

MEMO# 10871

April 7, 1999

PRELIMINARY AGENDA FOR APRIL 22, 1999 MEETING

[10871] April 7, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 24-99 RE:
PRELIMINARY AGENDA FOR APRIL 22, 1999 MEETING

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday April 22, 1999 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 and the meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. If you have not already done so, please assist us in determining who will be attending the meeting by contacting Jamie Kodey 202/326-5852 or at jkodey@ici.org as soon as possible. The Committee dinner will be held on Wednesday, April 21st at DC Coast located at The Tower Building, 1401 K Street, NW. 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. A preliminary agenda for the April 22nd meeting is enclosed for your review. Dwight Arthur, Managing Director, Systems from the NSCC will discuss e-commerce initiatives including the "frequent investor accounts" concept for financial institutions. Please forward any additional "shop talk" discussion items to the undersigned (by email at kjoaquin@ici.org or by phone at 202/326-5930) no later than April 16, 1999. A summary of the Transfer Agent Advisory Committee meeting held on January 28, 1999 at the Hyatt Regency Hill Country Resort in San Antonio, Texas and supporting materials will be forwarded under separate cover. We look forward to seeing you in Washington! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachments