

MEMO# 7776

April 9, 1996

APRIL 24, 1996 MEETING AGENDA

April 9, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 17-96 RE: APRIL 24, 1996 MEETING AGENDA

Attached is the agenda for the April 24 meeting of the Transfer Agent Advisory Committee. The meeting will begin at 9:30 am, lunch will be served and the meeting will conclude at approximately 3:00 pm. The Breakfast Shop Talk Session will be held from 8:45 - 9:30 am. A continental breakfast will be served. Both the meeting and the breakfast session will be held in the David Silver Conference Room on the 12th floor of the Investment Company Institute. Committee members are asked to be prepared to discuss operational procedures or legal requirements they consider to be particularly burdensome. During the January meeting, committee members agreed to discuss these practices at the April meeting and evaluate them in terms of possibly modifying the procedures and improving shareholder services. Please call Justine Phoenix at 202/326-5850 if you have any questions regarding the agenda. Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/ Chair - Transfer Agent Advisory Committee Transfer Agency

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