



AUTORITÉ
DES MARCHÉS
PUBLICS

TRANSPARENCE
ÉQUITÉ
SAINE CONCURRENCE

HOW TO DISCLOSE OR MODIFY YOUR BUSINESS RELATIONSHIPS

Companion guide

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Important information

- ▶ The disclosing or modification of business relationships must be submitted by the enterprise's respondent. A respondent who is unable to perform his or her functions may sign a power of attorney authorizing another person to communicate with the AMP as part of this process.
- ▶ Ensure that the names of individuals and enterprises are written the same way everywhere: business relationship, declaration form, identification document, certificate of good conduct if applicable, etc.
- ▶ The required forms must not have been signed more than six months prior to their submission.
- ▶ When submitting supporting documents:
 - The size of each file cannot exceed 35 MB.
 - Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
 - Your file names must not contain any special characters.
- ▶ In AMP e-Services, "the applicant" refers to the enterprise applying for authorization or, once authorized, declaring, modifying ou deleting its business relationships.
- ▶ It is recommended to use a computer instead of a mobile device and to use Chrome or Edge browsers.
- ▶ Do not activate the automatic translation (e.g. Google Translate), since the terminology used is likely to differ from the terms in this guide. Instead, you can change the language by clicking on **En** or **Fr** at the top of the website.

Prior updates

Before you begin, check that your enterprise's file is up to date (if applicable):

- ▶ At the [Registre des entreprises du Québec \(REQ\)](https://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access)¹.
- ▶ At the [Régie du bâtiment du Québec](https://www.rbq.gouv.qc.ca/services-en-ligne/licence/mettre-a-jour-mon-dossier-de-licence/)².
- ▶ On the enterprise's website, if it has one. Check that the information it contains is up to date, especially contact details and persons connected to the enterprise (board of directors, officers, shareholders, associates, etc.).

¹ <https://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access>

² www.rbq.gouv.qc.ca/services-en-ligne/licence/mettre-a-jour-mon-dossier-de-licence/

Determine which business relationships to disclose

Any individual or entity that exercises control over the enterprise is a business relationship. The relationships that must be disclosed vary depending on the legal form of the enterprise. Read the following pages carefully to find out what you must disclose.

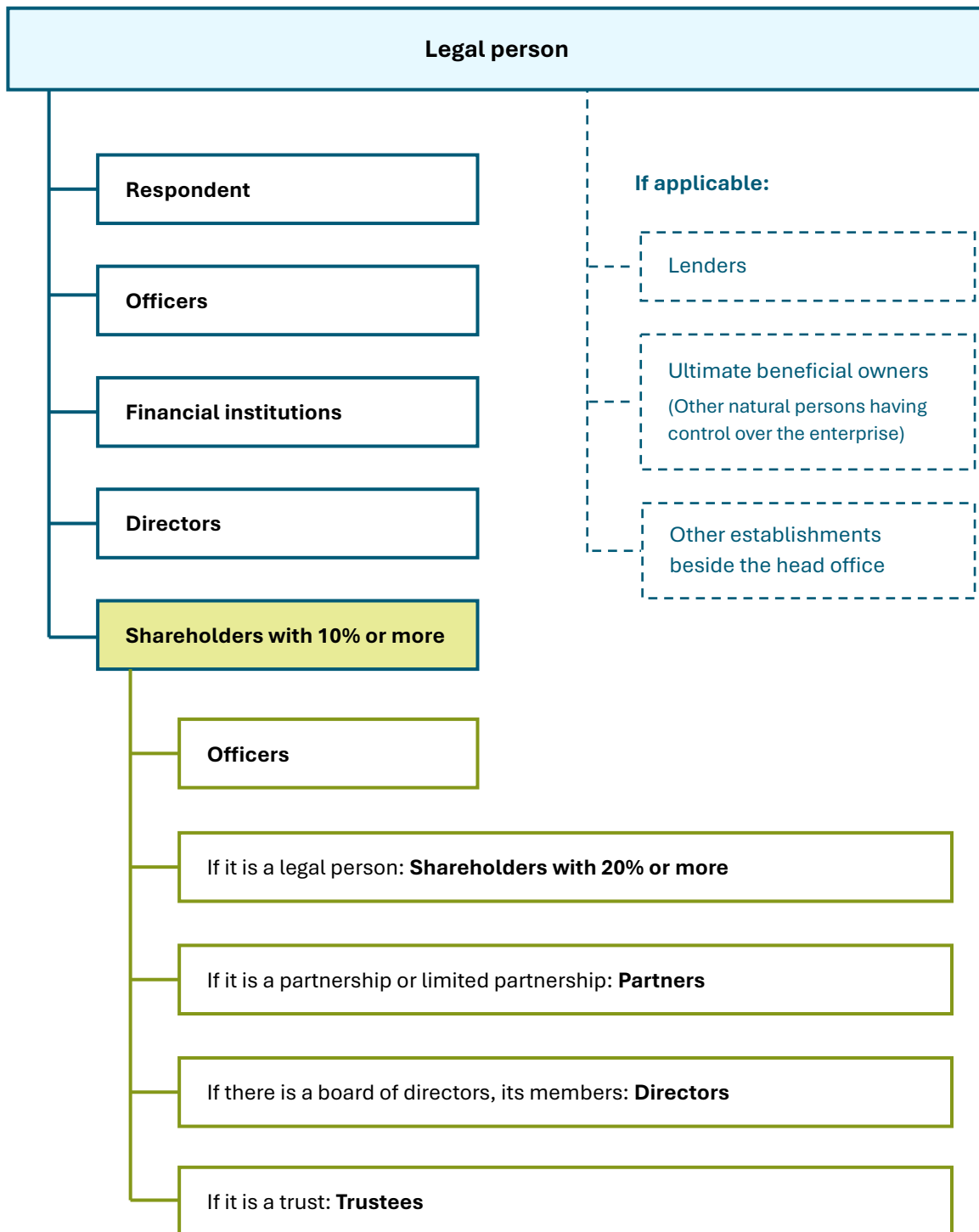
Type of business relationships

Business relationships applicable to all legal forms	
Respondent	Person representing the enterprise before the AMP: this person can submit requests to the AMP and is the AMP's point of contact. This person must have access to all enterprise information concerning its corporate structure, financial statements, judicial history, business relationships (individuals and entities), current affairs, etc. This person must hold one of the following functions within the enterprise: • Officer • Director • Shareholder • Partner • Natural person operating the enterprise as a sole proprietorship
Financial institution	Any financial institution with which the enterprise has bank accounts, lines of credit, mortgages, credit cards, etc. <i>Financing companies (which finance equipment used by an enterprise: vehicles, truck fleets, machinery, etc.) <u>are not</u> financial institutions.</i>
Lender	Individual or entity that has lent money to the enterprise. In financial statements, this may be identified, for example, as: redeemable shares, notes or bills payable, amounts due to related companies, advances from a company or individual, cash pooling, accounts payable, events after the date of the financial statements. <i>Financial institutions and financing companies are not lenders.</i>
Establishment	Except for the head office, all active addresses of the enterprise where it conducts business: branch, point of service, office, warehouse, etc.

Business relationships specific to certain legal forms	
Shareholder	Individual or entity that holds voting shares in the enterprise.
Partner	Person who owns shares in a partnership, exercises decision-making authority and participates in decisions relating to the enterprise's direction. In the case of a limited partnership, all limited partners and general partners are considered partners.
Director	Any person who is a member of the enterprise's board of directors.
Officer	Person who exercises decision-making authority over significant corporate decisions. Without limitation, the AMP considers that a person who holds one of the following positions is an officer: • President • General manager • Chief executive officer • Chief financial officer • Chief operating officer • Any person in a decision-making position with respect to calls for tenders, bids, contracts, and subcontracts
Ultimate beneficial owner	Person who holds a right entitling them to a share of an enterprise's income or assets, or a right entitling them to direct or influence the activities of such an enterprise. This includes, for example, a person who: • Holds 25% or more of the voting rights • Holds 25% or more of the market value • Has influence that could result in <i>de facto</i> control (influence over the enterprise's significant decisions) An ultimate beneficiary owner may also be a business if it is treated as an individual (sole proprietorship).
Trustee	Person who administers the assets of a trust in accordance with the terms and conditions set out in the trust deed.

