



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

All licensees 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 October 1 through December 31, 2017 is due to the Commission no later than January 31, 2018.**

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

- *The Online Portal:* You may submit your data through the 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: Any customer register data that is filed in the wrong format, is incomplete, or contains errors will be rejected and returned to the licensee.

You must choose one of the two methods for submission of your customer register data. You must file a complete and current customer register on a quarterly basis: **on January 31, 2018 for the period from October 1, 2017 to December 31, 2017** on April 30, 2018 for the period 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.

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 circumstances: (1) if you do not collect putrescible waste or recyclable materials from regular customers; (2) if you do not have any customers in New York City; (3) if you only collect construction and demolition debris; or (4) if you only perform on-call work. To apply for an exemption, you must log onto the Online Portal and complete the request for exemption.

If the Commission previously granted you an exemption from the customer register reporting requirements, 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 the Commission of that fact within 10 business days of the change. Once your exemption expires or terminates, you must file your customer register data with the Commission for the following reporting period or apply for a new exemption.

YOU MUST RESPOND TO THIS DIRECTIVE

Failure to respond to this directive is a violation of 17 RCNY §§ 1-09 and 5-03(g), 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 cursive script that reads "Daniel D. Brownell".

Daniel D. Brownell
Commissioner and Chair