

MEMO# 5073

August 18, 1993

NOTICE OF MEETING - SEPTEMBER 29, 1993

August 18, 1993 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 42-93 RE: NOTICE OF MEETING - SEPTEMBER 29, 1993

This is to advise you that there will be a meeting of the Transfer Agent Advisory Committee on Wednesday, September 29, 1993. The meeting was originally scheduled for September 9 but has been changed to accommodate the Labor Day Holiday on September 6. The meeting will be held at the Sheraton Crystal City Hotel which is located at 1800 Jefferson Davis Highway, Arlington, Virginia. The meeting will begin at 10:00 a.m., lunch will be served and the meeting will continue until approximately 2:00 p.m. For your convenience, we have reserved a block of sleeping rooms at the Sheraton Crystal City for the night of September 28 at the rate of \$135. To make a room reservation, please call the hotel at 703/486-1111 and request a room in the Investment Company Institute block. Room reservations must be made by September 7. Please complete the attached Meeting Response Form and return it to Agnes Thomas at the Institute either by fax (202/293-1058) or return mail to: Agnes Thomas Investment Company Institute 1600 M Street, N.W. - Suite 600 Washington, D.C. 20036 An agenda for the September 29 meeting will be sent shortly before the meeting date. William H. Smith Donald J. Boteler Chairman - Transfer Agent Assistant Vice President - Advisory Committee Operations Attachment

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