



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 676-6219 · Fax (212) 676-6204

Daniel D. Brownell
Commissioner and Chair

June 19, 2015

COMMISSION DIRECTIVE

Dear Licensee:

Customer register data and the notarized, signed certification form for the period January 1, 2015 through June 30, 2015 is due to the Commission no later than July 31, 2015. All fields in the customer register must contain complete and accurate information. Customer register data must be submitted as a Microsoft Excel spreadsheet along with the notarized, signed certification form.

You can obtain customer register format files on our website http://www.nyc.gov/html/bic/html/trade_waste/customer_register.shtml. If you are unable to obtain the files from our website, feel free to contact the Commission and we will mail out a CD with the files to you.

Customer register data and the notarized, signed certification form can be submitted on floppy diskettes, CD/DVD, and electronically via email to customerregister@bic.nyc.gov. Please write your company name and the reporting period on every diskette or CD/DVD that you submit.

If you collect medical waste, recycle tires or shred paper, you **must** submit a customer register. Medical waste haulers, tire recyclers and paper shredders are **not exempt** from the customer register requirement. Also, grease haulers must submit grease customer registers.

YOU MUST RESPOND TO THIS DIRECTIVE. Your failure to respond to this Commission Directive will be considered violations of Title 17, Sections 1-09 and 5-03(g) of the Rules of the City of New York. **The failure to comply with this Commission Directive to submit customer register data may result in penalties of up to \$10,000 for each violation.**

<OVER>

EXEMPTION FROM CUSTOMER REGISTER:

You must submit a **notarized** letter on company letterhead with the date and reference to the current reporting period (January 1, 2015 – June 30, 2015) along with the notarized certification stating the reason(s) why you believe you are exempt from the customer register requirements. You **may** be exempt from the customer register requirements if:

- You do not have any customers in New York City; or
- You only perform construction and demolition work;

You must submit a letter for this reporting period even if you have submitted a letter for exemption from customer register requirements in the past. The letter and certification must be submitted to the Commission on or before July 31, 2015.

EXTENSION FROM CUSTOMER REGISTER:

If you require more time to submit reporting data to the Commission, please contact Douglass Leavy via email (customerregister@bic.nyc.gov), fax (212-676-6204), phone (212-227-5134) or postal mail **one week before** the final submission date (January 30, 2015).

If you have any questions regarding the submission of customer register data, please contact Douglass Leavy at (212) 227-5134.

Sincerely,



Daniel D. Brownell
Commissioner and Chair

CUSTOMER REGISTER CERTIFICATION

Select the register you are submitting:

- Main Customer Register (Putrescible/Recyclable/Medical Waste/Tire Haulers)
 Grease Customer Register (Grease Haulers)

This certification must be completed by a current principal and/or representative of the licensee before a notary public.

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS CUSTOMER REGISTER MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, _____, being duly sworn, state:
(Full Name)

that I am _____ of _____; and
(Title/Position) (Licensee Name)

CHECK ONE

I have read and understood the information provided in the customer register for the period January 1, 2015 – June 30, 2015, which consists of _____ records (each customer constitutes one record); and to the best of my knowledge, the information submitted to the Business Integrity Commission is full, complete and truthful.

OR

I have read the information provided in the customer register requirements for the period January 1, 2015 – June 30, 2015; and hereby request exemption for the above reporting period based on the **attached reasoning** on **notarized** company letterhead and to the best of my knowledge, the information submitted to the Business Integrity Commission is full, complete and truthful.

BY _____
(Signature of Principal)

(If corporation or partnership, state title)

Sworn to before me

This _____ day of _____, 20_____

Notary Public

