

MEMO# 14496

March 5, 2002

MEETING NOTICE -- APRIL 16-17, 2002

[14496] March 5, 2002 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 17-02 RE: MEETING NOTICE -- APRIL 16-17, 2002 The next meeting of the Transfer Agent Advisory Committee will be held on Tuesday and Wednesday, April 16 and 17, 2002 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin with "shop talk" discussions and committee projects on Tuesday afternoon from 3:00 p.m. to 5:00 p.m. Our Wednesday session will begin at 9:00 a.m. and conclude at approximately 2:00 p.m. Breakfast and lunch will be served Committee Dinner The Committee dinner will be held Tuesday, April 16, 2002 at a location to be determined. 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. Hotel Accommodations A block of rooms at the J. W. Marriott, Washington, D.C., located at 1331 Pennsylvania Ave., NW, Washington, D.C., has been reserved for the evening of April 16th at a rate of \$210 standard single. To make reservations, please call the hotel at (202) 393-2000 and ask for a room in the Investment Company Institute-Transfer Agent Advisory Committee Meeting room block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be guaranteed by either a valid credit card or one night's deposit by March 21, 2002 to receive the room block rate. Reservations must be cancelled by 6:00 p.m. the day of arrival to avoid penalty. Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas and suggestions or e-mail Kathy Joaquin (kjoaquin@ici.org) or Cynthia Jones (cjones@lib.com). Our experience indicates that if topics are circulated in advance, the value of the discussion is considerably enhanced. 2 Fax Response Form by March 22, 2002 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than March 22, 2002, to Misty Phillips at the Investment Company Institute. The fax number is (202) 326-5853 and you can reach Misty at (202) 326-5852 or at mphillip@ici.org. It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. Cynthia Jones Kathleen C. Joaquin Liberty Fund Services, Inc. Director - Transfer Agency Chair & International Operations Transfer Agent Advisory Committee Attachment Attachment (in .pdf format)

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