



AUTORITÉ  
DES MARCHÉS  
PUBLICS

TRANSPIRENCE  
ÉQUITÉ  
SAINE CONCURRENCE

# How to renew (or not renew) your authorization to contract

Companion guide

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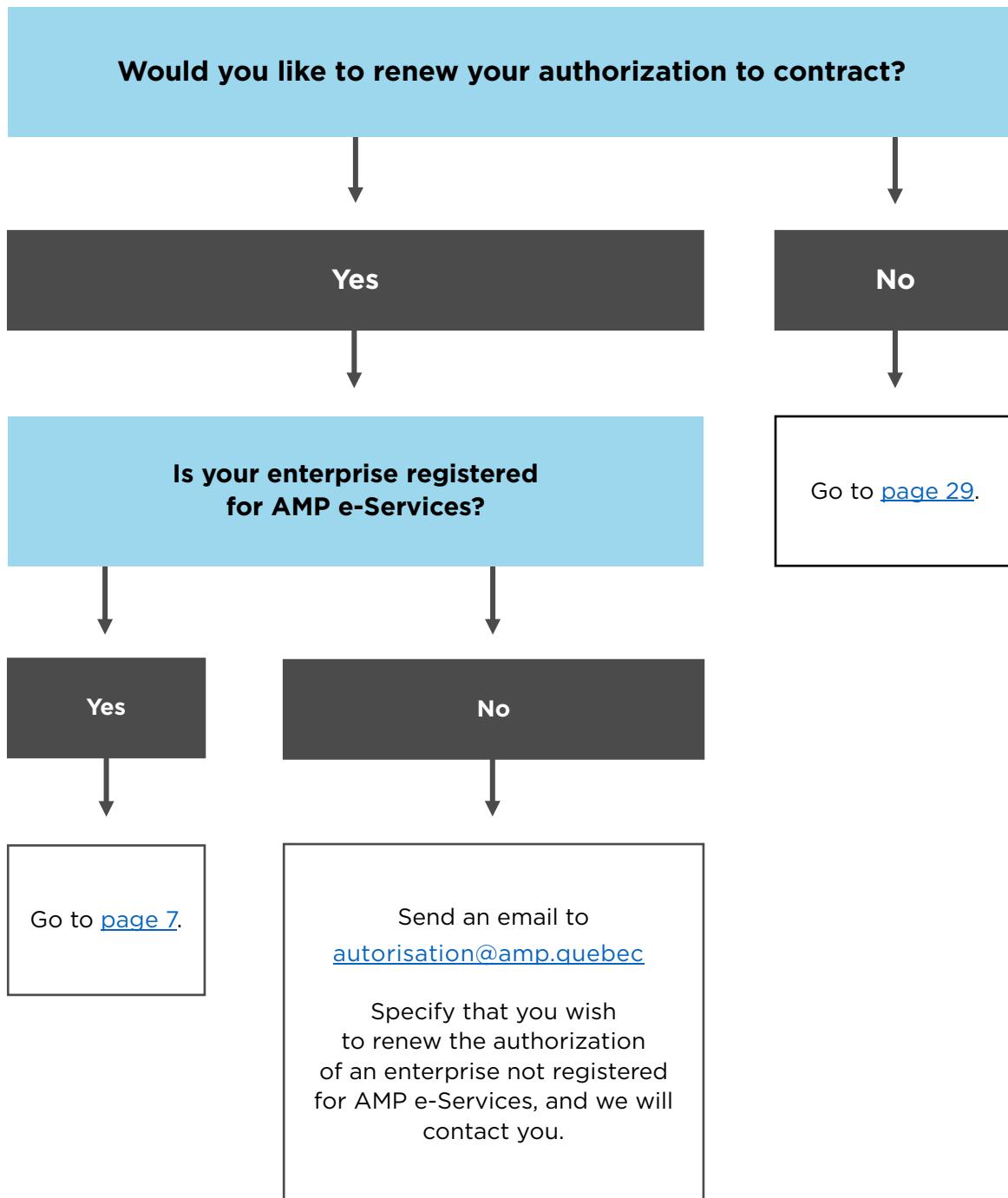
# Important information

