



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

January 8, 2018

COMMISSION DIRECTIVE

Dear Trade Waste Broker:

All trade waste broker registrants of the Business Integrity Commission are directed to submit a customer register to the Commission in accordance with the Commission's rules and all relevant commission directives. **Customer register data for the period July 1 through December 31, 2017 and a completed certification form are due to the Commission no later than January 30, 2018.**

All Trade waste broker's must maintain a complete and accurate customer register. Any customer register data that is filed in the wrong format, is incomplete, or contains errors will not be accepted and will be rejected and returned to the registrant. The customer register data must be submitted as a Microsoft Excel spreadsheet. The completed certification form must be signed by a principal before a notary public.

Attached are the broker customer register format files and a blank copy of the certification form.

Both the broker customer register file and the completed certification form must be submitted to the Commission via email to brokerregister@bic.nyc.gov. If you have any questions regarding the submission of customer register data, please contact Nodira Ammirato at (212) 437-0581.

Requests for an Exemption

You may apply to the Commission for an exemption from the customer register reporting requirements for this reporting period under the following circumstance: if you did not provide trade waste brokering services to any customers located in New York City for the period July 1 to December 31, 2017. To apply for an exemption, a principal should check the appropriate box on the certification form and then sign the certification form before a notary public. Your request for an exemption from customer register requirements must be received by the Commission before January 30, 2018.

YOU MUST RESPOND TO THIS DIRECTIVE

Failure to respond to this directive is a violation of 17 RCNY §§ 1-09 and 6-04(j), will subject you to civil penalties of up to \$10,000 for each such violation, and could adversely affect your licensing status or future license renewal applications.

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