

MEMO# 6200

September 6, 1994

MEETING - OCTOBER 13, 1994

September 6, 1994 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 32-94 RE: MEETING - OCTOBER 13, 1994 _____

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, October 13 at the offices of the Investment Company Institute. The ICI is located at 1401 H Street, NW, Washington, DC. The meeting will be held in the David Silver Conference Room on the 12th floor. The meeting will begin at 9:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:30 p.m. For your convenience, we have reserved a block of rooms at the Willard Hotel for the evening of Wednesday, October 12th at the rate of \$185 for a single/double. To make reservations, please call the Willard Hotel at 202/628-9100 and request a room in the Investment Company Institute block. Room reservations must be made by September 16. Committee members who would like to meet for dinner on October 12, the evening prior to the meeting, are asked to respond on the attached form. Details regarding the dinner arrangements will be sent later in the month. We would like to get your input for the October 13th meeting agenda. If there are any items you would like to see on the agenda, please complete the Agenda Items section on the attached form. Please complete the attached form (whether or not you will be attending the meeting) and return it to Jana Bullard by fax (202/326-5853) or return mail to : Jana Bullard, Investment Company Institute, 1401 H Street, NW, 12th Floor, Washington, DC 20005. Please respond by September 16. Thank you for your continued participation, we look forward to seeing you in October! William H. Smith Justine Phoenix Chairman Director - Operations/ Transfer Agency INVESTMENT COMPANY INSTITUTE TRANSFER AGENT ADVISORY COMMITTEE MEETING OCTOBER 13, 1994

NAME: _____
FIRM: _____ Please

indicate whether you will be attending the following: YES NO October 12 Dinner ____ ____
October 13 Meeting ____ ____ Agenda Items:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ Please send
the completed form (even if you do not plan to attend) no later than September 16, 1994 to
Jana Bullard either by fax (202/326-5850) or by return mail to: Jana Bullard Investment
Company Institute 1401 H Street, NW Washington, DC 20005-2148

abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.