



**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*

December 28, 2022

***COMMISSION DIRECTIVE: LICENSEE CUSTOMER REGISTERS 4Q2022***

To all BIC licensees:

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

- Customer data for October 1, 2022 through December 31, 2022 is **due by January 31, 2023**.
- Customer register submissions must be **COMPLETE** and **ACCURATE** to comply with the requirement and submitted as a CSV file. [A template can be found here.](#)
- All submissions of a Customer Register, or notifications of a claimed exemption, must be submitted through the [BIC Online Portal](#).

***CUSTOMER REGISTER EXEMPTIONS:***

You must notify the Commission if you believe your business qualifies for an exemption from the Customer Register reporting requirement **for this reporting period**. Your business may qualify for an exemption if your company (1) **does not** collect refuse, organic waste, recyclable materials (metal, glass, plastic, paper), medical waste, recycled tires, paper that is collected for the purpose of shredding or destruction, or grease; (2) **does not** have any customers in NYC; (3) only collects construction and demolition debris; or (4) only performs on-call work. ***If approved, this exemption would apply to this customer register period only.***

***YOU MUST COMPLY WITH THIS DIRECTIVE***

Failure to respond to this directive or to submit a customer register exemption notification is a violation of the Commission's rules, 17 RCNY §§ 1-09 and 5-03(g), and you may be subject to civil penalties of up to \$10,000 for each such violation. Failure to respond could adversely affect your licensing status or future license renewal applications.

Sincerely,

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

Elizabeth Crotty  
Commissioner and Chair