



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

July 10, 2023

COMMISSION DIRECTIVE: BROKER CUSTOMER REGISTERS

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 January 1, 2023 through June 30, 2023 is **due by July 31, 2023**.
- 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 from the Customer Register reporting requirements for this reporting period. 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 January 1 to June 30, 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". The signature is written in a cursive, flowing style.

Elizabeth Crotty
Commissioner and Chair