

MEMO# 9357

October 21, 1997

MEETING - OCTOBER 30

[9357] October 21, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 59-97 RE:
MEETING - OCTOBER 30

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, October 30, 1997. 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 a.m.; lunch will be served at noon. The meeting will conclude at approximately 3:00 p.m. The committee dinner will be held on Wednesday, October 29 at Asia Nora Restaurant located at 2213 M Street, NW (between 22nd and 23rd Streets). The restaurant is a ten minute cab ride from the Willard Intercontinental Hotel. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. in the Upstairs Dining Room. All participants will be billed for their portion of the dinner. Business casual attire for dinner on October 29; business attire for the meeting on October 30. Attached is the meeting agenda and breakfast shop talk discussion topics. Please note that at the TAAC meeting in July, committee members agreed to discuss how their firm is handling the U.S. Postal Service Move Update requirements. New postal service standards now require companies to show that they are implementing a process to track address changes and require companies to implement this process at least once every six months if they wish to continue receiving postal discounts for their first-class mail. Four options are available to meet this requirement: pre-printed "address correction requested" endorsement on envelopes, pre-printed "Forwarding and Address Correction Requested" endorsement on envelopes, use of the Address Change Service (ACS), or use of the National Change of Address Service (NCOA). Please be prepared to discuss this topic during the meeting. Please email (justine@ici.org) or call Justine Phoenix at 202/326-5850 with any additional agenda items or Shop talk issues. We look forward to seeing you in Washington!

Cynthia Jones Justine Phoenix Colonial Investors Service Center Director -
Operations/Transfer Agency Chair - Transfer Agent Advisory Committee Attachment