Relationships to disclose according to legal form

- If the enterprise is a **legal person (corporation/inc)**, declare the relationships below.



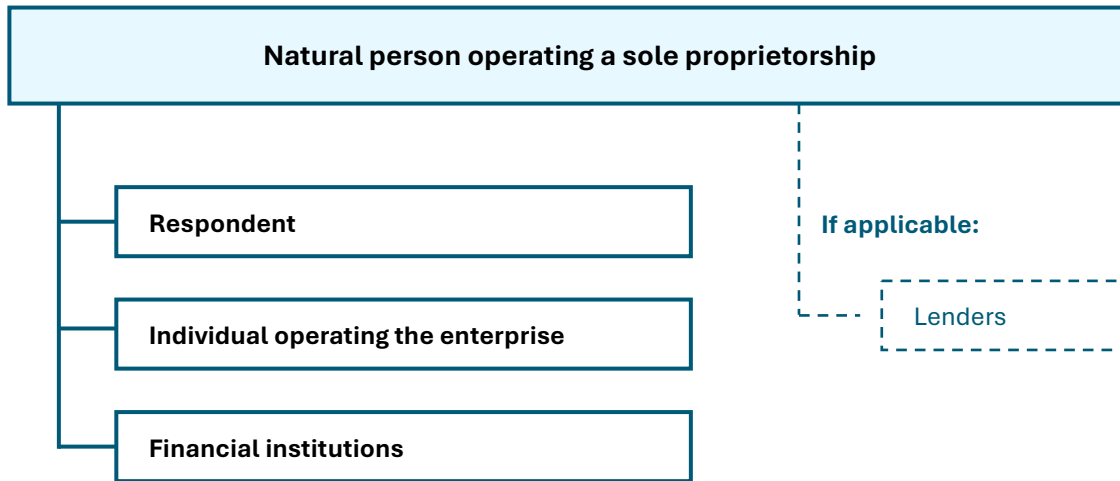
- If the enterprise is a **non-profit organization (NPO)**, declare the relationships below.

Non-profit organization	
Respondent	If applicable: Lenders Other establishments beside the head office
Officers	
Financial institutions	
Directors	

- If the business is a **partnership (general partnership, limited partnership, etc.)**, declare the relationships below.

Partnership	
Respondent	
Officers	
Financial institutions	
Partners	If applicable: Lenders Directors Ultimate beneficial owners (Other natural persons having control over the enterprise) Other establishments besides the head office
Officers	
If it is a legal person: Shareholders with 20% or more	
If it is a partnership or limited partnership: Partners	
If there is a board of directors, its members: Directors	
If it is a trust: Trustees	

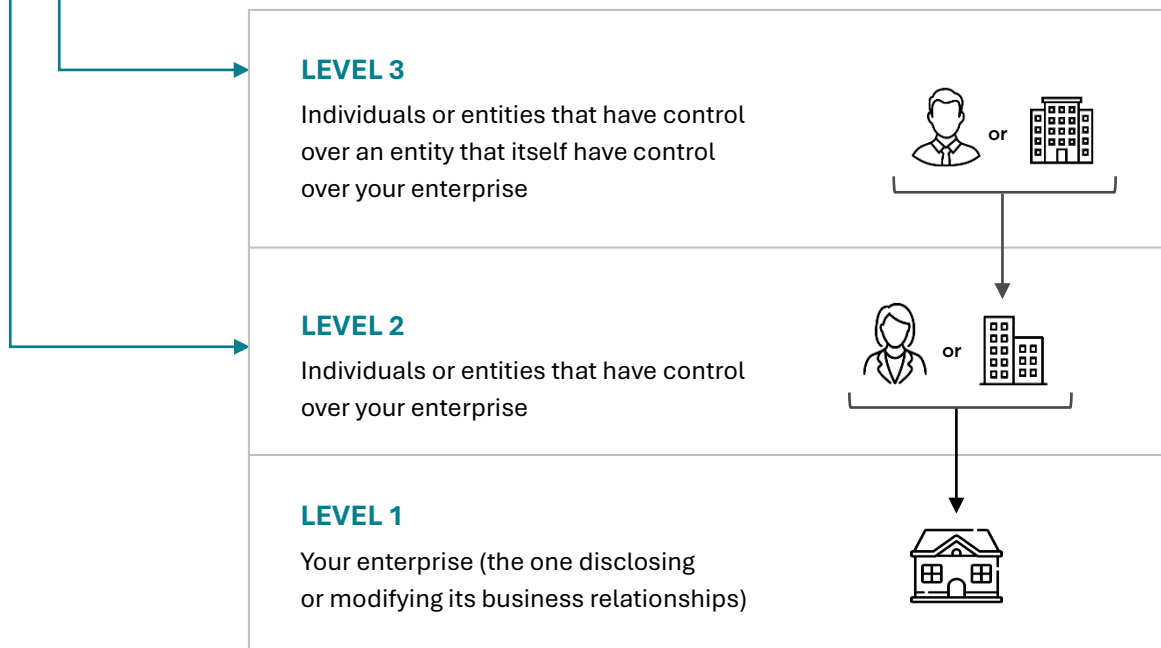
- If you are a **natural person operating a sole proprietorship**, declare the relationships below.



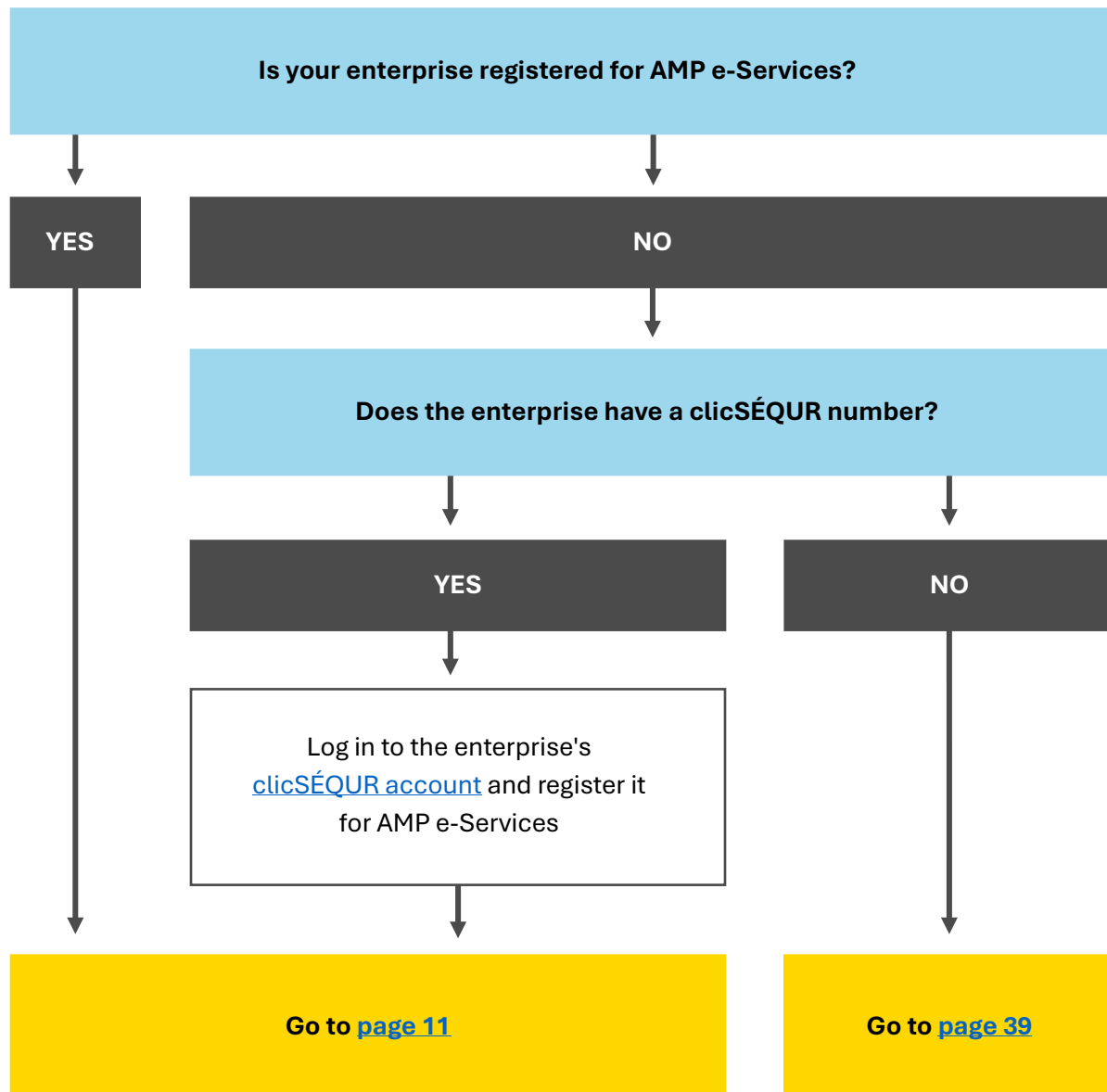
Levels of business relationships

Your enterprise (level 1) may have business relationships with individuals or entities (level 2).

