

How to Renew Your Application for the Apparel Industry Certificate of Registration (LS 153)

1. Review the pre-printed information. Make any corrections on the form.
2. Have these items changed within the past year: owners, partners, corporate officers, or persons with a financial interest in a corporation that is not traded publicly, or the 10 largest shareholders? If yes, list the current names, home addresses, titles, and amount or percentages of ownership on the back of the form.
 For new owners, partners and corporate officers, you must also include their Social Security Numbers and send a copy of a government issued photo identification.

3. You **must** include a list of the names, addresses and percent of interest for **all** persons with a financial interest in the business.

Publicly traded corporations must list the names, titles and home addresses of all corporate officers and send a copy of a government issued photo identification for each.

4. Provide certificates of insurance for both Workers' Compensation and Disability Insurance with **each** application.

For information about Workers' Compensation or Disability Insurance, call the NYS Workers' Compensation Board at (866) 298-7830.

For Workers' Compensation send one of these forms:	
C-105.2	Certificate of Workers' Compensation Insurance
U-26.3	Certificate of Workers' Compensation Insurance (From the State Insurance Fund)
SI-12	Certificate of Workers' Compensation Self-Insurance
GSI-12	Certificate of Group Workers' Compensation Self-Insurance
GSI-105.2	Certificate of Participation in Workers' Compensation Group Self-Insurance
CE-200	Certificate of Attestation of Exemption N.Y.S. Workers' Compensation and/or Disability Benefits Coverage (find at www.wcb.ny.gov)

For Disability Insurance send one of these forms:	
DB 120.1	Certificate of Disability Insurance
DB 155	Certificate of Disability Benefit Self-Insurance
CE-200	Certificate of Attestation of Exemption N.Y.S. Workers' Compensation and/or Disability Benefits Coverage (find at www.wcb.ny.gov)

Mail the completed and **signed** application:

- By December 1 to the address above
- Include a check or money order for **\$150.00** made out to the Commissioner of Labor

Questions? Call the Permit and Certificate Unit at (518) 457-1942.

Liability and Written Assurance: Apparel Industry Registrations are issued as defined in Article 12-A Section 340 of the New York State (NYS) Labor Law. Section 345-a of this law includes:

Joint Liability - A manufacturer or contractor who contracts or subcontracts with another manufacturer or contractor for the performance of any apparel industry service... and who knew or should have known with the exercise of reasonable care or diligence of such other manufacturer's or contractor's failure to comply with Article 6 (Payment of Wages) or Article 19 (Minimum Wage Act)... in the performance of such service shall be jointly liable for any wages not paid to such manufacturer's or contractor's employees.

Written Assurance - Under joint liability, reasonable care or diligence is presumed if, prior to the execution of a contract or subcontract, the manufacturer or contractor receives written assurance from the Department of Labor that the contractor or subcontractor is in compliance with the Apparel Industry Registration provisions of Section 341 of the NYS Labor Law.

Failure to obtain written assurance will subject you to joint liability and other civil penalties if the firm you are contracting with is found to be in violation of Article 6 (Payment of Wages) or Article 19 (Minimum Wage Act) of the Labor Law. The department may charge a reasonable fee for providing such assurance to a manufacturer or contractor.

The annual fee for an unlimited number of requests for letters of written assurance, during a registration year, is **\$100**. A registration year starts January 15 and ends January 14 of the following year. To receive an unlimited number of letters of written assurance:

- Make out a separate check or money order for **\$100** payable to the Commissioner of Labor
- Mail it, with your request, to the address on the front of this form

For more information on Article 12-A, contact the Apparel Industry Task Force, 55 Hanson Pl, 11th Floor, Brooklyn, NY 11217, 1-877-381-0926.

Free Labor Law Seminars for Employers are offered to employers and their representatives to explain various parts of the Labor Law. We hold the seminars on the last Monday of each month. To register, call the Apparel Industry Task Force Office at:

- (212) 775-3658 for the downstate region Westchester, NYC and Long Island)
- (518) 457-9000 (press option 1 and option 3) for all other areas of New York State

Other Labor Laws that apply include, but are not limited to:

- Wages:
 - Are paid on time
 - Comply with NYS Minimum Wage law
 - Include a wage statement with each payment
 - Are not subject to deductions except those authorized by law (such as for Social Security or income tax)
 - Are not reduced by costs incurred by an employee in carrying out duties assigned by the employer
- Records:
 - Keep accurate payroll data that show the number of hours worked daily and weekly, the amount of gross wages, net wages, and deductions
 - Must be available to representatives of the Commissioner of Labor at your place of business upon request
- Cooperation:
 - With any investigation
 - To determine compliance with the Labor Law