AUTORITÉ DES MARCHÉS PUBLICS | TRANSPARENCE ÉQUITÉ SAINE CONCURRENCE

WHAT TO DO IN CASE OF AN AMALGAMATION

If your enterprise has undergone an amalgamation, ensure that:

- Its file is up to date at the *Registre des entreprises du Québec* (REQ).
- You are the person authorized to provide this information to the AMP (the respondent).

To regularize your file, follow the steps below:

Is your enterprise registered with AMP e-Service?

Yes

Log in to AMP e-Services and update your enterprise's file: phone number, email, business relationships, etc. (Refer to the guide *How to disclose or modify your business relationships* if necessary).

Then, go to *Other application/request*, select *Other application/request* again, and send us the required documents.

Required documents

- Post-amalgamation organizational chart
- Certificate of amalgamation
- Explanatory letter:
  - Is this solely an amalgamation, or were there asset purchases or enterprise sales?
  - Which of the amalgamated enterprises will continue to perform public contracts?
  - If you intend to bid on a call for tenders, what are its title and reference number in the *Système électronique d'appel d'offres du gouvernement du Québec* (SEAO)?

No

Send an email to autorisation@amp.quebec stating that your enterprise has undergone an amalgamation.

Provide the enterprise's current contact information and its AMP client number, and attach a letter describing the amalgamation.

We will contact you regarding the next steps.

Once the changes resulting from the amalgamation have been made, **please allow time for your file to be reviewed.**

For any questions: 1-888-335-5550