If it has business relationships with entities, you also have to declare their own business relationships (level 3).



Where to start?

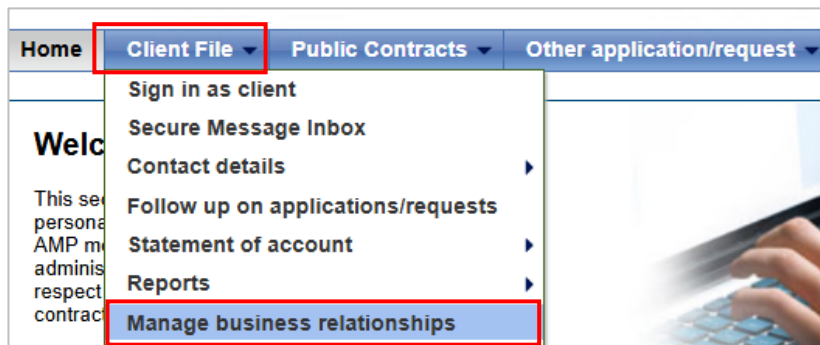


**Enterprises
with access to
AMP e-Services**

1. Update business relationships

1.1 Remove a business relationship

- From the AMP e-Services home page, select **Client file**, then **Manage business relationships**.



- You will then see all of the enterprise's business relationships that have already been disclosed, grouped by type. Click the **red X** to view the details.

▼ >		
▲ Type ✕		
Type	Name	Linked to
> Type: Director of the applicant		
> Type: Director of the entity		
> Type: Establishment		
> Type: Financial institution		
> Type: Officer who has control over the applicant		
> Type: Officer who has control over the entity		
> Type: Respondent		
> Type: Shareholder (entity) that has control over the applicant		
> Type: Shareholder (natural person) who has control over the applicant		
> Type: Shareholder (natural person) who has control over the entity		

- Next, click the **stylized X** (1) at the end of the link you want to delete. A new dialog box will appear on the screen. To confirm the removal, click **OK** (2).

Type	Name	Linked to	Status	
Director of the applicant	CUPIDON_LUC	TEST - LES POIVRES ROUX INC.	Sent	 
Director of the applicant	PEPPER_JOHN	TEST - LES POIVRES ROUX INC.	Sent	 
Director of the entity	CUPIDON_LUC	POTATO INC.	Sent	  1
Establishment	ANC POIV		Sent	 
Establishment	AUTI POIV		Sent	 
Financial institution	BAN		Sent	 

Delete 

Are you sure you want to delete this relationship?

2  

- The status will then display the message “Delete” (displayed for our team) followed by a trash can icon, confirming that your deletion has been successfully recorded.

Type	Name	Linked to	Status	
Director of the applicant	CUPIDON_LUC	TEST - LES POIVRES ROUX INC.	Sent	 
Director of the applicant	PEPPER_JOHN	TEST - LES POIVRES ROUX INC.	Sent	 
Director of the entity	CUPIDON_LUC	POTATO INC.	Delete	

- If there are any other links you want to delete, repeat the process.
- When you're done, click **Validate** at the bottom left of the page.

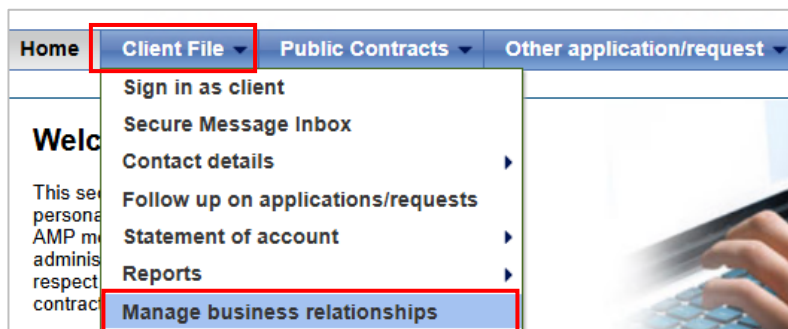
Return to menu	Validate	Next step
--------------------------------	-----------------	---------------------------

► ATTENTION, IT'S NOT OVER YET

To complete the process, go to section 2 of the present guide: [Send your changes](#).

1.2 Modify a business relationship

- From the AMP e-Services home page, select **Client file**, then **Manage business relationships**.



- You will then see all of the enterprise's business relationships that have already been disclosed, grouped by type. Click the **red X** to view the details.

Type	Name	Linked to
> Type: Director of the applicant		
> Type: Director of the entity		
> Type: Establishment		
> Type: Financial institution		
> Type: Officer who has control over the applicant		
> Type: Officer who has control over the entity		
> Type: Respondent		
> Type: Shareholder (entity) that has control over the applicant		
> Type: Shareholder (natural person) who has control over the applicant		
> Type: Shareholder (natural person) who has control over the entity		

- To edit a link (address, phone number, job title, etc.), click the **pencil icon** (1).

Type	Name	Linked to	Status	
Director of the applicant	PEPPER, JOHN	TEST - LES POIVRES ROUX INC.	Sent	 
Director of the entity	CUPIDON, LUC	POTATO INC.	Sent	 

- The details of the relationship will appear on the screen. (For more information on what to enter in each field, see section 1.3 of this guide: [Disclose a new business relationship](#).) Make the necessary changes, then click **Save and return** at the bottom of the page.

Director of TEST - LES POIVRES ROUX INC.
?

Identification

Select an entity already disclosed or enter its information below. CUPIDON, LUC Select

+ Gender F

* Last name CUPIDON

* First name LUC

+ Date of birth 05/22/1981 (mm/dd/yyyy)

+ Home address

Civic No 1410 Suite / Apt. / Unit

Street / Delivery Installation RUE ELOI-GARNEAU

Municipality QUÉBEC Province / State QC

Country CANADA Postal code / Zip code G3E 1P6

Obtain an address

References

+ Personal telephone 123 123-1233

E-mail Cupidonluc5555@gmail.com

+ Functions

Description of functions DFD

+ Control

Description of control (number of shares, % of voting rights, value of partnership units, etc.) FDDFD

In the past five years, have you been a shareholder, director, partner or officer of another enterprise, or have you directly or indirectly had legal or de facto control over another enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of *An Act respecting contracting by public bodies*? Yes No

+ Supporting documents

Declaration

1 document(s) required

☒ Declaration (Level 2 natural person) Paper Electronic Sent Delete

Valid ID

1 document(s) required

☒ ID Paper Electronic Sent Delete

Prior criminal and penal offences

0 document(s) required

☐ Good conduct certificate Paper Electronic

☐ Other equivalent document Paper Electronic

☐ Police certificate Paper Electronic

☐ Verification of prior criminal and penal offences Paper Electronic

Other document

0 document(s) required

☐ Document Paper Electronic

Save and return Save and new Cancel

- You will then see the status “Modify” (1) displayed for our team, confirming that your changes have been saved. You can undo your changes by clicking the arrow (2).

