

# BROKER ANNUAL DISCLOSURE FORM INSTRUCTIONS

## OVERVIEW

The Broker Annual Disclosure Form must be completed by the initial deadline provided by TLC, and for every New and Renewal of TLC Broker License application. For any changes to the terms of the form, the Broker must submit an updated form within 30 days of the change in compliance with TLC Rules Section 62-05(c)(3).

TLC will provide the DocuSign log-in information and the separate Excel spreadsheet via email.

Please remember to include all Broker or Broker designee signatures prior to submitting the form to TLC via DocuSign. Failure to comply with TLC Rules may result in up to \$10,000 fine as well as suspension and/or revocation of a license.

Information relating to Brokers is available on TLC's website at [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

Questions can be directed to [TaxicabBrokers@tlc.nyc.gov](mailto:TaxicabBrokers@tlc.nyc.gov).

## GENERAL INSTRUCTIONS

The purpose of the Broker Annual Disclosure Form is to promote Broker accountability and help ensure that all parties involved in Broker-facilitated transactions are notified of any potential conflicts of interest the Broker might have in such transactions. Brokers are required to use this annual disclosure form to report interests they have in any TLC licenses and TLC-associated businesses. The Broker must disclose any and all interests of the Broker, Company Officers, and all Related Parties.

### SECTION 1: BROKERAGE INFORMATION

The Broker must:

- Provide all information about the Brokerage.
- Provide a complete list of all Owners, Officers, Partners, Managers and Shareholders associated with the Brokerage. If there are more than five individuals, please complete the information in the separate spreadsheet provided by TLC.
- Provide a complete list of all employees of the Broker. If there are more than five employees, please complete the information in the separate spreadsheet provided by TLC.

### SECTION 2: OTHER TLC LICENSES – BROKERS AND COMPANY OFFICERS

The Broker must disclose all information about relevant interests in any TLC licenses held by the Broker and all Company Officers, including Owners, Officers, Partners, Managers and Shareholders associated with the Brokerage. If there are more than five licenses, please complete the information in the separate spreadsheet provided by TLC.

### SECTION 3: BUSINESS INTERESTS – BROKER

The Broker must disclose all information about relevant interests in any lender, insurance broker, automobile dealer, or TLC-associated business held by the Broker and all Company Officers, including Owners, Officers, Partners, Managers and Shareholders associated with the Brokerage. If there are more than five businesses, please complete the information in the separate spreadsheet provided by TLC.

### SECTION 4: INTERESTS OF RELATED PARTIES

The Broker must disclose all information about relevant interests in any TLC licenses held by any Related Party of the Broker, and any Related Party of all Company Officers, including Owners, Officers, Partners, Managers and Shareholders associated with the Brokerage. If there are more than five licenses, please complete the information in



the separate spreadsheet provided by TLC. For the definition of Related Party, please refer to the EXPLANATION OF TERMS section.

The Broker must also disclose all information about relevant interests in any lender, insurance broker, automobile dealer, or TLC-associated business held by any Related Party of the Broker, and any Related Party of all Company Officers, including Owners, Officers, Partners, Managers and Shareholders associated with the Brokerage. If there are more than five businesses, please complete the information in the separate spreadsheet provided by TLC.

For the definition of Related Party, please refer to Related Party under the EXPLANATION OF TERMS section.

RETENTION OF RECORDS

The completed form must be retained by the Broker for a period of 10 years. Failure to comply with this requirement will result in penalties and other enforcement actions contained in TLC Rules Section 62-20(a).

EXPLANATION OF TERMS

Refer to the following explanation of terms used in the Annual Disclosure Form.

