

October 11, 2013

Broker Name
Address Line 1
Address Line 2
City, State Zip

Directive Re: License No.
Broker Name

The TLC is requesting information pertaining to the principals and employees of all brokers licensed by the New York City Taxi and Limousine Commission. The TLC is collecting this information to aid with enforcement of rules relating to the sale of taxicab medallions. The requested information must be provided no later than November 6, 2013.

Pursuant to the rules and operating procedures which govern the auction of medallions issued by the New York City Taxi and Limousine Commission, you must provide us with the following information for the period covering September 1, 2008 to the present:

- 1) A list of all principals of your firm
- 2) A list of all employees of your firm

Persons who have been in your employ who wish to bid in the November 14, 2013 auction should be prepared to show evidence that not only are they not employed by your firm at the time of the auction, but also that they ceased employment (either by termination or voluntary separation) a reasonable time before the collection of bids for the auction.

As a reminder, if you or your firm acts as a broker for the November 14, 2013 auction, no one employed by your firm, in any capacity *whatsoever* (including as a receptionist, clerk, or messenger), will be permitted to bid on a medallion. Persons who are employed by your firm who drop off bids for other bidders will be considered employees, as will persons who represent your firm or your firm's clients in any capacity before the TLC.

HOW TO COMPLY:

To comply with this directive, you must use the fillable PDF found in the Medallion Auction section of our website at nyc.gov/taxi. Please complete the form (printing additional sheets, if necessary), sign and date each page, then scan and email all pages to medallionauction@tlc.nyc.gov. Please use the phrase "Response to Directive" as the subject line of the email.

Failure to provide a complete and accurate account of this information by the aforementioned date will constitute a failure to comply with a Commission Directive and may subject you to fines or other enforcement action as well as potential medallion auction bid disqualification.

Sincerely,

Conan Freud
Deputy Commissioner/COO
N.Y.C. Taxi and Limousine Commission



David Yassky Commissioner

Financial Management and Administration Unit
33 Beaver Street, 22nd Floor
New York, NY 10004

I certify that this is a true copy of this directive inserted by me in an envelope addressed to the named Broker at the address noted on the directive, which is the last mailing address filed with the Commission listed in Tamis, and deposited in the normal course of business, on the date below, in a box at the Beaver Street facility, the contents of which are picked up by the TLC Mail Service twice a day at 10 a.m. and 3 p.m. Based on a conversation with Nicholas Venezia, the Assistant Commissioner who oversees the mailroom, my understanding is that the practice of the TLC Mail Service is to place metered first class postage on the envelope and deposit the envelope in an official United States Post Service receptacle no later than one (1) business day after receipt of the envelope by the TLC Mail Service.

Name: Daniel Timmeny

Signature: _____ Date: 10/11/13
TLC Employee

SAMPLE