



**The City of New York
BUSINESS INTEGRITY COMMISSION**

100 Church Street · 20th Floor
New York · New York 10007

Tel. (212) 437-0500 · Fax (646) 500-7096
www.nyc.gov/bic

Noah D. Genel
Commissioner and Chair

July 9, 2021

***COMMISSION DIRECTIVE:
BROKER CUSTOMER REGISTER***

To all Trade Waste Brokers of the Business Integrity Commission:

In accordance with the Commission's rules and any relevant Commission directives, on a bi-annual basis, you must submit to the Commission a customer register that includes all customers located in New York City. **Customer Registers for the period January 1, 2021 through June 30, 2021 must be filed with the Commission no later than July 31, 2021.**

All Broker Customer Register submissions, or notifications of a claimed exemption, must be submitted through BIC's Customer Register Submission Module. This module is part of the [BIC Online Portal](#) on the BIC website. Instructions to access and utilize the Customer Register Submission Module are included within this directive.

The template for the Customer Register and the Field List Definitions are available at the following link: <https://www1.nyc.gov/site/bic/industries/trade-waste-forms.page>

You must submit and certify your Customer Register file electronically at the following link: <https://www1.nyc.gov/site/bic/industries/online-portal.page>.

If you have any questions regarding BIC Online Portal, please contact [BIC's Information Technology Department](#).

Exemptions from the Customer Register Reporting Requirement:

You must notify the Commission if you believe your business qualifies for an exemption from the Customer Register reporting requirements for this reporting period. Your business may qualify for such an exemption if your company did not provide trade waste brokering services to any customer located in New York City for the period January 1 to June 30, 2021. To file a notification for a claimed exemption, submit it electronically using the Exemption screen in the [Commission's Online Portal](#).

This exemption applies to this customer register period only. For the next period, you must file a customer register or again provide BIC with a notification of a claimed exemption.

YOU MUST COMPLY WITH THIS DIRECTIVE

Failure to comply with this directive or to submit a customer register exemption notification is a violation of the Commission's rules, 17 RCNY §§ 1-09 and 6-04 (j), and you may be subject to civil penalties of up to \$10,000 for each such violation. In addition, failure to respond could adversely affect your licensing status or future license renewal applications.

Sincerely,

A handwritten signature in blue ink, appearing to read "Noah D. Genel".

Noah D. Genel
Commissioner and Chair