- ▶ The authorization to contract is valid for five years. You must file your renewal application **at least 90 days before the expiry date** of the current authorization.
  - **If this deadline is met**  
The authorization will be valid until we have processed your application. In the interim, your enterprise will be allowed to continue fulfilling its current contracts and to sign new ones. (You will then be asked to include the confirmation of your renewal application with your letter of authorization, as described on page 25 of this guide.)
  - **If your application is not filed on time**  
Your enterprise will be removed from the *Register of firms authorized to practise* (REA). Once its authorization expires, your enterprise will no longer be able to enter into new public contracts involving an expenditure exceeding the applicable government thresholds. However, you must continue with any existing contracts and submit a list of such contracts to us.
  - **Reminder**  
It is compulsory to have a valid authorization to contract for the duration of the contract. If you let your authorization expire while the contract is in force, you may be subject to Monetary administrative penalties (\$1,000 for sole proprietorships and \$2,500 in all other cases).
- ▶ You must provide the **audited financial statements** for the latest fiscal year of the enterprise or at least a **review engagement report** on the financial statements for the latest fiscal year. **Notices to reader and compilation engagements will not be accepted.**
- ▶ The renewal application must be completed and submitted by the enterprise's respondent.
- ▶ It's 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.

## IF YOU DO NOT WANT TO RENEW YOUR AUTHORIZATION

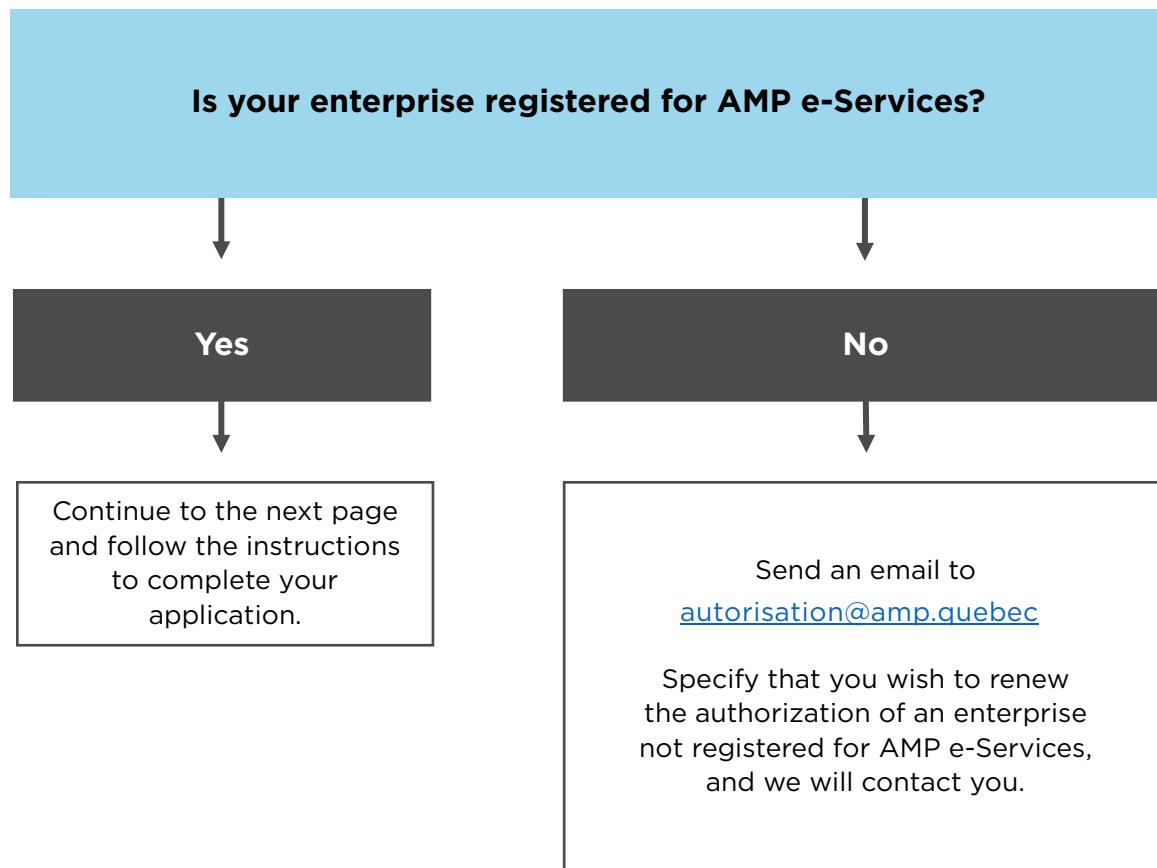
- ▶ You must apply for non-renewal (see [page 29](#)).
- ▶ Even if we receive your application in advance, your authorization to contract will be valid until its expiry date.

