



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

Noah D. Genel
Commissioner and Chair

July 13, 2020

COMMISSION DIRECTIVE

To all Trade Waste Brokers of the Business Integrity Commission:

We hope that you are all healthy and safe. We are writing to remind you that you must submit a biannual 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 January 1, 2020 through June 30, 2020 is due to the Commission no later than July 31, 2020.**

All trade waste brokers must maintain a complete and accurate customer register. The Commission will contact any broker that submits a customer register that is incomplete or contains errors.

- The customer register data must be submitted as a Microsoft Excel spreadsheet. Attached are the broker customer register format files.
- The completed certification form:
https://www1.nyc.gov/assets/bic/downloads/pdf/applications/broker_certification.pdf, must be signed by a principal. As part of Governor Cuomo's [Executive Order 202.7](#), electronic notarization is permitted.
- Please email your submission to brokerregister@bic.nyc.gov.

Requests for an Exemption

You may apply to the Commission for an exemption from the customer register reporting requirements for this reporting period if you did not provide trade waste brokering services to any customers located in New York City for the period January 1 to June 30, 2020. To apply for an exemption, a principal should check the appropriate box on the certification form and then sign the certification form. Your request for an exemption from customer register requirements must be received by the Commission before July 31, 2020.

YOU MUST RESPOND TO THIS DIRECTIVE

Failure to respond to this directive or to apply for a customer register exemption 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 registration status or future registration renewal applications.

Sincerely,



Noah D. Genel
Commissioner and Chair