202/326-5853 and her telephone number is 202/326-5852. An agenda will be sent two weeks prior to the meeting date. . Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee JULY 18, 1996 - TRANSFER AGENT ADVISORY COMMITTEE MEETING REGISTRATION FORM Name: Company: Please check here if you plan to attend the dinner on July 17 at 6:30 pm. Details regarding location will be sent at a later date. Please check here if you need special services due to a disability or have special dietary requirements. AGENDA ITEMS/COMMITTEE PROJECTS Please list below any agenda items or ideas for projects that the committee should consider: 3_ PLEASE FAX TO NATALIE LACIRENO-PAQUET ----- 202/326-5853 BY 6/21/96 _ BREAKFAST SHOP TALK TOPICS:

should not be considered a substitute for, legal advice.