

**MEMO# 7050**

June 23, 1995

## **ADDITIONAL PORTFOLIO COMPLIANCE WORKSHOP IN N.Y. -- JULY 27TH**

June 23, 1995 TO: ACCOUNTING/TREASURERS MEMBERS No. 32-95 COMPLIANCE  
COMMITTEE No. 27-95 MEMBERS - ONE PER COMPLEX No. 60-95 OPERATIONS MEMBERS  
No. 31-95 SEC RULES MEMBERS No. 43-95 TAX MEMBERS No. 32-95 RE: ADDITIONAL  
PORTFOLIO COMPLIANCE WORKSHOP IN N.Y. -- JULY 27TH

Based on popular demand, the Institute has scheduled an additional portfolio compliance workshop, which will be held in New York City at the Loews New York Hotel, 569 Lexington Avenue (at 51st Street), on Thursday, July 27th. The workshop will begin at 9:00 a.m. (with registration beginning at 8:30 a.m.) and will conclude at approximately 4:00 p.m. A copy of the workshop program is attached. As indicated on the attached program, the workshop covers various aspects of mutual fund portfolio compliance. It provides an overview of applicable requirements under the Investment Company Act, the Internal Revenue Code, other federal laws and selected state statutes and regulations, and more detailed discussions of such areas as mutual fund pricing and liquidity, soft dollars, affiliated transactions, investments in derivatives and money market fund issues. In addition, the panel addresses the development of compliance guidelines and procedures, and SEC enforcement mechanisms. The program concludes with a dramatization of the handling of a mutual fund compliance problem. Workshop panelists are Michael Downer, Capital Research & Management; Maria Dwyer, Massachusetts Financial Services; Mark Goldfus, Merrill Lynch Asset Management; and Karen Kay, Putnam Investment Management. Craig Tyle, Vice President and Senior Counsel at the Institute, will moderate the panel. The program is designed for fund employees involved in portfolio compliance, including attorneys, accountants, compliance officers and portfolio managers. Registration will be limited to 100 attendees, so it is important to register as early as possible. Only employees of Institute members may attend. To register, simply complete the form provided and return it, along with a check for \$200 for the first registrant and \$125 for each additional registrant within the same firm, to the Institute. Please make your own hotel reservations. The telephone number of the hotel is (212) 752-7000 and the cut-off date for making reservations is July 12, 1995. A block of rooms at the hotel has been reserved under the name of the Investment Company Institute at the rate of \$159.00 single/double. When you call, you should mention that you will be attending the Institute's workshop in order to get this special rate. For additional information, please call the Institute's Conference Division at 202/326-5968. Frances M. Stadler Associate Counsel Attachments

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.