

Hay Group, Inc.  
The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107-3388  
Tel: (215) 861-2000  
Fax: (215) 861-2111

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January 7, 2002

**HayGroup**

Top Hat Plan Exemption  
Pension and Welfare Benefits Administration  
Room N-5644  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

Dear Sirs:

On behalf of the National Institute for Automotive Service Excellence, this notice is being filed pursuant to Department of Labor Regulation § 2520.104-23.

The National Institute for Automotive Service Excellence (EIN 52-0954597) maintains the National Institute for Automotive Service Excellence Supplemental Executive Retirement Plan, primarily for the purpose of providing deferred compensation for three employees, all of whom are members of a select group of management or highly compensated employees, as described in section 201(2) of the Employee Retirement Income Security Act of 1974, as amended.

Sincerely,



Melissa B. Rasman

Cc: Mr. Ronald Weiner  
Mr. Timothy Zilke  
Stephen P. Benson, Esq.  
Mr. Larry Hicks

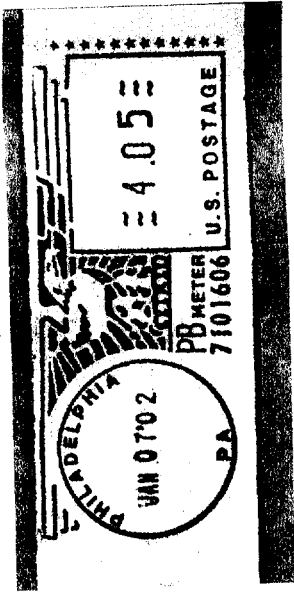
**Via Certified Mail Return Receipt Requested**

**CERTIFIED MAIL**



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**RETURN RECEIPT  
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The Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107-3388  
Tel: (215) 861-2000

**Confidential**

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Washington, DC 20210

**HayGroup**

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**FIRST CLASS**

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REQUESTED**