



**Friends Research Institute, Inc.**

Research • Prevention • Treatment • Grants Management

505 Baltimore Avenue  
P.O. Box 10676  
Baltimore, Maryland 21285  
410-823-5116  
Fax 410-823-5131  
www.friendsresearch.org  
e-mail: fri@friendsresearch.org

March 28, 2003

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Secretary of Labor  
Top Hat Plan Exemption  
Pension and Welfare Benefits Administration  
Room N-1513  
US Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

2520032540359

Re: Friends Research Institute, Inc. 457(b) Eligible Deferred Compensation Plan

Dear Secretary:

Pursuant to Section 2520.104-23 of the Department of Labor's Regulations, this letter will serve as notice that, with respect to the Friends Research Institute, Inc. 457(b) Eligible Deferred Compensation Plan ("EDCP"), the undersigned intends to utilize the alternative form of compliance with the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA") which alternative form of compliance is provided in the Regulations Section cited above.

Pursuant to Regulations Section 2520.104-23(b), the following information is provided:

1. Names and Address of Employer

Friends Research Institute, Inc.  
505 Baltimore Avenue  
P.O. Box 10676  
Baltimore, MD 21285

2. Employer Identification Number: 52-0701445

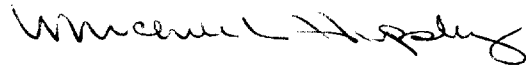
3. The Employer maintains EDCP primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees. The number of employees in EDCP is approximately 2 but the Employer reserves the right to designate additional employees as eligible participants.

Pension and Welfare Benefits Administration  
March 28, 2003  
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4. In addition to the Plan described above, the Employer maintains one other arrangement providing deferred compensation and/or other benefits to a select group of management or highly compensated employees, which arrangement has been the subject of a prior notice filing to you. (See copy, attached.)

Pursuant to Regulations Section 2520.104-23(b)(2), the Employer will provide plan documents to the Secretary of Labor upon request as required by Section 104(a)(1) of ERISA.

Very truly yours,



Michele L. Hipsley  
Director of Administration

# SMITH & DOWNEY

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February 14, 2000

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

Re: Friends Research Institute, Inc. Supplemental Deferred Compensation Plan

Dear Secretary:

Pursuant to Section 2520.104-23 of the Department of Labor's Regulations, this letter will serve as notice that, with respect to the Friends Research Institute, Inc. Supplemental Deferred Compensation Plan (the "Plan"), the undersigned intends to utilize the alternative form of compliance with the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA"), which alternative form of compliance is provided in the Regulations Section cited above.

Pursuant to Regulations Section 2520.104-23(b), the following information is provided:

1. Name and Address of Employer - Friends Research Institute, Inc.  
505 Baltimore Avenue  
P.O. Box 10676  
Baltimore, Maryland 21285
2. Employer's Employer Identification Number - 52-0701445
3. The Employer hereby declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.
4. The Employer hereby states that it maintains only this Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees. The Plan is expected to cover approximately three (3) employees, but the Employer reserves the right to designate additional employees as eligible to participate under the Plan.

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Pursuant to Regulations Section 2520.104-23(b)(2), the Employer will provide Plan documents, if any, to the Secretary of Labor upon request as required by Section 104(a)(1) of ERISA.

Very truly yours,



Sherrilyn A. Hippen

/sah

cc: Patrick F. Bogan



**Friends Research Institute, Inc.**

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Secretary of Labor  
Top Hat Plan Exemption  
Pension & Welfare Benefits Admin.  
Room N-1513  
US Dept. of Labor  
200 Constitution Avenue  
Washington, D.C. 20210

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505 Baltimore Avenue, P.O. Box 10676, Baltimore, Maryland 21285