

MEMO# 15380

November 21, 2002

MEETING NOTICE -- JANUARY 23 & 24, 2003 IN JACKSONVILLE, FLORIDA

[15380] November 21, 2002 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 101-02 RE: MEETING NOTICE -- JANUARY 23 & 24, 2003 IN JACKSONVILLE, FLORIDA The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 23rd, 2003 at the Sawgrass Marriott Resort in Ponte Vedra Beach, Florida. We will begin at 8:15 a.m. with "shop talk" discussion. The meeting will begin at 9:00 a.m. and conclude at approximately 2:30 p.m. Breakfast and lunch will be served. Marc Scher of Merrill Lynch will host the Committee tour on Friday, January 24th. A Preliminary Agenda and Breakfast Shop Talk Discussion Topics to be covered at the January 23rd meeting will be sent to you approximately three weeks before the meeting along with a list of expected attendees. Information regarding the meeting and tour are detailed below. Committee Dinner The Committee dinner will be held on Thursday, January 23rd. The reception and dinner will begin at 6:30 p.m. Further details on the dinner location will be forthcoming. Hotel Accommodations and Transportation A block of rooms at the Sawgrass Marriott Resort in Jacksonville, Florida has been reserved for the evenings of January 22nd and 23rd at a rate of \$145.00/Standard, \$195.00/Villa Suite and \$245.00/Main Building Suite. To make a reservation, please call the hotel at 1-800- 457-Golf (4653) and ask for "reservations." To receive the rate, please request a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE, NO LATER THAN DECEMBER 16, 2002, AS ROOMS ARE LIMITED. All reservations must be guaranteed by either a valid credit card or one night's deposit. Reservations must be cancelled 48 hours prior to the day of arrival or you will be billed one night and room tax. The Sawgrass Marriott Resort is located at 1000 PGA Tour Boulevard, Ponte Vedra Beach, FL. The telephone number is 1-800-457-Golf (4653). Directions and information regarding the hotel are available on the hotel's website at www.marriott.com. The hotel is approximately 37 miles from the Jacksonville International Airport. Additional information on 2 transportation options from the airport to the hotel will be provided with the preliminary agenda. Tour of Merrill Lynch - Friday, January 24th The Committee will tour Merrill Lynch on Friday morning, January 24th. Transportation will depart from the Sawgrass Marriott lobby at approximately 8:15 a.m. Continental breakfast will be served at the Merrill Lynch facility at 9:00 a.m. An organizational overview will be presented by William Bridy, President of Financial Data Services, Inc. and First Vice President of Merrill Lynch, which will be followed by a tour of the facility that will conclude at approximately 11:30 a.m. Attendees will have the option of being transported back to the Sawgrass Marriott or to the Jacksonville International Airport immediately following the tour. 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). Our experience indicates that if discussion topics are circulated in

advance, the value of the discussion is considerably enhanced. Fax Response Form by January 3rd Please assist us in determining who will be attending the meeting by faxing the attached form, no later than January 3, 2003 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 Funds Services, Inc. Director - Transfer Agency Chair & International Operations Transfer Agent Advisory Committee Attachment (in .pdf format)

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