



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

Elizabeth Crotty
Commissioner and Chair

January 3, 2024

***COMMISSION DIRECTIVE: BROKER CUSTOMER REGISTERS
2nd HALF OF 2023***

To all BIC trade waste broker registrants:

On a bi-annual basis, you must submit to the Commission a customer register that includes all customers located in New York City.

- Customer data for July 1, 2023 through December 31, 2023 is **due by January 30, 2024**.
- All Broker Customer Register submissions, or notifications of a claimed exemption, must be submitted through the [BIC Online Portal](#).
- A template for the Customer Register and the list of definitions are [available here](#) under “Broker Customer Register.”

CUSTOMER REGISTER EXEMPTIONS:

- You **must** notify the Commission if you believe your business qualifies for an exemption.
- Your business may qualify for such an exemption if your company **DID NOT** provide trade waste brokering services to any customer located in New York City for the period July 1 to December 31, 2023.
- ***If approved, this exemption would apply to this customer register period only.***

YOU MUST COMPLY WITH THIS DIRECTIVE

Failure to comply with this directive or to submit a customer register exemption notification is a violation of the Commission’s rules, 17 RCNY §§ 1-09 and 6-04 (j), and you may be subject to civil penalties of up to \$1,000 for each such violation. In addition, failure to respond could adversely affect your registration status or future registration renewal applications.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Crotty".

Elizabeth Crotty
Commissioner and Chair