Type	Name	Linked to	Status	
Director of the applicant	PEPPER, JOHN	TEST - LES POIVRES ROUX INC.	Sent	 
Director of the entity	CUPIDON, LUC	POTATO INC.	Modify 1	  2

- If there are any other links you want to modify, repeat the process.
- When you're done, click **Validate** at the bottom of the page.

Return to menu	Validate	Next step
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► ATTENTION, IT'S NOT OVER YET

To complete the process, go to section 2: [Send your changes](#).

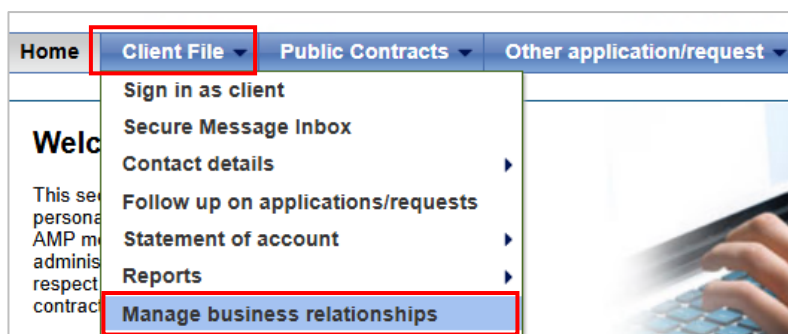
1.3 Disclose a new business relationship

IMPORTANT

Ensure that the names of individuals and enterprises are written the same way everywhere: business relationship, declaration form, identification document, etc.

1.3.1. Disclose an individual related to the enterprise

- From the AMP e-Services home page, select **Client file**, then **Manage business relationships**.



- From the drop-down menu (1), select the function that the individual holds within the enterprise, then click on **Add** (2). If the person holds multiple positions, you can add them later by repeating the process.

Type	Status	Actions
Director of the applicant	Sent	[Edit] [Delete]
Director of the applicant	Sent	[Edit] [Delete]

- The type of business relationship (1) appears in the dark blue area and determines the information to be provided. Please fill in the fields.

Shareholder (natural person) who has control over "TEST - LES POIVRES ROUX INC." ?

1

Identification

Select an entity already disclosed or enter its information below. CUPIDON, LUC [Select](#)

+ Gender

* Last name

* First name

+ Date of birth (mm/dd/yyyy)

+ **Home address**

Civic No Suite / Apt. / Unit

Street / Delivery Installation

Municipality Province / State

Country Postal code / Zip code

[Obtain an address](#)

References

+ Personal telephone ⓘ

E-mail

+ **Functions** **2**

Description of functions

+ **Control** **3**

Description of control (number of shares, % of voting rights, value of partnership units, etc.)

- In the **Functions** field (2), enter the type of business relationship (1).
- If the type of relationship is *Officer*, specify the job title and the nature of what is being managed. For example: Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Financial Controller, etc.
- In the **Control** field (3):
- If the type of relationship is *Shareholder* or *Partner*, describe the control that the person has over the enterprise: number of shares, percentage of voting rights, value of the share, etc.
 - In all other cases, enter the type of business relationship again (1).

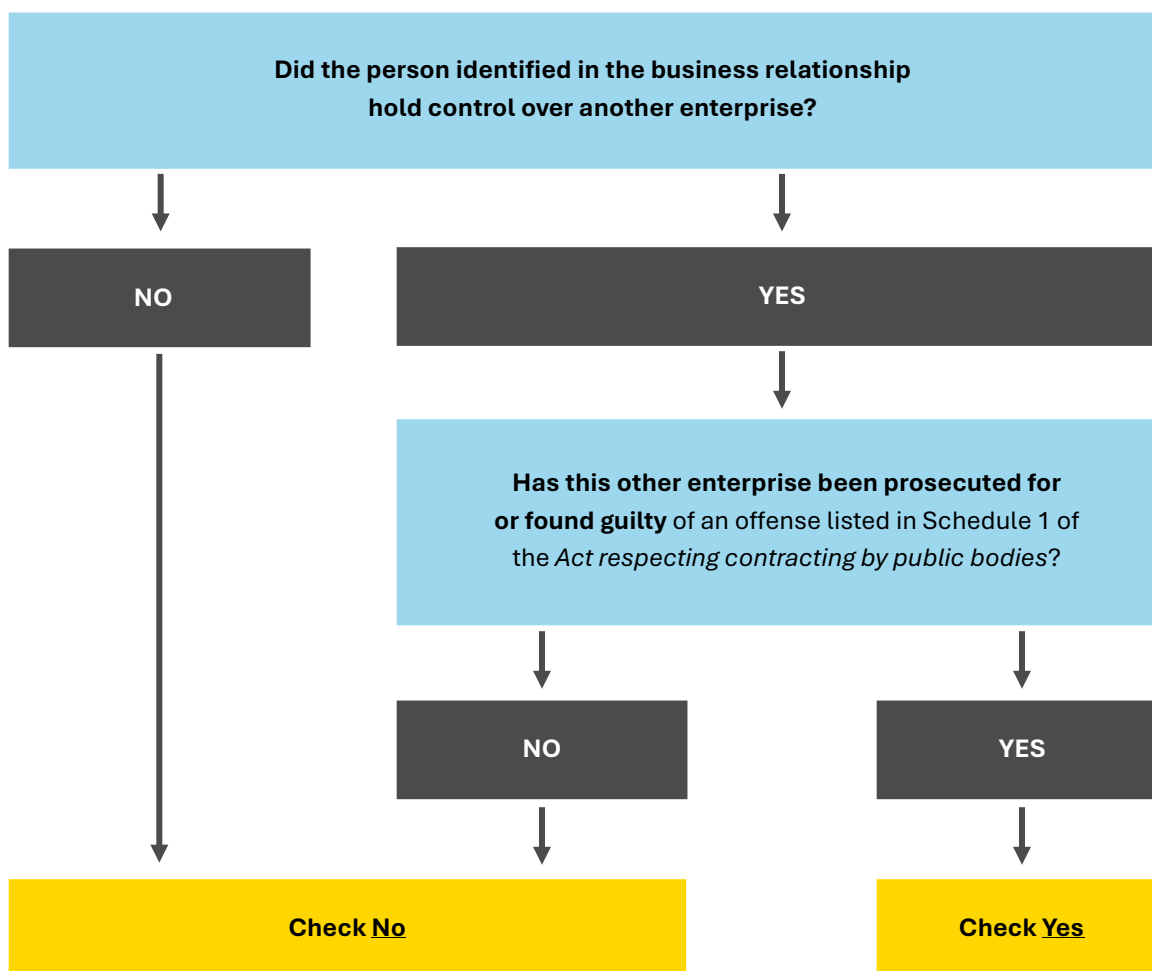
PLEASE READ THE NEXT QUESTION CAREFULLY

It concerns relationships with another entity **that would have been prosecuted for or found guilty of an offense.**

In the **past five years**, have you been a shareholder, director, partner or officer of another enterprise, or have you directly or indirectly had legal or de facto control over **another enterprise that was prosecuted for or found guilty** of an offence listed in Schedule 1 of the *Act respecting contracting by public bodies*?

☐ Yes ☐ No

To answer the question, follow the diagram below³:



³ Having control means having been a shareholder, director, partner or officer of such a enterprise, or having had, directly or indirectly, legal or de facto control over it.

Supporting documents to provide (natural person)

Two documents are required at all times: the declaration (1) and a valid proof of identity (2). If the person is not domiciled in Québec, he or she must also provide a document certifying his or her criminal and penal record (3).

Declaration 1

1 document(s) required

☒ Declaration (Level 2 natural person)

☐ Paper ☒ **Electronic** 4 Attach 5

Valid ID 2

1 document(s) required

☒ ID

☐ Paper ☐ Electronic

Prior criminal and penal offences 3

0 document(s) required

☐ Good conduct certificate ☐ Paper ☐ Electronic

☐ Other equivalent document ☐ Paper ☐ Electronic

☐ Police certificate ☐ Paper ☐ Electronic

☐ Verification of prior criminal and penal offences ☐ Paper ☐ Electronic

Other document

0 document(s) required

☐ Document ☐ Paper ☐ Electronic

Declaration (1)

- ▶ This document is **mandatory at all times, even if there are no offences to report**.
- ▶ Download the [Declaration of the individual related to the enterprise](#)⁴ form. The person concerned by the business relationship must read it carefully, complete it, and sign it. Then save the form in electronic format.
- ▶ Click on **Electronic** (4) and select your file. Once it has been added, click on **Attach** (5) to send it.

