



**The City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 676-6219 · Fax (212) 676-6227

Michael J. Mansfield  
*Commissioner/Chair*

June 1, 2010

**COMMISSION DIRECTIVE**

Dear Licensee:

All companies licensed by the Business Integrity Commission (the “Commission”) are required to submit financial statements to the Commission annually. Enclosed please find the Commission’s 2009 financial statements form. Financial statements are required to be ***audited*** by a certified independent public accountant. However, if you submitted audited financial statements for 2008, you may be permitted to submit ***unaudited*** financial statements for 2009. Please contact the Commission’s Audit Unit at (212) 676- 6228 to verify the type of financial statements (audited or unaudited) you are required to submit. The Commission will not accept a review or compilation of financial statements unless you have written permission from the Commission to submit the same.

All financial statements must be submitted to the Commission in the enclosed form on or **before August 16, 2010**. The enclosed form is also available on the Commission’s website: <http://www.nyc.gov/bic>. Please submit completed 2009 financial statements to:

Business Integrity Commission  
100 Church Street, 20<sup>th</sup> Floor  
New York, NY 10007  
Attention: Audit Unit

If you have any questions, please contact the Commission's Director of Audit, Sarah Nasir, at (212) 676-6228. All requests for additional time to submit financial statements must be made in writing to the address above before August 16, 2010.

**YOU MUST RESPOND TO THIS DIRECTIVE**. Your failure to respond to this Commission Directive to submit financial statements will be considered to be violations of Title 17, Chapter 1, Subchapter E of the Rules of the City of New York Sections 1-09, 5-03(e) & 5-03(f) and could result in civil penalties of up to \$10,000 for each violation.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Mansfield". The signature is written in a cursive style and ends with a long horizontal flourish.

Michael J. Mansfield  
Commissioner/Chair