MEMO# 5625

March 1, 1994

TELEPHONE - 202/326-5846)

NOTICE OF COMMITTEE MEETING - APRIL 27, 1994

March 1, 1994 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 7-94 RE: NOTICE OF COMMITTEE MEETING - APRIL 27, 1994 There will be a meeting of the Transfer Agent Advisory Committee on Wednesday, April 27, 1994 at the Investment Company Institute, 1401 H Street, NW, in Washington, DC. The meeting will be held in the David Silver Conference Room on the 12th floor and will begin at 9:30 a.m.. Lunch will be served and the meeting will continue until approximately 3:30 p.m. We are also arranging for dinner the evening prior to the Committee meeting. Dinner reservations have been made for 7:00 p.m. at Ristorante Luigino on April 26th. The restaurant is located at 1100 New York Avenue, NW. The entrance is near the corner of 12th and H Streets, and is approximately a block away from the Grand Hyatt Hotel. Dinner attendees will be billed later for their share of the total dinner bill. For those Committee members requiring overnight accommodations, a block of rooms at the Grand Hyatt Hotel, 1000 H Street, NW, has been reserved for the evening of April 26th. The rate for the rooms is \$149 single/double. To make room reservations, please call the hotel at 800/228-9000 or 202/582-1234 and request a room in the Investment Company Institute block. Room reservations must be made by March 28th. Please confirm your attendance for the meeting and dinner by completing the attached Meeting Response form. The response form can be returned either by fax (202/326-5841) or by mail to: Agnes Thomas, Investment Company Institute, 1401 H Street, NW, Washington, DC, 20005 by April 6, 1994. In addition, we would like to get your input for the April 27th meeting agenda. If there are any items you would like to see on the agenda, please complete the Agenda Items section of the attached Response Form. A final agenda will be mailed to committee members two weeks prior to the meeting. William H. Smith Justine Phoenix Chairman Director-Operations/ Transfer Agency RESPONSE FORM TRANSFER AGENT ADVISORY COMMITTEE MEETING APRIL 27, 1994 INVESTMENT COMPANY INSTITUTE 1401 H STREET, NW DAVID SILVER CONFERENCE **ROOM - 12TH FLOOR** Dinner at Ristorante Luigino - April 26th: I will attend [] I will not attend [] Meeting at the Investment Company Institute - April 27th: I will attend [] I will not attend [] E2KEYBOARD() E2KEYBOARD() E2KEYBOARD() PROMPT(NES THOMAS INVESTMENT

COMPANY INSTITUTE 1401 H STREET, NW, WASHINGTON, DC 20005 FAX - 202/326/5841

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.