Valid ID (2)

- ▶ This document is **mandatory at all times**.
- ▶ You must attach a **photo ID** issued by a government or one of its departments or agencies, showing the **name** and **date of birth** of the individual who signed the declaration. Expired documents are not accepted: the ID must be **valid** at the time of application.
- ▶ Save the ID in electronic format. Click on **Electronic**, select your file, then click on **Attach** to send it.

⁴ www.amp.quebec/form-declaration-individual

Prior criminal and penal offences (3)

- ▶ If the individual mentioned in the business relationship does not reside in Québec, this document is mandatory, even if there are no prior offences to report.
- ▶ It may be a police certificate or a certificate of good conduct from a private firm specializing in criminal background checks. It must have been issued **within six months** before the application is submitted.
- ▶ Scan and save the document in electronic format. Click on **Electronic** and select your file. Once it has been added, click on **Attach** to send it to the AMP.

IMPORTANT

- ▶ Always select the **Electronic** option. Do not send paper documents, as this will delay the processing of your application.
- ▶ The size of each file cannot exceed 35 MB.
- ▶ Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
- ▶ Your file names must not contain any special characters.
- ▶ If you have questions, call us at 1-888-335 5550.

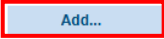
When you have attached all the required supporting documents:

- ▶ Click on **Save and Return** at the bottom of the screen to return to the *Disclose relationships* page.

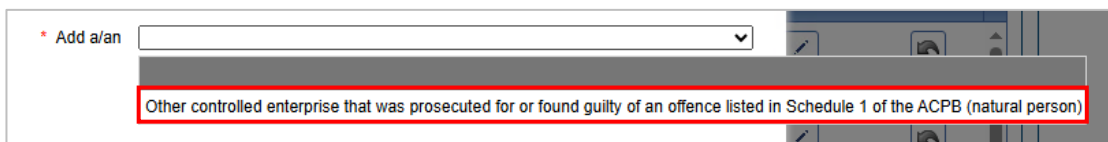


If you answered Yes to the [question](#) regarding relationships with another enterprise that has been prosecuted for or found guilty of an offense:

- ▶ Click the **Add** button that appears to the right of the business relationship.

Director of the applicant	PEPPER, JOHN	TEST - LES POIVRES ROUX INC.	Modify	  
---------------------------	--------------	------------------------------	--------	--

- ▶ In the dialog box that appears, select “Other controlled enterprise that was prosecuted for or found guilty of an offense listed in Schedule 1 of the ACPB (natural person)”.



- Then enter the requested information, and click **Save and Return**.

Other controlled enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of the ACPB for "PEPPER, JOHN" ?

Identification

Select an entity already disclosed or enter its information below. Select

* Name

NEQ (May not be mandatory in certain cases)

+ Main address

Civic No Suite / Apt. / Unit

Street / Delivery Installation

Municipality Province / State

Country Postal code / Zip code

Obtain an address

References

+ Main telephone ⓘ

Fax

Website

Other telephone ⓘ

+ Functions

Description of functions

Period

Period during which the person held these functions

+ Start date End date

+ Supporting documents

Other document

0 document(s) required

☐ Document ☐ Electronic

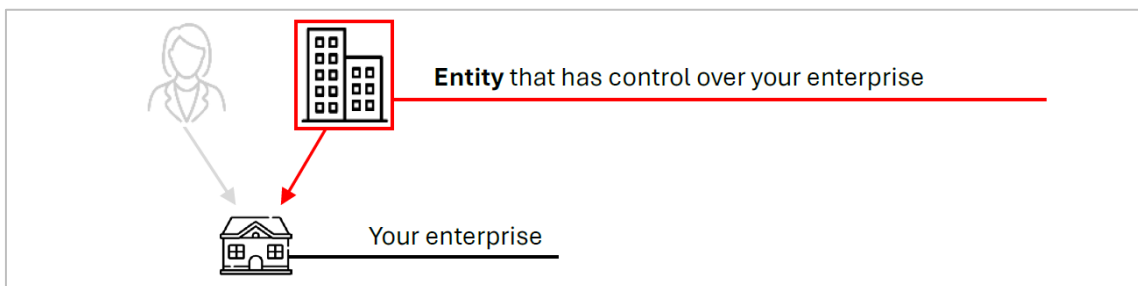
Save and return Save and new Cancel

WHEN ALL OF THE BUSINESS RELATIONSHIPS OF THIS PERSON ARE DECLARED

- Repeat this process for all other individuals directly associated with the enterprise, if applicable.
- If you have new business relationships to disclose, this time involving entities rather than individuals, please proceed to section 1.3.2 of this guide: [Disclose an entity related to the enterprise](#).
- Otherwise, proceed to step 2: [Send your changes](#).

1.3.2. Disclose an entity related to the enterprise

The procedure is similar to that for declaring an individual, but the documents to provide are different.



- In the drop-down menu (1), select the entity's relationship to the enterprise and click on **Add** (2).

- The type of business relationship appears in the dark blue area at the top of the form (3) and determines the information to provide.

- Enter the name of the entity and its Québec enterprise number (NEQ) if it has one (4).
- Then click on Obtain an address (5). A new window will open.

- Select the country (1).

The screenshot shows a form with three main sections: **Country**, **Search**, and **Address**.

1. In the **Country** section, there are three radio buttons: "Canada", "United States", and "Other country". A red box highlights these options, with a red "1" next to it.

2. In the **Search** section, there is a text input field for "* Postal code" and a "Civic No" input field. A red box highlights the postal code field, with a red "2" next to it.

3. To the right of the search fields is a blue button labeled "Search". A red box highlights this button, with a red "3" next to it.

4. In the **Address** section, there are several input fields: "* Postal code", "* Civic No", "* Street / Delivery Installation" (with a dropdown arrow), "Suite / Apt. / Unit", "* Municipality", and "* Province". A large red box encompasses all these fields, with a red "4" next to it.

5. At the bottom of the form are two buttons: "OK" and "Cancel". A red box highlights the "OK" button, with a red "5" next to it.

- If the address is in Canada, enter the postal code (2), then click on **Search** (3). Enter the requested information and confirm the address.
- If the address is outside Canada, fill in the **Address** section (4).
- Then click on **OK** (5) to return to the form.
- In the **References** section, enter the entity's main telephone number (6). To determine the format to use for each country, click on the small *i* in a circle. If the entity has a website, enter it as well (7).

The screenshot shows the **References** section of the form.

6. The first field is "+ Main telephone" with the value "555 555-5555 x 5". To the right of the input field is a small circular icon containing an 'i'. A red box highlights the entire first row, with a red "6" next to it.

7. Below the first row is a "Fax" field, followed by a "Website" field, and then an "Other telephone" field. A red box highlights the "Website" field, with a red "7" next to it.

- Then select the legal form of the entity from the drop-down menu: **Legal person** (corporation/Inc.), **Partnership** (general partnership, limited partnership, etc.), **Other legal form** (natural person operating a sole proprietorship, non-profit organization/NPO, cooperative, etc.), or **Trust**.

+ Legal form

Indicate the entity's legal form

Legal person
Partnership
Other legal form
Trust

- The next questions concern the control exercised by the entity over your enterprise. First, indicate how many shareholders or partners this entity has (1).
- Then indicate how many shares or partnership units **of your enterprise** are held by the entity (2).

