

**ANNOUNCEMENT REGARDING THE IMPOSITION OF PENALTIES FOR THE
FAILURE TO FILE TERMINATION NOTICES**

Please be advised of the following:

Pursuant to New York City Administrative Code (“Administrative Code”) §3-215 both a lobbyist **AND** a client, on whose behalf a statement of registration has been filed, must file a termination notice on e-Lobbyist within 30 days after termination of the retainer agreement associated with such statement of registration.¹

When a termination notice is filed, the **lobbyist** must also file the following reports: (1) the periodic report for the period in which the termination took place; and (2) the lobbyist annual report (sixth periodic report). In addition, the **client** is required to file its client annual report regardless of the termination date so long as the client’s cumulative lobbying compensation and reimbursed expenses to the lobbyist exceeded the \$2,000 reporting threshold in the calendar year.

Commencing in 2013, if the termination notice is not filed within 30 days after the termination of the retainer agreement, an errant filer will have up to 14 business days from the date of mailing of a notice to cure to file such termination notice. *See* Ad. Code §3-223(e). If the termination notice is not filed within that time period, the errant filer may be subject to a civil penalty to be determined after a hearing at the Office of Administrative Trials and Hearings. *See* Ad. Code §§3-223(d), (f).

Thank you for your prompt attention to this matter. Please call 212-669-8171 for further information.

¹ A termination notice is **not** required if the end date on the statement of registration is December 31 of the given filing year.