

Announcement Regarding Change in Procedure for Lobbyist/Client Filers' Statements of Registration

This announcement was necessitated by a recent enhancement of the e-Lobbyist system intended to facilitate a more efficient and generally more manageable registration process. As a result of such enhancement, you may have to amend your 2012 statement of registration. We apologize for any inconvenience and encourage you to read this entire announcement carefully.

Please be advised that effective immediately, each Lobbyist/Client Filer is required to upload/mail a letter authorizing the employee(s) it has designated to lobby on its behalf for the 2012 calendar year pursuant to New York City Administrative Code § 3-213(c)(4). Such authorization letter should clearly indicate the effective date on which each employee is being designated.

1. The start date listed on the statement of registration must match the earlier of: (a) the date the Lobbyist/Client Filer reasonably anticipates exceeding the \$2,000 threshold for reportable lobbying or (b) the effective date listed in the authorization letter of the employee that initially triggered the filing of the statement of registration.
 - a. If there is a discrepancy between the start date as determined immediately above and the start date in the statement of registration, you must either amend the statement of registration and/or the authorization letter, as necessary. Such amendments may result in late filing penalties and civil penalties if the effective date in the authorization letter is earlier than the start date on the statement of registration.
 - i. The timeliness of the statement of registration is based on the effective date listed in the authorization letter.
 - ii. The filing of any requisite periodic reports is based on the effective date listed in the authorization letter (even in the absence of lobbying activity in that filing period).
2. For those Lobbyist/Client Filers that have already filed a 2012 statement of registration without the related authorization letter prior to February 9, 2012, please file an amended statement and upload/mail an authorization letter to the statement. *For those entities that have previously submitted an authorization letter to this office, please file an amended statement of registration and select "I will be sending an authorization letter" and certify the statement. Our office will then upload the authorization letter you previously sent to us.

If you have any questions regarding the content of this announcement, please contact the Lobbying Bureau at (212) 669-8171. Please note that authorization letters are required each year when filing a statement of registration. Thank you for your anticipated cooperation.

* Please note if your statement of registration is in "filed" status, because you have not yet submitted the registration fee, please mail the authorization letter to this office and we will upload it to your statement of registration.