+ Control

Total number of shareholders (voting shares) or partners for this entity? **1**

Description of control (number of shares, % of voting rights, value of partnership units, etc.) **2**

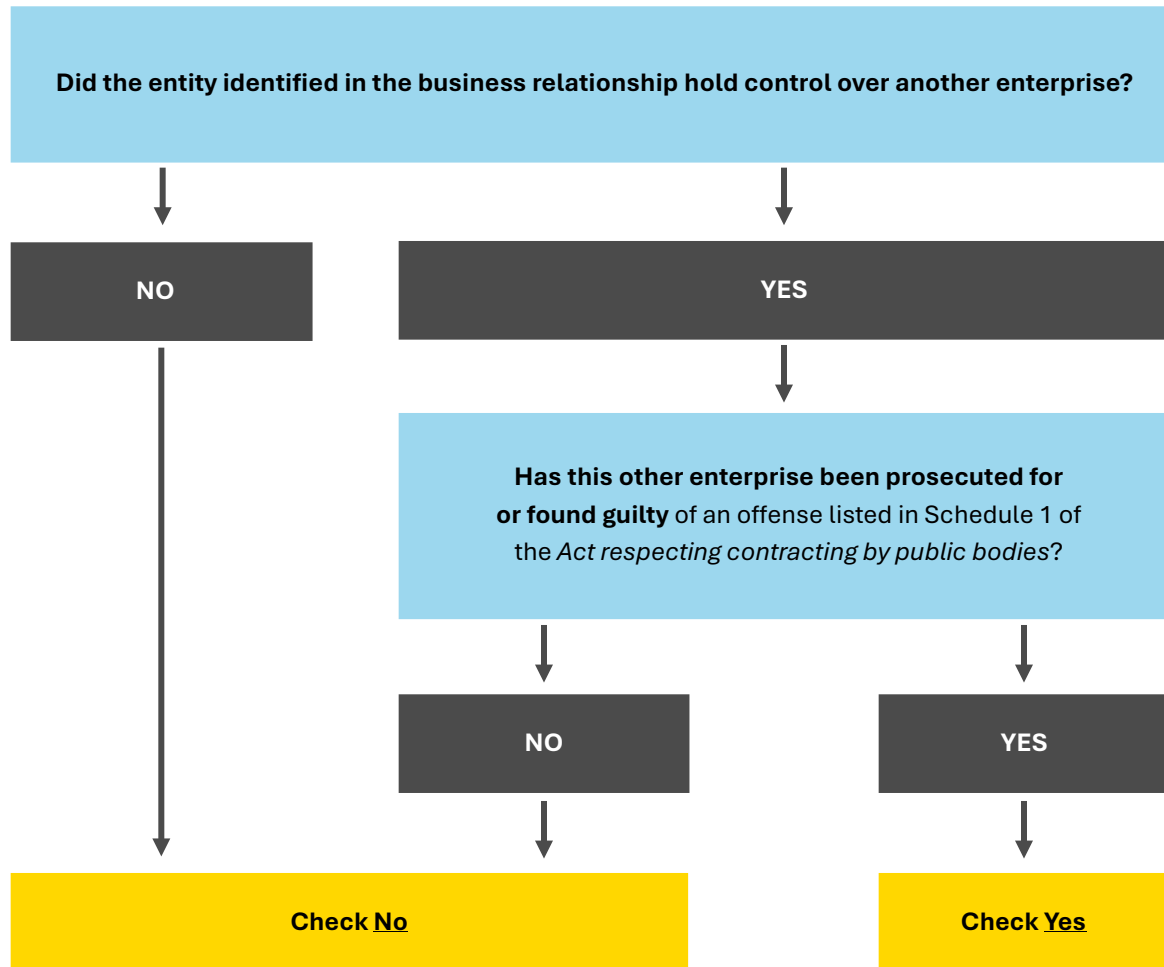
PLEASE READ THE NEXT QUESTION CAREFULLY

It concerns relationships with another entity **that would have been prosecuted or found guilty of an offence.**

In the **past five years**, has the entity been a shareholder or partner of another enterprise, or has it directly or indirectly had legal or de facto control over **another enterprise that was prosecuted for or found guilty** of an offence listed in Schedule 1 of the *Act respecting contracting by public bodies*?

☐ Yes ☐ No

To answer the question, follow the diagram below:



Supporting documents to provide (entity)

+ Supporting documents

Declaration
1 document(s) required
☒ Declaration (level 2 entity)

Prior criminal and penal offences
0 document(s) required
☐ Criminal and penal court record of the enterprise
☐ Other equivalent document

Other document
0 document(s) required
☐ Document

Paper ☒ Electronic ☐ Attach

Paper ☒ Electronic ☐ Attach

Paper ☐ Electronic ☐

Paper ☐ Electronic ☐

Declaration (1)

- ▶ This document is **mandatory, even if there are no offences to report**.
- ▶ Download the [Declaration of the entity related to the enterprise](#)⁵ form. The respondent of the entity must read it carefully, complete it, and sign it.
- ▶ Save the form in electronic format. Click on **Electronic** (2) and select your file. Once it has been added, click on **Attach** (3) to send it to the AMP.

Prior criminal and penal offences (4)

- ▶ This document is **mandatory if the entity's head office is not located in Quebec**. The document to be provided is a **declaration of good conduct**, that is, a letter signed by the respondent or by an officer of the enterprise stating the following:

*We acknowledge that the enterprise XYZ **has not**, over the past five years:*

- *Been prosecuted for or found guilty of any criminal or penal offence in the course of its business (in Canada or abroad).*
 - *Been a shareholder or partner in another enterprise, or had direct or indirect legal or de facto control over another enterprise that has been prosecuted for or found guilty of an offence listed in Schedule 1 of the Act respecting contracting by public bodies.*
- ▶ Save the form in electronic format, then click on **Electronic** (5) and select your file. Once it has been added, click on **Attach** (6) to send it to the AMP.
 - ▶ When you have finished, click on **Save and return** at the bottom of the screen.

Other document

- ▶ You may disregard this section as there are no documents to provide here.

WHEN YOU HAVE FINISHED

- ▶ Repeat this process for all other entities directly related to the enterprise, if applicable.
- ▶ You will then have to disclose the business relationships of each entity concerned (see section 1.3.5 of this guide: [Disclose level 3 business relationships](#)).

⁵ www.amp.quebec/form-declaration-entity

1.3.3. Disclose a financial institution

- From the drop-down menu, select **Financial institution** (1) and click on **Add** (2).

Disclose relationships

Add a/an: Financial institution

Add (2)

Type: Financial institution (1)

Type: Respondent

Respondent

Director of the applicant

Establishment

Lender (entity)

Lender (natural person)

Officer who does not have control over the applicant

Officer who has control over the applicant

Other entity that has control over the applicant

Other natural person who has control over the applicant

Status

Add

- To the right of the **Name** field, click on the arrow (3) and select the financial institution.

* Name

* Specify, if Other:

+ Financial institution branch

Name and address of financial institution branch

Save and return

Save

Banque Canadienne Impériale de Commerce

Banque de Montréal

Banque Laurentienne du Canada

Banque Nationale du Canada

Banque Royale du Canada

Banque Tangerine

Fédération des caisses Desjardins du Québec

Société hypothécaire HSBC (Canada)

La Banque de Nouvelle-Écosse

La Banque Toronto-Dominion

Autre/Other (4)

- If it does not appear in the list, click on **Other** (4), enter its name in the **Specify** field (5), then enter the name and address of the branch (6).

* Name: Autre/Other

* Specify, if Other: Banque de ABCD (5)

+ Financial institution branch

Name and address of financial institution branch

1234 rue de l'argent
Québec, Québec
G4R 1W8 (6)

- Then click on **Save and return** at the bottom of the page.
- Repeat this process for all other new financial institutions related to the enterprise, if applicable.
- When you have finished, proceed to step 2: [Send your changes](#).

1.3.4. Disclose an establishment

- From the drop-down menu, select **Establishment** (1) and click on **Add** (2).

Disclose relationships

Add a/an: Establishment

Director of the applicant

Establishment (1)

Financial institution

Lender (entity)

Lender (natural person)

Type: Director of the applicant

Officer who does not have control over the applicant

Officer who has control over the applicant

Other entity that has control over the applicant

Add (2)

- Then click on **Obtain an address**.

Civic No: 5555

Suite / Apt. / Unit:

Street / Delivery Installation: RUE STANLEY

Municipality: STE-CATHERINE-DE-LA-J-CARTIER

Province / State: QC

Country: CANADA

Postal code / Zip code: G3N 2R9

Obtain an address

- A new box will then open. First select the country (1).

