

MEMO# 3010

August 13, 1991

ANNUAL VERIFICATION REPORT

August 13, 1991 TO: MEMBERS - ONE PER COMPLEX NO. 34-91 RE: Annual Verification Report _____ Each year we ask the senior contact at each Institute member group to coordinate the important task of verifying key information with respect to the entites and persons included in the Institute's membership records. This year, we are enclosing two separate computer printouts, Sections A and B, with information contained in the Institute's database on your fund complex. However, groups that have only closed-end funds will receive only Section A. We ask that you carefully review the information listed on the report(s), make changes, additions or deletions, if necessary, and return to the Institute by Friday, September 13, 1991. This verification procedure is an annual event in which the Institute formally solicits your input on the membership representation of your group (i.e. funds, their advisers and underwriters). We also ask you to check information on your mutual funds for use in Institute publications and review your group's participation on Institute committees as well as the recipients of Institute mailings within your group. To assist you in completing the reports, we have enclosed two instruction sheets, one for each section, which describe or define each area to be verified. If we do not receive corrections and/or additions prior to the deadline date, our 1992 Directory of Mutual Funds will be published on the basis of the information in the enclosed computer printout(s). If you do not wish to have information published on any particular mutual fund, please mark the space provided at the bottom of the page for each fund. It is also very important that you let us know of any new funds that your group is managing or sponsoring (use the New Member Fund Information Form). As always, please send us any new or updated prospectuses and statement of additional information on each of your funds. If you have any questions or foresee any problem meeting our deadline of September 13th, please contact me at (202)955- 3558. Ginny Echeverria Director-Membership Services Enclosures

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