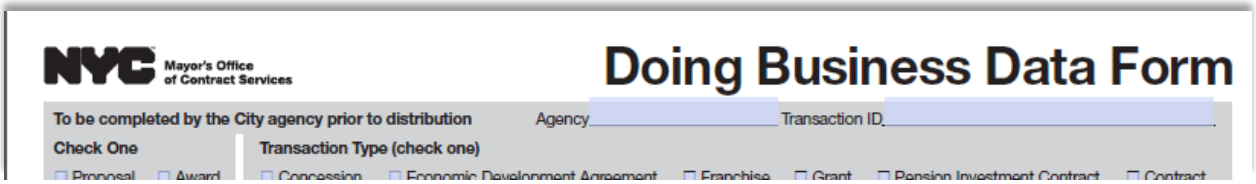
How Entities Should Complete the First Doing Business Data Form of 2018 to Certify Ownership Status

Entities filing a Doing Business Data Form (DBDF) must certify if an organization holds 10% or more ownership of the entity. To do so, they must complete the new 2018 DBDF. The top of the new forms looks like this doingbusiness@mocs.nyc.gov.


Mayor's Office of Contract Services

Doing Business Data Form

To be completed by the City agency prior to distribution Agency Transaction ID

Check One

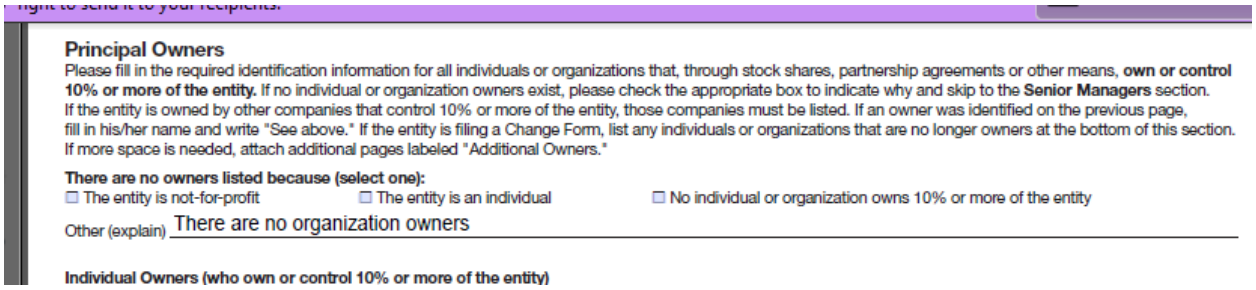
Transaction Type (check one)

Unless an entity has never filed before, the first DBDF of 2018 should be completed with a filing status of "change from previous data form". Many entities currently in the system will wish to file to certify no changes since pervious form, or make changes that do not include certification of their organization ownership status. **Such entities MUST submit a 2018 DBDF to certify if there are organizations that own 10% or more of the entity before any no change or change DBDFs may be accepted.**

A new or change 2018 DBDF should certify organization ownership status in one of three ways:

1. **If there are no owners at all, choose the appropriate reason in the box.**

2. **If the Filing Entity has no Organization Owners, but has Individual Owners (thus can't choose box #3) they have previously reported, they should write "There are no organization owners" in the "Other" line at the start of the Owner section.**


Principal Owners

Please fill in the required identification information for all individuals or organizations that, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity.** If no individual or organization owners exist, please check the appropriate box to indicate why and skip to the **Senior Managers** section. If the entity is owned by other companies that control 10% or more of the entity, those companies must be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals or organizations that are no longer owners at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Owners."

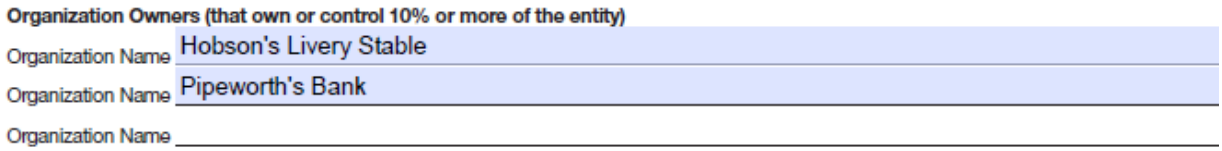
There are no owners listed because (select one):

☐ The entity is not-for-profit ☐ The entity is an individual ☐ No individual or organization owns 10% or more of the entity

Other (explain) There are no organization owners

Individual Owners (who own or control 10% or more of the entity)

3. **If there are Organization Owners, their names should be entered in that section.**


Organization Owners (that own or control 10% or more of the entity)

Organization Name Hobson's Livery Stable

Organization Name Pipeworth's Bank

Organization Name

To inquire if an entity has filed a 2018 DBDF and certified their organization ownership certification please email doingbusiness@mocs.nyc.gov or call 212-788-8104.