## Where to start ?



# Renewing your authorization

## Steps to follow to renew your authorization



## Follow these steps to renew your authorization to contract

1. Make prior updates
2. Verify and update business relationships
3. Fill in the renewal application form
  - 3.1 Identification
  - 3.2 Intention of renewal
  - 3.3 Declaration
  - 3.4 Supporting documents
  - 3.5 Payment
  - 3.6 Transmission
  - 3.7 Confirmation
4. Follow up on your application

# 1. Make prior updates

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

- ▶ At the [Registre des entreprises du Québec](http://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access)<sup>1</sup>.
- ▶ At Revenu Québec, by retrieving the enterprise's [Attestation de Revenu Québec](https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/)<sup>2</sup> which is required to renew your authorization to contract. The attestation must have been issued within the 30 days prior to filing your renewal application.
- ▶ At the [Régie du bâtiment du Québec](http://www.rbq.gouv.qc.ca/en/licence-6/)<sup>3</sup> (if the enterprise has an RBQ license).
- ▶ 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.).

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<sup>1</sup> [www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access](http://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access)

<sup>2</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

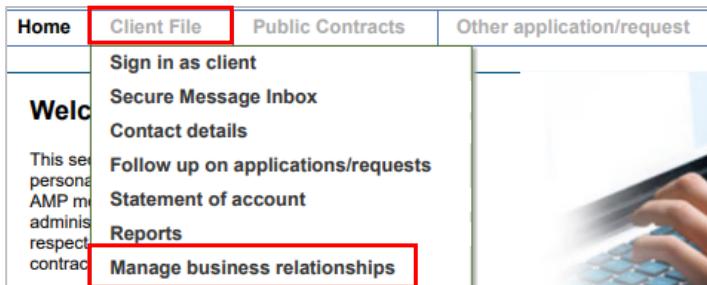
<sup>3</sup> <https://www.rbq.gouv.qc.ca/en/licence-6/>

## 2. Verify and update business relationships

- Visit the [www.amp.quebec](http://www.amp.quebec) website and click on *Services en ligne* (1).

- This page is in French only. Enter the clicSÉCUR business user code (2) and click on *Continuer* (3) to access AMP e-Services.

- Select **Client File**, then **Manage business relationships**.



- The most recent business relationships are displayed on the screen. **They vary according to the enterprise's legal form and may differ from the image below.**

Click on the red x (1), then on the arrow next to each link (2) to display the details.

The screenshot shows a table titled 'Disclose relationships' with columns: Type, Name, Linked to, and Status. The 'Type' column is highlighted with a red box. The 'Shareholder (entity) that has control over the applicant' link in the table is also highlighted with a red box. The table contains several rows of data, each with a red box numbered 1 or 2 indicating specific actions to be taken.

- Verify each link:
  - Delete any links that are no longer valid.
  - Add any missing links and related documents.
  - Make any necessary modifications to links that have changed (e.g. addresses, phone numbers, e-mail addresses, etc.).
  - If you need to, consult the [Companion Guide – Managing business relationships<sup>4</sup>](#) or call us at 1 888 335-5550.

<sup>4</sup> <https://amp.quebec/sites/default/files/2024-09/companion-guide-managing-business-relationships-eservices-january2022.pdf>

- When you are finished, click on **Validate** at the bottom right of the page.

- If there are errors or missing information, they will appear in red at the top of the page.

- Make any necessary corrections, then click again on **Validate**.
- When everything is correct, a confirmation message will appear on the screen (1). Click on **Next step** (2).

