



**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*

April 3, 2023

***COMMISSION DIRECTIVE***

**Dear Licensee:**

All companies licensed by the Business Integrity Commission (the “Commission”) are required to submit annual financial statements to the Commission. All financial statements must be submitted to the Commission ***on or before June 30, 2023***. The form for the 2022 financial statements is available on the Commission’s website: <http://www.nyc.gov/bic>.

***All submissions of 2022 financial statements, extension requests, or exemption requests must be submitted through the BIC Online Portal.*** This portal is on the BIC website, the same location where the Customer Register module is found.

All requests for an exemption from the annual submission requirement must be submitted through the portal ***on or before May 26, 2023***. All requests for additional time to submit financial statements must be made ***no later than June 16, 2023***. If you have any questions, please contact the Commission via the following e-mail address: [audit@bic.nyc.gov](mailto:audit@bic.nyc.gov).

***YOU MUST RESPOND TO THIS DIRECTIVE.*** Failure to respond to this Commission Directive to submit financial statements is a violation of Title 17 of the Rules of the City of New York, Sections 5-03(e) and 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 "Elizabeth Crotty".

Elizabeth Crotty  
*Commissioner and Chair*