



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

January 5, 2022

***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 July 1, 2021 through December 31, 2021 must be filed with the Commission no later than January 30, 2022.**

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 the 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 July 1 to December 31, 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 black ink, appearing to read "David A. Feldman". The signature is fluid and cursive, with the first name "David" being more prominent and the last name "Feldman" following in a similar style.

David A. Feldman
Deputy Commissioner of Legal Affairs &
General Counsel