► Make sure the contact details displayed are correct, then click on **Next**.

**Identification and description of application or request**

<b>Client information</b>			
Client No.	00000000		
Name of firm	ABCD INC.		
<b>Mailing address</b>			
Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ	Province / State	QC
Country	CANADA	Postal code / Zip code	A0A 0AO
<a href="#">Back to menu</a>		<a href="#">Reset</a>	<a href="#">Next</a>

► Verify that the business relationships you are about to transmit are correct, then click on **Next**.

**Summary**

Type	Added	Modified	Deleted
Director of the applicant	1	0	0
Financial institution	4	0	0
Officer who has control over the applicant	1	0	0
Respondent	0	1	0
Shareholder (natural person) who has control over the applicant	1	0	0

**Total**

Added : 7  
Modified : 1  
Deleted : 0

[Reset](#) [Previous](#) [Next](#)

► Check the box “I declare that the information provided herein is accurate” (1), then click on **Submit** (2).

**Declaration on information provided**

I declare that the information provided herein is accurate.

**1** Once you have submitted your application, you can print all of the information disclosed by selecting “Follow up on applications/requests” under the “Client File” tab.

**Warning**

Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.

[Reset](#) [Previous](#) [Print your application](#) [Submit](#)

- A confirmation of delivery (1) will appear on the screen, along with your client and application numbers (2). Keep this information in case you need to contact AMP.

Confirmation of delivery	
Your application/request has been submitted. <b>1</b>	
Client No.: 1100195681 Application/request No.: 2400153353 <b>2</b>	
<a href="#">Back to menu</a>	<a href="#">Print</a>

- You will also find a confirmation of delivery in the **Secure Message Inbox** in e-Services (return to home page for access).

Home	<b>Client File</b>	Public Contracts	Other application/request
<b>Welcome</b>  This service is provided by the AMP. We respect your privacy and the confidentiality of your information.	<a href="#">Sign in as client</a> <a href="#">Secure Message Inbox</a> <a href="#">Contact details</a> <a href="#">Follow up on applications/requests</a> <a href="#">Statement of account</a> <a href="#">Reports</a> <a href="#">Manage business relationships</a>		

### 3. Fill in the renewal application form

- From the AMP e-Services home page, select ***Public Contracts***, then ***Renewal/Non-renewal***.



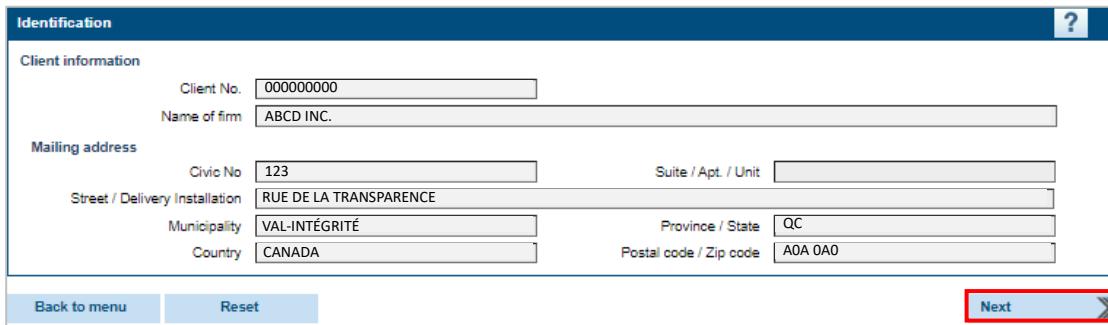
- The seven steps of the application form will appear in sequence on your screen:
  - 3.1 Identification
  - 3.2 Intention of renewal
  - 3.3 Declaration
  - 3.4 Supporting documents
  - 3.5 Payment
  - 3.6 Transmission
  - 3.7 Confirmation

## 3.1 Identification

Verify the information displayed on the screen.

### If everything is correct

- Click on **Next** and continue to step 3.2 (Intention of renewal).