Country

☒ Canada ☐ United States ☐ Other country (1)

Search

* Postal code (2)

Civic No

Search (3)

Address

* Postal code

* Civic No

* Street / Delivery Installation

Suite / Apt. / Unit

* Municipality

* Province

OK (5) Cancel

- If the address is in Canada, enter the postal code (2) and click on **Search** (3). Complete the information provided, then confirm the address.
- If the address is outside Canada, complete the **Address** section (4).
- Then click on **OK** (5) to return to the form.

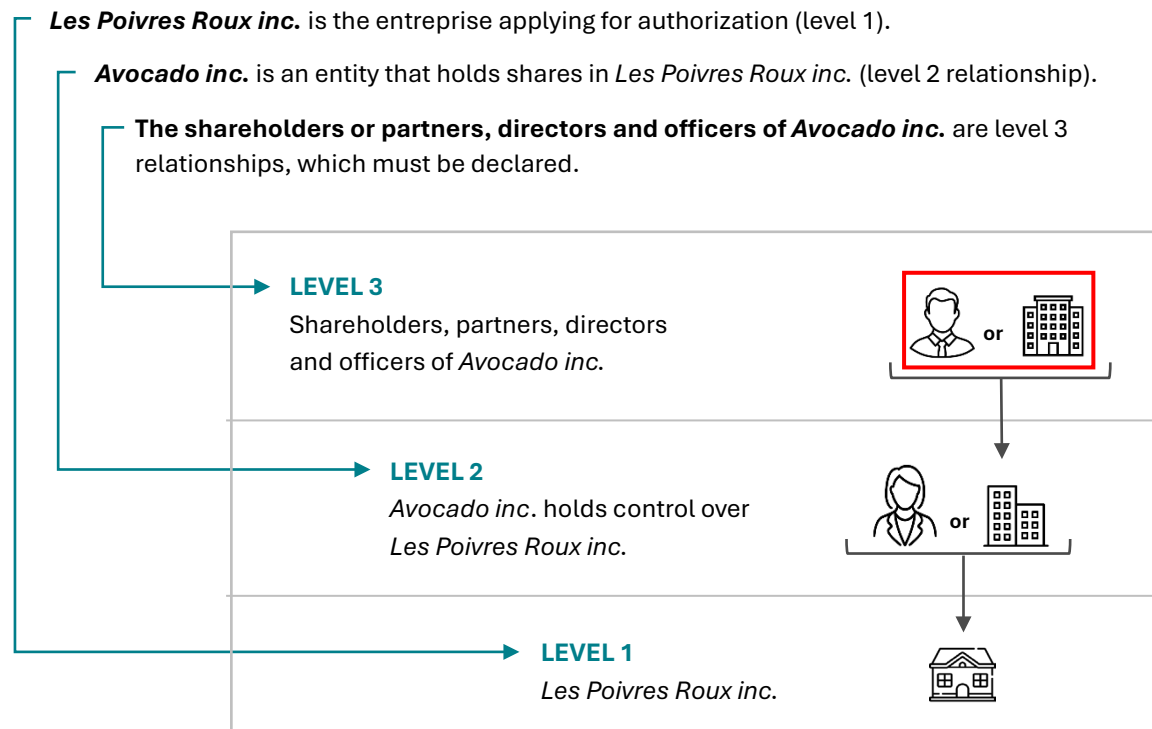
- In the **Telephone references** section, enter the telephone number of the establishment (6). For the format to be used depending on the country, click on the small *i*.

The screenshot shows a web form for 'Telephone references'. At the top, there is a field for 'Main telephone' with a small 'i' icon to its right, enclosed in a red box with a red '6' in the top right corner. Below it is a 'Fax' field. Underneath the 'Fax' field is the section header '* Status of establishment'. Below this header are three radio button options: 'Principal establishment', 'Other establishment', and 'Former address'. The 'Principal establishment' option is enclosed in a red box with a red '7' in the top right corner. At the bottom left of the form, there is a red box with a red '8' in the top left corner, containing the 'Save and return' button. To the right of this button are two other buttons: 'Save and new' and 'Cancel'.

- Mark the status of the establishment (7), then click on **Save and return** (8).
- Repeat this process for all other new establishment to disclose, if applicable.
- When you have finished, proceed to step 2: [Send your changes](#).

1.3.5. Disclose level 3 business relationships

In the following screenshots:



- On the *Disclose relationships* home page, click on **Add** next to the name of the level 2 entity to declare its own shareholders, directors, or officers (level 3 relationships).

Disclose relationships ?

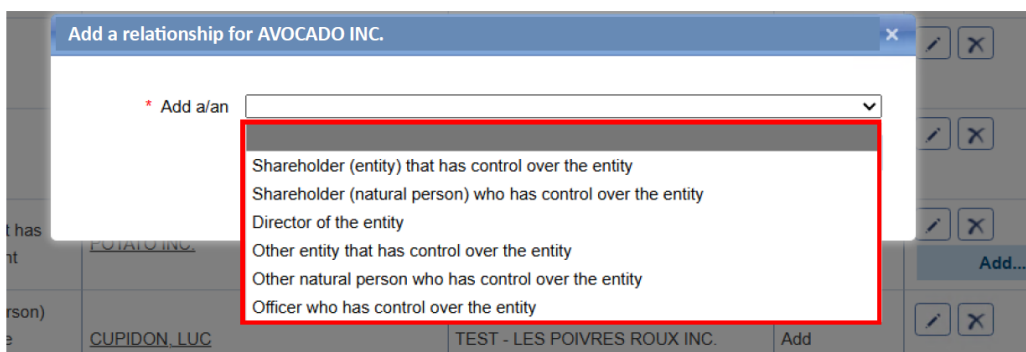
Add a/an **Add**

▼ >

▲ Type ✕

Type	Name	Linked to	Status	
▼ Type: Respondent				
Respondent	CUPIDON, LUC	TEST - LES POIVRES ROUX INC.	Add	
▼ Type: Shareholder (entity) that has control over the applicant				
Shareholder (entity) that has control over the applicant	AVOCADO INC.	TEST - LES POIVRES ROUX INC.	Add	Add...

- Then select the type of control held over the level 2 entity (in this case, *Avocado inc.*).



The screenshot shows a window titled "Add a relationship for AVOCADO INC." with a close button (X) in the top right corner. Below the title bar, there is a label "* Add a/an" followed by a dropdown menu. The dropdown menu is open, displaying a list of control types: "Shareholder (entity) that has control over the entity", "Shareholder (natural person) who has control over the entity", "Director of the entity", "Other entity that has control over the entity", "Other natural person who has control over the entity", and "Officer who has control over the entity". The dropdown menu is highlighted with a red border. To the right of the dropdown menu, there are several buttons: a pencil icon, an X icon, and an "Add..." button. Below the dropdown menu, there is a table with columns for entity names and an "Add" button. The table contains the following entries: "CUPIDON, LUC", "TEST - LES POIVRES ROUX INC.", and "Add".

- Then proceed in the same way as for previous relationships. Repeat the disclosure for each entity involved in a level 3 relationship.
- Once all business relationships have been disclosed, click on the **Validate** button at the bottom of the screen.

2. Send your changes

Whether you've added, removed, or modified business links, there are just a few steps left to complete the process and send your changes to the AMP.

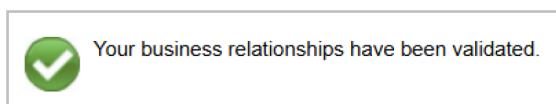
2.1 Validation of business relationships

After clicking the **Validate** button:

- If there are any errors or missing information, they will be displayed in red at the top of the page. Make any necessary corrections, then click on **Validate** again.



- When everything is correct, a confirmation message appears.



- Click on **Next step** at the bottom of the screen.
- You will then return to the Identification page (1). Click on **Next** (2) to continue.

Application to add/change business relationships – Public contracts

1 2 3 4 Step 1 of 4 : Identification and description of application or request 1

Use this form to send your enterprise's business relationships to the AMP. Before submitting it, make sure that you have made all your changes (additions, deletions, etc.).

For more information, consult the Companion Guide on the AMP website.

Identification and description of application or request

Client information

Client No. 1100491646

Name of firm TEST - LES POIVRES ROUX INC.

