

MEMO# 11457

December 9, 1999

ICI YEAR 2000 MEMBER COMMUNICATION CENTER AND SECOND REQUEST - YEAR 2000 MEMBER CONTACT REQUEST

1 The SIA's FSCCC will serve as the central resource of standardized information regarding the status of the securities industry during the millennium crossover. The FSCCC will gather information from the exchanges and utilities, payment systems, regulators, and other sources and make the information available to all registered participants through a secure website and telephone message system. See attached ICI Memorandum to members [11364] dated November 1, 1999 for further details. [11457] December 9, 1999 TO: BANK AND TRUST ADVISORY COMMITTEE No. 30-99 BROKER/DEALER ADVISORY COMMITTEE No. 34-99 OPERATIONS COMMITTEE No. 47-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 108-99 SEC RULES COMMITTEE No. 103-99 SMALL FUNDS MEMBERS No. 15-99 TRANSFER AGENT ADVISORY COMMITTEE No. 77-99 TECHNOLOGY TASK FORCE MUTUAL FUND Y2K PROJECT LEADERS RE: ICI YEAR 2000 MEMBER COMMUNICATION CENTER AND SECOND REQUEST - YEAR 2000 MEMBER CONTACT REQUEST

As previously reported, the Institute will operate an industry Communication Center to assist mutual fund members with any significant issues during the Year 2000 transition (see attached ICI Memorandum dated November 8, 1999 for details). The Investment Company Institute Communication Center (ICICC) will be available to members beginning Wednesday, December 29th through Friday, January 7th. A listing of key staff from the Institute's Legal, Operations and Public Information departments (including direct dial phone numbers) who have been assigned shifts in the Center is attached for your convenience. The ICI is also compiling a Year 2000 member contact list in the event critical and/or time sensitive Y2K information must be communicated to members (by email or facsimile) during the millennium crossover. If you have not already done so and wish to designate a contact at your organization, we respectfully request that each member complex coordinate and complete one form identifying a primary and secondary Year 2000 senior contact, including your command/communication center numbers (if applicable). Please return your completed Year 2000 contact form to Trish Weems at the Institute (by fax: 202-326-5853) as soon as possible. A listing of fund complexes that have responded as of December 8th is attached for your reference. The Institute has also been informed that the Securities Industry Association's Year 2000 Financial Service Coordination and Communication Center (FSCCC)¹ has extended its registration deadline from December 1st to December 23, 1999. Registration is strongly encouraged so that members can access the website facilities for infrastructure status updates during the transition to the year 2000. To register, go to

www.siay2k.com and follow the instructions. If you have any questions regarding the above, please contact Kathy Joaquin at the Institute (phone: 202-326-5930 or email: kjoaquin@ici.org), or the undersigned (phone: 202-326-5845 or email: boteler@ici.org).
Donald J. Boteler Vice President Operations & Training Attachments

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