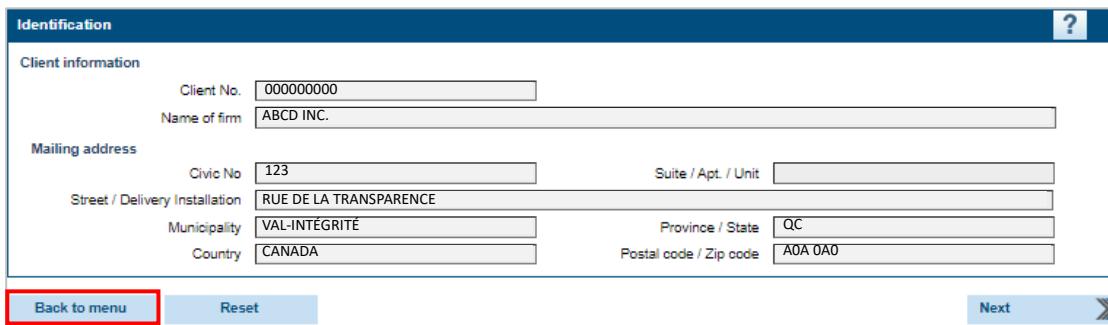
The screenshot shows the 'Identification' page with the following fields filled in:

- Client information:**
  - Client No.: 000000000
  - Name of firm: ABCD INC.
- Mailing address:**
  - Civic No.: 123
  - Street / Delivery Installation: RUE DE LA TRANSPARENCE
  - Municipality: VAL-INTÉGRITÉ
  - Country: CANADA
  - Suite / Apt. / Unit: (empty)
  - Province / State: QC
  - Postal code / Zip code: A0A 0A0

Buttons at the bottom: Back to menu, Reset, and Next (highlighted with a red box).

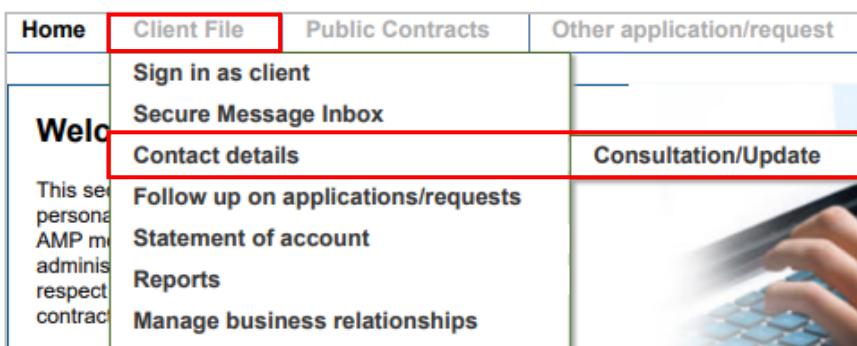
### If any information is incorrect

- Click on **Back to menu** to return to home page.



The screenshot shows the 'Identification' page with the same fields as the previous screenshot, but the 'Back to menu' button is highlighted with a red box.

- Select **Client File**, then **Contact details** and **Consultation/Update**.



Home	Client File	Public Contracts	Other application/request
<b>Welcome</b>  This section is for personal use. AMP members must respect the contract.	<b>Sign in as client</b>		
	<b>Secure Message Inbox</b>		
	<b>Contact details</b>	<b>Consultation/Update</b>	
	<b>Follow up on applications/requests</b>		
	<b>Statement of account</b>		
	<b>Reports</b>		
	<b>Manage business relationships</b>		

► Your enterprise's contact details will appear on the screen. Please make any necessary corrections, then click on **Send** to return to the home page.

**Addresses, telephone and fax numbers**

<b>Head office address</b>		<b>?</b>	
Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ	Province / State	QC
Country	CANADA	Postal code / Zip code	AOA 0AO
<a href="#">Obtain an address</a>			
<b>Mailing address</b>			
Same as main	<input checked="" type="checkbox"/>		
Civic No		Suite / Apt. / Unit	
Street / Delivery Installation			
Municipality		Province / State	
Country		Postal code / Zip code	
<b>Telephone and fax numbers</b>			
Main telephone	418 000-0000	<a href="#">i</a>	
Other telephone			
Fax			
<b>Effective date of change</b>			
* Effective			
<a href="#">Back to menu</a>		Back	<b>Send</b>

► Select **Public Contracts**, then **Renewal/Non-renewal** to return to the form.

