

MEMO# 3397

December 31, 1991

PORTFOLIO COMPLIANCE WORKSHOPS - SECOND NOTICE

December 31, 1991 TO: MEMBERS - ONE PER COMPLEX NO. 67-91 OPERATIONS MEMBERS
NO. 37-91 SEC RULES MEMBERS NO. 61-91 TAX MEMBERS NO. 66-91
ACCOUNTING/TREASURERS COMMITTEE NO. 28-91 RE: PORTFOLIO COMPLIANCE
WORKSHOPS - SECOND NOTICE

As we previously informed you, the Institute is holding a series of Portfolio Compliance Workshops in early 1992. The workshops will cover all aspects of portfolio compliance, including practical guidance on how to implement and maintain an effective compliance system, as well as applicable requirements under the Investment Company Act, the Internal Revenue Code, other federal laws and selected state statutes. Several new topics have been added to the program from when it was first held, in 1989, including valuation of portfolio securities, requirements for money market funds, SEC inspections and enforcement, and a fund's rights as shareholder and creditor. Panelists will be Katharine Heidlage, New England Securities; Karen Kay, Putnam Management Company; Thomas London, MFS Financial Services; Mark Goldfus, Merrill Lynch Asset Management (San Francisco and New York); and Jerry Weiss, Merrill Lynch Asset Management (Boston). The workshops are scheduled to run from 9:00 a.m. to 4:10 p.m. with ample time for questions from attendees throughout. A preliminary agenda is attached. Attendance at each of the workshops is limited to 100 and the workshops will not be offered again until 1995. Last time the workshops were held two of them filled up early, and responses to the first notice for the 1992 program have been heavy. Therefore, if you are interested in attending, please register as soon as possible. To register, simply complete the form provided and return it, along with a check for \$175 for the first registrant and \$100 for each additional registrant within the same company, to the Institute. A registration form is attached. The following are the dates and locations for the workshops: Thursday, February 6 Hotel Nikko San Francisco 222 Mason Street San Francisco, CA 94102 415/394-1111 Thursday, February 27 Le Parker Meridien New York 118 W. 57th Street New York, NY 10019 212/245-5000 ext. 7474 Thursday, March 19 The Back Bay Hilton 40 Dalton Street Boston, MA 02115 617/236-1100 Please note that the New York and Boston workshops are open only to Institute members. The San Francisco workshop is open to both Institute members and outside law and accounting firms with ICI member connections. Please make your own hotel reservations if you need a hotel room. A block of rooms has been reserved in each hotel under the name of the Investment Company Institute, so mention our name when you call. The address and telephone number for each hotel is listed above. For additional information, please call Geoffrey Burke at 202/955-3508. Craig S. Tyle Deputy General Counsel Attachments

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