

MEMO# 11220

September 2, 1999

MEETING - OCTOBER 14, 1999

[11220] September 2, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 55-99 RE: MEETING - OCTOBER 14, 1999

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, October 14 in the David Silver Conference Room on the 12th floor of the Investment Company Institute, 1401 H Street, NW, Washington DC. The meeting is scheduled to begin at 8:15 a.m. and conclude at approximately 2:30 p.m. with a lunch break at noon. Committee Dinner The committee dinner will be held on Wednesday, October 13 at a site to be determined. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Further details regarding the restaurant location will be sent in the near future. Hotel Accommodations For your convenience, we have reserved a block of rooms at the Capital Hilton Hotel for the evening of Wednesday, October 13 at the rate of \$179.00 single/double. The Capital Hilton is located at 16th & K Streets, NW. To make a reservation, please call the hotel at 202/393-1000 or 800/445-8667 and ask for a room in the "Investment Company Institute" block. Please make your hotel reservation as soon as possible. Reservations at the Capital Hilton must be made no later than September 13, 1999 to secure this rate. Please note all deposits for individual room reservations are fully refundable if a room is canceled 72 hours or more prior to arrival date. Agenda Items/Committee Projects We need to get your input on "shop talk" discussion items and agenda items for the meeting, as well as on any future projects the committee should consider. Please use the attached form to list your ideas and suggestions or call or e-mail Cynthia Jones (617/772-3930, cjones@lib.com) or Kathy Joaquin (202/326-5930, kjoaquin@ici.org). Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. + 2 + Fax Response Form by September 30 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than September 30 to Agnes Thomas at the Investment Company Institute. The fax number is 202/326-8314 and you can reach Agnes at 202/326-5846 or at agnes@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. * * * * * The July 22, 1999 Committee meeting minutes and a preliminary agenda for the October 14, 1999 meeting will be sent to you under a separate cover in the near future. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director + Transfer Agency Transfer Agent Advisory Committee & International Operations Attachment

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