<u>Term</u>	<u>Explanation</u>
<b>Broker</b>	<ul style="list-style-type: none"> <li>The Broker, as this term is used in this form, refers to the individual or business entity that is licensed by TLC as a Broker or is completing this form as part of their application for a new Broker license.</li> <li>The Broker submits this form on their own behalf and on behalf of all Company Officers and Related Parties.</li> </ul>
<b>Company Officer</b>	<ul style="list-style-type: none"> <li>Any Owners, Officers, Partners, Managers and Stockholders of the Brokerage reported to TLC in the "APPLICATION FOR A NEW BROKER/ AGENT LICENSE, RENEWAL LICENSE AND CHANGE OF INFORMATION" form.</li> </ul>
<b>Related Party</b>	<p>Any person whose relationship to a Broker or to an owner, officer, partner, manager, or stockholder of a Brokerage is that of a:</p> <ul style="list-style-type: none"> <li>spouse, domestic partner, child, grandchild, parent, sibling, or grandparent;</li> <li>a parent, child or sibling of a spouse or domestic partner;</li> <li>a spouse, or domestic partner of a parent, child or sibling.</li> </ul> <p>When asked on this form to identify the relationship of the Related Party to the Broker or Company Officer, use the following terms (the dropdown list selection in DocuSign will be a number and abbreviation):</p> <ul style="list-style-type: none"> <li>Spouse (<b>1 – SP</b>)</li> <li>Domestic Partner (<b>2 – DP</b>)</li> <li>Child (<b>3 – CH</b>)</li> <li>Grandchild (<b>4 – GCH</b>)</li> <li>Parent (<b>5 – PAR</b>)</li> <li>Sibling (<b>6 – SIB</b>)</li> <li>Grandparent (<b>7 – GP</b>)</li> <li>Spouse/Domestic Partner’s parent (<b>8 – SP/DP PAR</b>)</li> <li>Spouse/Domestic Partner’s child (<b>9 – SP/DP CH</b>)</li> <li>Spouse/Domestic Partner’s sibling (<b>10 – SP/DP SIB</b>)</li> <li>Parent’s Spouse/Domestic Partner (<b>11 – PAR SP/DP</b>)</li> <li>Child’s Spouse/Domestic Partner (<b>12 – CH SP/DP</b>)</li> <li>Sibling’s Spouse/Domestic Partner (<b>13 – SIB SP/DP</b>)</li> </ul>

### Interests in TLC Licenses

<u>License Type</u>	<u>Example</u>
<b>Driver License</b>	<ul style="list-style-type: none"> <li>TLC-issued Driver License, Paratransit Driver License, Commuter Van Driver License</li> </ul>
<b>Medallions and SHL Permits</b>	<ul style="list-style-type: none"> <li>TLC-issued Medallion Taxicab License (Medallion) or Street Hail Liveries Permit</li> </ul>
<b>Vehicle License</b>	<ul style="list-style-type: none"> <li>Standby Vehicles, Black Car, Livery, Luxury Limousine, Paratransit Vehicles, or Commuter Vans</li> </ul>
<b>Base License</b>	<ul style="list-style-type: none"> <li>Black Car Bases, Livery Bases, Luxury Limousine Bases, Commuter Van Authorizations, Paratransit Bases</li> </ul>
<b>Business License</b>	<ul style="list-style-type: none"> <li>Taxicab Brokers, Medallion Agents, Taxicab Meter Shops, Taxicab Meter Manufacturers, Technology Service Providers, E-Hail Providers</li> </ul>

### Interests in Other Businesses

<u>Business Type</u>	
<b>Lenders</b>	<ul style="list-style-type: none"> <li>Any financial lender, whether or not the services are provided to TLC licensees.</li> </ul>
<b>Insurance Brokers</b>	<ul style="list-style-type: none"> <li>Any insurance broker, whether or not the services are provided to TLC licensees.</li> </ul>
<b>Automobile Dealers</b>	<ul style="list-style-type: none"> <li>Any automobile dealer, whether or not the services are provided to TLC licensees.</li> </ul>
<b>TLC-associated Businesses</b>	<ul style="list-style-type: none"> <li>Any business primarily serving applicants or holders of TLC-issued taxicab licenses or offering products or services targeted to applicants or holders of TLC-issued taxicab licenses or which specifically advertises to applicants or holders of TLC-issued taxicab licenses</li> </ul>

### DISCLOSURE INFORMATION MADE PUBLICLY AVAILABLE

TLC will post an abbreviated version of each Broker's disclosures on its website. The publicly available information will be limited to the name of the Broker, the medallions owned by the Broker, and the names and categories of the TLC-associated businesses in which the Broker, Company Officers, or Related Parties have an interest. This abbreviated version will be used to satisfy the requirement that the client is provided with the Broker's Annual Disclosure at the time of the medallion transfer in compliance with TLC Rules Section 62-05(c)(4).