



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 3, 2017

COMMISSION DIRECTIVE

All licensees of the Business Integrity Commission (BIC) must submit a customer register to BIC in accordance with BIC's rules and any relevant Commission Directives. **Customer register data for the period January 1 through March 31, 2017 is due to BIC no later than April 30, 2017.**

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

- **The BIC Online Portal:** You may submit your data through the BIC Online Portal, which can be accessed through the following link: <https://nycbicportal.force.com/BCP>.
- **The .CSV Method:** You may provide BIC with customer register data in comma-separated-value (.CSV) text file format. The .CSV template is on BIC's website at http://www.nyc.gov/html/bic/html/trade_waste/customer_register.shtml. If you choose the .CSV Method, you must take the following steps:
 - a. Email the customer register data to BIC (in .CSV text file format) to: customerregister@bic.nyc.gov; and
 - b. Email a completed certification form in PDF format to customerregister@bic.nyc.gov. (The certification form is located at the following link: http://www.nyc.gov/html/bic/downloads/CustRegister/CR_Cert.pdf.)

Note: Any customer register data that is filed in the wrong format, is incomplete, or contains errors 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 January 31 for the period from October 1 to December 31, **on April 30, 2017 for the period January 1, 2017 to March 31, 2017**, on July 31 for the period April 1 to June 30, and on October 31 for the period July 1 to September 30.

Requests for an Exemption from the Customer Register Reporting Requirement

If you do not collect putrescible waste or recyclable materials from regular customers; if you do not have any customers in New York City; if you only collect construction and demolition debris; or if you only perform on-call work, you may apply to BIC for an exemption from the customer register reporting requirements for this reporting period. To apply for such an exemption, you must log into the BIC Online Portal and complete the request for exemption.

If the Commission previously granted you an exemption from the customer register reporting requirements for the October 1, 2016 to December 31, 2016 reporting period, that exemption is valid until January 31, 2018 unless your business changes so that you no longer meet the exemption requirements. In the event that your business does change so that you no longer meet the exemption requirements, you must inform BIC of that fact within 10 business days of the change.

Once your exemption expires or terminates, you must file your customer register data with BIC for the following reporting period, or apply for a new exemption.

YOU MUST RESPOND TO THIS DIRECTIVE

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

Sincerely,



Daniel D. Brownell
Commissioner and Chair