

MEMO# 10760

February 26, 1999

MUTUAL FUND MEMBERS - YEAR 2000 CONTACTS LIST AVAILABLE ON ICI MEMBER WEBSITE

[10760] February 26, 1999 TO: OPERATIONS COMMITTEE No. 7-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 21-99 SEC RULES COMMITTEE No. 15-99 SMALL FUNDS COMMITTEE No. 3-99 TECHNOLOGY TASK FORCE ATTENDEES OF DECEMBER 9, 1998 Y2K PROJECT LEADERS MEETING RE: MUTUAL FUND MEMBERS - YEAR 2000 CONTACTS LIST AVAILABLE ON ICI MEMBER WEBSITE

We are pleased to inform you that the Mutual Fund Members - Year 2000 Contact List has been posted to the Institute's members-only website. Members were solicited in mid-January by the Institute (see enclosed memo dated January 14, 1999) to provide a Year 2000 project leader "contact" name to enable the Institute to focus more targeted communications to members and to promote communication between members on Y2K matters. Over 150 mutual fund complexes provided Year 2000 project leaders and contact names for their organization. We invite you to utilize this list to assist in the sharing of information on Year 2000 issues affecting mutual fund companies in the months ahead. To access the Year 2000 Contact List online, go to the Institute's home page (members.ici.org) and click on ICINet Member Services. This will take you to our "What's New" page where the list may be accessed over the next few weeks. The list may also be accessed by clicking "Operations" from the navigation bar. The list is available as a Microsoft Excel 5.0/95 spreadsheet which can be opened directly through your browser (Netscape users may need to set an association between Excel and the ".xls" extension) or downloaded as a self-extracting zip file. If you are not a current user of the ICI member website, you may register by accessing the site's home page (members.ici.org) and completing the enrollment form on line. The Institute will assign you a user ID and password within two days of your enrollment. Questions about the member website or the enrollment process may be directed to Lee Butler at 202-326-5931. A copy of the Mutual Fund Members - Year 2000 Contact List is enclosed for your convenience. If you discover your group has not contributed a name, you may fax the enclosed Mutual Fund Complex Contact Form to Jamie Kodey at 202-326-5853 as soon as possible. If you discover a correction is needed to what appears on the list, please contact Jamie Kodey via e-mail jkodey@ici.org, or by calling 202-326-5852. The contact list will continue to be updated as additions and changes are received throughout the year. If you have any questions regarding the above, please contact the undersigned at 202-326-5930. Your continued participation is encouraged and appreciated. Kathleen C. Joaquin Director - Transfer Agency & International Operations Attachments

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