

MEMO# 15513

January 8, 2003

PRELIMINARY AGENDA FOR MEETING & TOUR -- JANUARY 23-24, 2003 IN JACKSONVILLE, FLORIDA

[15513] January 8, 2003 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 1-03 RE: PRELIMINARY AGENDA FOR MEETING & TOUR -- JANUARY 23-24, 2003 IN JACKSONVILLE, FLORIDA The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 23rd, 2003 in the Players Room at the Sawgrass Marriott Resort in Ponte Vedra Beach, Florida. We will begin at 8:30 a.m. with "shop talk" discussion. The meeting will begin at 9:00 a.m. and conclude at approximately 2:30 p.m. Breakfast and lunch will be served. Marc Scher of Merrill Lynch will host the Committee tour on Friday, January 24th. The Preliminary Agenda and Breakfast Shop Talk Discussion Topics to be covered at the January 23rd meeting are attached for your review. We are pleased to be hosting a presentation on money laundering issues featuring Charles A. Intriago, President of Alert Global Media, Inc. (<http://www.alert@moneylaundering.com>). Lists of expected attendees are also attached for your convenience. Hotel Accommodations and Transportation The Sawgrass Marriott Resort is located at 1000 PGA Tour Boulevard in Ponte Vedra Beach, Florida. The telephone number is 904-285-7777 and the fax number is 904-285-0906 Directions and information regarding the hotel are available on the hotel's website at <http://www.marriott.com/epp/default.asp?MarshaCode=JAXSW>. The hotel is approximately 37 miles from the Jacksonville International Airport. Transportation by taxi from the airport to the hotel is approximately \$50. Carey Jacksonville also provides transportation from the airport to Sawgrass at a standard rate of \$66 single/\$36 for two or more passengers, including gratuity. To arrange transportation through Carey Jacksonville call 1-800-829-7433. Committee Dinner The Committee dinner will be held on Thursday, January 23rd at Medure located at 818 North A1A, Ponte Vedra Beach, FL. Transportation to the restaurant will depart from the hotel lobby at approximately 6:00 p.m. The reception will begin at 6:30 p.m. followed by dinner at 7:00 p.m. All participants will be billed for their portion of the dinner. 2 Tour of Merrill Lynch - Friday, January 24th The Committee will tour Merrill Lynch on Friday morning, January 24th. Transportation will depart from the Sawgrass Marriott lobby at approximately 8:00 a.m. Continental breakfast will be served at the Merrill Lynch facility at 9:00 a.m. An organizational overview will be presented by William Bridy, President of Financial Data Services, Inc. and First Vice President of Merrill Lynch, which will be followed by a tour of the facility that will conclude at approximately 11:30 a.m. Attendees will be transported back to the Sawgrass Marriott (travel time of approximately 30 minutes) or to the Jacksonville International Airport (travel time of approximately 25 minutes) immediately following the tour. We look forward to seeing you in Jacksonville! Cynthia Jones Kathleen C. Joaquin Liberty Funds Services, Inc. Director - Transfer Agency Chair & International Operations Transfer Agent Advisory Committee Attachment (in .pdf

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