Mailing address

Civic No. 285 Suite / Apt. / Unit

Street / Delivery Installation FULTON ST

Municipality NEW-YORK Province / State NY

Country USA Postal code / Zip code 10007

Back to menu Reset 2 Next

2.2 Summary

This page displays a summary of the business relationships you are about to submit to the AMP.

- If there is anything to validate or change, click on **Previous** (1).
- If everything is correct, click on **Next** (2).

Summary ?			
Type	Added	Modified	Deleted
Director of the applicant	0	2	0
Director of the entity	0	0	1
Establishment	0	2	0
Officer who has control over the applicant	0	2	0
Officer who has control over the entity	0	0	1
Respondent	0	1	0
Shareholder (entity) that has control over the applicant	0	0	1
Shareholder (natural person) who has control over the applicant	1	0	1
Shareholder (natural person) who has control over the entity	0	0	1

Displaying items 1 - 9 of 9

Total
 Added : 1
 Modified : 7
 Deleted : 5

Reset

1 Previous 2 Next

2.3 Transmission

Ensure that you have disclosed all required information. Once your business relationships have been submitted, you will not be able to cancel or modify your application.

Declaration on information provided ?	
☒	I declare that the information provided herein is accurate.
1	
Warning ?	
Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.	
2	
Reset	Previous Print your application Submit

- Check the box **I declare that the information provided herein is accurate** (1).
- Then click on **Submit** (2) to send your request to AMP.

2.4 Confirmation



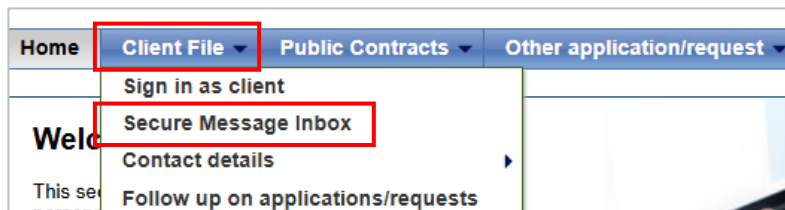
Confirmation of delivery ?

Your application/request has been submitted. **1**

Client No.: 1100021262
Application/request No.: 2400152496 **2**

Back to menu Print

- This page confirms that your application was sent to AMP (1).
- This is where you will see your client number and your application number (2). Please keep this information. It will be useful if you need to contact us.
- You will also find a delivery confirmation in the **Secure Message Inbox** in e-Services.



ONCE YOUR BUSINESS RELATIONSHIPS HAVE BEEN SUBMITTED

- The **Manage business relationships** section of your e-Services **will be accessible in read-only mode**. You will be able to view the information that has been disclosed, but you will no longer be able to add, delete, or modify information.
- While reviewing your request, **if we find that certain information is inaccurate, incomplete, or missing**, we will contact the respondent to make the necessary corrections.

3. Pay the fees related to integrity checks

If you have disclosed new business relationships, the AMP must verify the integrity of each person or entity reported:

- Respondent
- Officer
- Director
- Shareholder
- Partner
- Natural person operating a sole proprietorship
- Trustee
- Ultimate beneficial owner

Fees related to integrity checks are payable only once per individual or entity declared, even if their name appears in several business relationships.

The fees payable will be sent to you via an invoice deposited in the **Secure Message inbox** of the enterprise's e-Services.

Fees are indexed annually: <https://www.amp.quebec/en/droits-frais-et-tarifs-exigibles>

IMPORTANT

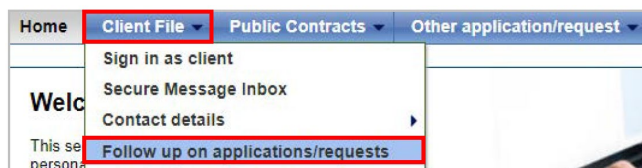
- ▶ Fees are non-refundable.
- ▶ No integrity check can be conducted until the fees have been paid.

4. Follow up on your application

Once you have submitted your request, you can track its progress at any time.

To access your request

- Log on to AMP e-Services, then select **Client file** and **Follow up on applications/requests**.



To view the chart

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024 1	2400152496 2	Application for authorization to contract 3	Waiting for client 4	12/11/2024 5	 6	 7

- The first three columns (1, 2, 3) indicate the date, number and type of each application or request submitted to AMP.
- The *Status* column (4) can show four different statuses:
 - **Under review by AMP:** the request has not yet been processed (the length of the review depends on the type of application and on the specific features of the file).
 - **Waiting for client:** the request cannot be processed because a piece of information, a document or a payment is missing. Check the **Client File/Secure Message Inbox** section (accessible from the e-Services home page) for details.
 - **Verification:** AMP and its partners are still completing the required integrity checks.
 - **Request completed:** the request has been processed, and AMP has issued its decision (you will find it in the **Secure Message Inbox** section).
- The *Status update* column (5) indicates how long the current status has been in effect.
- The *Form submitted* column (6) displays what you've already sent to the AMP.
- The last column (7) lets you add documents to an application already submitted (because you forgot to include them, or the AMP has requested additional documents, for example).

To add a document to a previously submitted application

- ▶ Tap the + icon (last column).

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024	2400152496	Request for annual update of the authorized enterprise	Waiting for client	12/11/2024		

- ▶ A new window will open. From the drop-down list, select the type of document to attach (options depend on the type of enterprise and request, and may differ from the image below).

Add a document

Please select the type of document then click on **Search** to look up the file to be added.

Document type

Document location

- ▶ Click on **Choose a file** (1), select the document to attach, then click on **OK** (2) to send it to AMP.

Add a document

Please select the type of document then click on **Search** to look up the file to be added.

Document type

Document location

1

2

- ▶ Confirmation that your document has been added will appear at the top of the page.

Follow up on applications/requests

- The document has been added to the application.

Enterprises without access to AMP e-Services

1. Before you start

- ▶ Please make sure to read [pages 3 to 9](#) of this guide to find out what you need to disclose.

2. Remove a business relationship

- ▶ Send an email to autorisation@amp.quebec, specifying your enterprise's name, its AMP client number, and the name of the individual or entity whose business relationship should be removed.
- ▶ If this individual or entity holds multiple functions within the enterprise, be sure to specify which one should be removed or whether all of them should be removed (complete removal of the individual or entity from the business relationships).
- ▶ We will contact you to complete the business relationship removal.

3. Modify a business relationship

- ▶ Send an email to autorisation@amp.quebec, specifying your enterprise's name, its AMP client number, the changes to be made and to which person or entity they apply.
- ▶ We will contact you to complete the business relationship modification.

4. Disclose a new business relationship

4.1 For an individual

- ▶ Fill out the [Declaration of the individual related to the enterprise](#)⁶ form, specific to the enterprises without access to AMP e-Services.
- ▶ Make sure to include all the required supporting documents.
- ▶ Send everything by email to autorisation@amp.quebec.
- ▶ We will contact you to complete the process.

⁶ www.amp.quebec/form-declaration-individual-off-es

4.2 For an enterprise (entity)

- ▶ Fill out the [Declaration of the entity related to the enterprise](#)⁷ form, specific to the enterprises without access to AMP e-Services.
- ▶ Make sure to include all the required supporting documents.
- ▶ Send everything by email to autorisation@amp.quebec.
- ▶ We will contact you to complete the process.

4.3 For a financial institution

- ▶ Fill out the [Financial institutions](#)⁸ form.
- ▶ Envoyer le tout par courriel à autorisation@amp.quebec.
- ▶ We will contact you to complete the process.

4.4 For an establishment

- ▶ Fill out the [Addresses and establishments](#)⁹ form.
- ▶ Send everything by email to autorisation@amp.quebec.
- ▶ We will contact you to complete the process.

IMPORTANT

- ▶ Regarding the supporting documents to be attached:
 - The size of each file cannot exceed 35 MB.
 - Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
 - Your file names must not contain any special characters.
- ▶ If you have questions, call us at 1-888-335 5550.

⁷ www.amp.quebec/form-declaration-entity-off-es

⁸ www.amp.quebec/form-financial-institutions

⁹ www.amp.quebec/form-adresses-establishments



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