

MEMO# 1280

July 24, 1989

ANNUAL MEMBERSHIP VERIFICATION AND MAILING LIST UPDATE

July 24, 1989 TO: MEMBERS - ONE PER COMPLEX NO. 23-89 RE: Annual Membership Verification and Mailing List Update

Each year we ask the senior contact at each Institute member group to verify certain key information with respect to the entities and persons included in the Institute's membership records. Enclosed is a computer printout of the information contained in our membership database on your fund complex. We ask that you carefully review the information listed on the report, make changes, additions or deletions, if necessary, and return to our Membership Department by August 31, 1989. This verification report serves to update information about your group in Institute directories and offers members the opportunity to review their membership on Institute committees and the lists of recipients of Institute mailings within their group. To assist you in completing the report, we have enclosed an outline (green sheet) that describes, in detail, the requirements for each section of the report. One of the purposes of the annual verification is to allow us to publish an updated version of the Guide to Mutual Funds, a comprehensive list of open-end mutual funds that is made available to the public. Our plan is to have the updated Guide ready for distribution in early 1990. The 1990 Guide will contain the following information with respect to each fund: 1) Name, address and telephone number (including any toll-free numbers); 2) Year began; 3) Investment adviser; 4) Sept. 30, 1989 assets; 5) Minimum initial and subsequent investment amounts; 6) Fees (based on notations that appear in newspapers: i = initial sales charge, r = redemption fee or contingent deferred sales charge (CDSC), t = 12b1 fee (Over) -2- and either CDSC or redemption fee, p = 12b1 fee, n = none of the preceding fees; if any fee information is not available, N/A will appear); 7) Where to buy shares (fund, local rep, insurance product, or not offering shares). In order for us to meet our publishing deadline, it is important for you to return the completed verification report by August 31. THE GUIDE WILL BE PUBLISHED ON THE BASIS OF THE INFORMATION IN THE ENCLOSED COMPUTER PRINTOUT IF WE DO NOT RECEIVE CORRECTIONS AND/OR ADDITIONS PRIOR TO THE PUBLICATION DATE. If you do not wish to have information published on any particular fund, please mark the space provided at the bottom of the page for each fund. We have distributed over 150,000 copies of the Guide during the past two years. It has become a highly recommended source of information for the investing public. It is important that the information it contains be accurate. As in the past, we are including definitions of the terms used in the printout for investment objectives and method of sales (see Enclosure A). Also, if you have a specialized category for your funds (i.e. index, socially conscious, sector or regional fund, etc.), please be sure to identify them as such (see Enclosure B). If you have any questions, contact Ginny Echeverria, Director of Membership Services at (202) 955-3558. Please include a current prospectus on each of your funds when sending us your completed verification

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