



The City of New York  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 437-0500 · Fax (646) 500-7096

June 1, 2018

**COMMISSION DIRECTIVE**

Dear Licensee:

All companies licensed by the Business Integrity Commission (the "Commission") are required to submit annual financial statements to the Commission. Enclosed please find the Commission's 2017 financial statements form. Please note the 2017 financial statements are **not** required to be audited.

All financial statements must be submitted to the Commission **on or before August 17, 2018**. The enclosed form is also available on the Commission's website: <http://www.nyc.gov/bic>. Please submit completed 2017 financial statements to the following address:

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

Alternately, completed 2017 financial statements may be submitted electronically to the Commission via the following e-mail address: [audit@bic.nyc.gov](mailto:audit@bic.nyc.gov).

All requests for an exemption from the annual submission requirement must be made in writing to the address or e-mail above **before July 13, 2018**. All requests for additional time to submit financial statements must be made in writing to the address or e-mail above **no later than August 10, 2018**. If you have any questions, please contact Nagy Mohamed at (212) 437-0578.

**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 cursive script that reads "Daniel D. Brownell".

Daniel D. Brownell  
Commissioner and Chair