



The City of New York
BUSINESS INTEGRITY COMMISSION
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Noah D. Genel
Commissioner and Chair

September 21, 2020

COMMISSION DIRECTIVE:
NEW REGISTER SUBMISSION MODULE

To all licensees of the Business Integrity Commission:

Beginning this reporting period and going forward, **all CSV submissions of a Customer Register, or submission of an Exemption Notification, must be submitted through our new Register Submission Module.** This module is part of the [BIC Online Portal](#) on the BIC website; the same location where the Vehicle Management module is found. Instructions to access and utilize the Register Submission Module are included within this directive.

Paper and email submissions will no longer be accepted.

You must submit a quarterly customer register to the Commission that includes all customers located in New York City, in accordance with the Commission's rules and any relevant Commission directives. **Customer register data for the period July 1, 2020 through September 30, 2020 is due to the Commission no later than October 31, 2020.**

- The customer register CSV template is available at the following link: <http://www1.nyc.gov/site/bic/industries/customer-register.page>.
- You must submit and certify your customer register CSV file electronically at the following link: <https://www1.nyc.gov/site/bic/industries/online-portal.page>.

Notifications of an Exemption from the Customer Register Reporting Requirement:

You must notify the Commission if your business qualifies for an exemption from the customer register reporting requirements for this reporting period, *i.e.*, if your business (1) does not collect putrescible and organic waste or recyclable materials from regular customers; (2) does not have any customers in New York City; (3) only collects construction and demolition debris; or (4) only performs on-call work. To file an exemption notification, you **MUST** log into the [Commission's Online Portal](#) to submit an exemption notification through the new Register Submission Module.

Should your exemption status change, you must file your customer register data with BIC during the following reporting period.

YOU MUST RESPOND TO THIS DIRECTIVE

Failure to respond to this directive or to submit a customer register exemption notification is a violation of the Commission's rules, 17 RCNY §§ 1-09 and 5-03(g), 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,



Noah D. Genel
Commissioner and Chair

******A message about the Census 2020******

The 2020 Census is ending on September 30 and it is critical that all New Yorkers are counted. New York City stands to lose billions of dollars in federal aid every single year for schools, hospitals, health clinics, affordable housing, transportation, and more, as well as our representation in Congress and in Albany if we do not achieve a complete count.

The census is easy, safe, and confidential. It can be completed online or by phone; it is just 10 simple questions that can be answered in under 10 minutes. By law, all responses are completely confidential and cannot be shared with anyone. Go to my2020census.gov or call 844-330-2020 to complete your census today. New York City's future depends on it.