



**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*

December 7, 2015

Re: Customer Registers

Dear Licensee/Registrant:

In early 2016, the New York City Business Integrity Commission (“BIC”) will introduce a new online portal for the entry and submission of customer register data. As a result, you will **NOT** be required to file a customer register for the period June 1, 2015 through December 31, 2015 on January 30, 2016.

In the near future, BIC will provide you with instructions for utilizing the online portal to enter and submit customer register data. If you have any questions, please contact Joanna Klostermeyer at (212) 437-0568.

Sincerely,

A handwritten signature in black ink that reads "Daniel D. Brownell".

Daniel D. Brownell  
Commissioner and Chair