



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500

Daniel D. Brownell
Commissioner and Chair

April 10, 2018

COMMISSION DIRECTIVE

All licensees of the Business Integrity Commission must submit a customer register that includes all customers located in New York City to the Commission in accordance with the Commission's rules and any relevant Commission directives. **Customer register data for the period January 1 through March 31, 2018 is due to the Commission no later than April 30, 2018.**

There are two available methods that you may use to submit your customer register data:

- *The Commission's Online Portal:* You may submit your data through the Commission's Online Portal, which can be accessed through the following link:
<https://nycbicportal.force.com/BCP>.
- *The .CSV Method:* You may provide the Commission with customer register data in comma-separated-value (.CSV) text file format. The .CSV template is on the Commission's website at: <http://www1.nyc.gov/site/bic/industries/customer-register.page>. If you choose the .CSV Method, you must submit your CSV files and scanned certifications to customerregister@bic.nyc.gov.

The certification form is located at the following link:

http://www1.nyc.gov/assets/bic/downloads/CustRegister/cust_reg_cert_10-17.pdf

Note: The Commission will not accept any customer register data that is filed in the wrong format, is incomplete, or contains errors. Any such submission will not be accepted and will be returned to the licensee.

You must choose one of the two above-noted methods for submission of your customer register data. A complete and current customer register shall be filed quarterly: **on April 30, 2018 for the period from January 1, 2018 to March 31, 2018**; on July 31, 2018 for the period April 1, 2018 to June 30, 2018, and on October 31, 2018 for the period July 1, 2018 to September 30, 2018, and on January 31, 2019 for the period of October 1, 2018 to December 31, 2018.

Requests for an Exemption from the Customer Register Reporting Requirement

You may apply to the Commission for an exemption from the customer register reporting requirements for this reporting period if you (1) do not collect putrescible waste or recyclable materials from regular customers; (2) do not have any customers in New York City; (3) only collect construction and demolition debris; or (4) only perform on-call work. To apply for an exemption, you must log into the Commission's Online Portal and request an exemption.

All previous exemptions were valid only until January 31, 2018. You now must either file your customer register data with the Commission for the 1st Quarter 2018 or apply for a new exemption.

YOU MUST RESPOND TO THIS DIRECTIVE

Failure to respond to this directive to submit customer register data to the Commission or to apply for a customer register exemption is a violation of the Commission's rules, 17 RCNY §§ 1-09 and 5-03(g), and will subject you to civil penalties of up to \$10,000 for each such violation.

Sincerely,

A handwritten signature in black ink that reads "Daniel D. Brownell". The signature is written in a cursive style with a large initial 'D'.

Daniel D. Brownell
Commissioner and Chair