

MEMO# 7060

June 27, 1995

MEETING - JULY 27, 1995

June 27, 1995 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 37-95 RE: MEETING - JULY 27, 1995 _____ The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 27 at the offices of the Investment Company Institute in the David Silver Conference Room on the 12th floor. The meeting will begin at 9:30 am and conclude at approximately 3:00 pm. For those committee members requiring overnight accommodations, a block of rooms has been reserved at the Willard Inter-Continental Hotel for Wednesday, July 26, 1995. The hotel is located at 1401 Pennsylvania Avenue, NW. To make room reservations, please call the hotel at 202/628-9100 and request a room in the ICI/Transfer Agent Committee block. Please join us for dinner on Wednesday, June 26 at Restaurant Nora. A reception will begin at 7:00 pm and dinner will be served at 7:30 pm. The restaurant is located at 2132 Florida Avenue, NW. Dinner will be held downstairs in the Garden Room. The restaurant is located near Dupont Circle and is a quick cab ride from the Willard. Casual attire is appropriate. Committee members will be billed for their portion of the dinner. Please note that the date of the next Committee meeting has been changed from Friday, October 20 to Thursday October 12. Also, accommodations for the evening of October 11 will not be available at the Willard, but at the Marriott Metro Center. If you wish to make room reservations in advance, a block of rooms has been reserved for the evening of October 11 at a rate of \$165 single/double. To make reservations, please call the hotel at 202/737-2200 and mention the ICI/Transfer Agent Committee when making your reservations. Because Committee meeting attendance has been growing recently, the Institute wishes to remind Committee members of the ICI policy with respect to meeting attendance. Namely, attendance is limited to Committee members or their designated substitutes only. This means that each firm represented should send only one delegate. Any exceptions to this policy, such as where a second individual from a represented firm is working on a Committee project and is scheduled to make a presentation on the project, must be approved in advance by the Committee Chair and the ICI. We respectfully request your adherence to this policy, as it helps to preserve the effectiveness of the Committee as a working group and permits the Institute to occasionally add new members as appropriate. - 2 - Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it by July 7 either by fax (202/326-5853) or return mail to : Jana Bullard Investment Company Institute 1401 H Street, NW Washington, DC 20005 If you have issues or topics which you would like to have included on the agenda, please note them on the bottom of the response form. An agenda will be mailed two weeks prior to the meeting. We look forward to seeing you in July! Cynthia Jones Justine Phoenix Colonial Investors Service Center, Inc. Director - Operations/ Chair - Transfer Agent Advisory Committee Transfer Agency INVESTMENT COMPANY INSTITUTE TRANSFER AGENT ADVISORY COMMITTEE MEETING Thursday, July 27, 1995 Meeting/Function Response Form Committee MemberGs Name OR AlternateGs Name FIRM: Please indicate below whether you plan to attend: YES

NO 7/27 Meeting 7/26 Dinner at Restaurant Nora SUGGESTED AGENDA ITEMS Please send this completed form (even if you do not plan to attend) no later than July 7, 1995 either by fax (202/326-5853) or return mail to : Jana Bullard Investment Company Institute 1401 H Street, NW Washington, DC 20005 NOTE: To make room reservations, please call the Willard Inter-Continental Hotel at 202/628-9100 and request a room in the ICI /Transfer Agent Committee block.

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