**Welcome to AMP**

<a href="#">Home</a>	<a href="#">Client File</a>	<a href="#">Public Contracts</a>	<a href="#">Other application/request</a>
<a href="#">Authorization</a> <a href="#">Annual update</a> <b><a href="#">Renewal/Non-renewal</a></b>			
This secure environment allows you to access your personal file electronically and communicate with the AMP more quickly. You can also now conduct various administrative transactions in real time, including with respect to the authorization to enter into a public contract.			

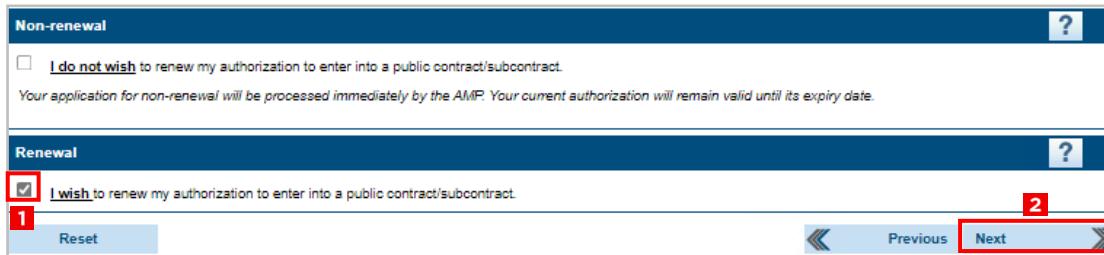
► Make sure that all information is correct, then click on **Next**.

**Identification**

<b>Client information</b>		<b>?</b>	
Client No.	00000000	Suite / Apt. / Unit	
Name of firm	ABCD INC.		
<b>Mailing address</b>			
Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ	Province / State	QC
Country	CANADA	Postal code / Zip code	AOA 0AO
<a href="#">Back to menu</a>		<a href="#">Reset</a>	<b>Next</b>

## 3.2 Intention of renewal

► Check the box ***I wish to renew my authorization*** (1), then click on **Next** (2).



**Non-renewal**

I do not wish to renew my authorization to enter into a public contract/subcontract.  
Your application for non-renewal will be processed immediately by the AMP. Your current authorization will remain valid until its expiry date.

**Renewal**

I wish to renew my authorization to enter into a public contract/subcontract.

**1** **2**

Reset      Previous      **Next**

## 3.3 Declaration

### Question 1

- If there are no changes, check **No** (1).
- If you have made any changes to your enterprise's business links (see page 9), check **Yes** (2) and enter the date on which the changes were made (3).
- If any changes are needed, but you haven't yet made them, return to the e-Services home page, then follow instructions on [page 9](#) of the present guide : *Verify and update business relationships*.

1. \* Do you have any changes to make to your business relationships since the last modifications forwarded to the AMP? For example: Add a director; change nominative information (postal or email address of a natural person or an entity); change in ownership or control of the enterprise; change of respondent, etc.

Yes  No

**2** **1**

To proceed with the update to the business relationships, go to the 'client file' tab, then select 'Manage business relationships'. Once your application to add/change business relationships has been sent to the AMP come back to the initial application to complete it.

**3**

I hereby confirm having updated my business links on(date):

### Question 2

- If your enterprise has not received an ordinance from the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs in the past five years, check **No** (4).
- If it has been the subject of such an ordinance, check **Yes** (5) and, in the next step (step 4 : Supporting documents), attach a copy of the ordinance or any other relevant documents.

2. \* In the past five years, has the enterprise been the subject of an ordinance of the Ministère de l'Environnement, de la lutte contre les changements climatiques, de la Faune et des Parcs under a law of which it is responsible for the application?

Yes  No

**5** **4**

### Question 3

The information or changes discussed here concern your enterprise, as well as the individuals or enterprises linked to it. For example: change of the enterprise's name, merger, prosecution or condemnation (penal, criminal, civil, disciplinary), etc.

- ▶ If you have no further information or changes to report, check **No** (6).
- ▶ If you have any further information or changes to report, check **Yes** (7) and briefly describe them in the text box (8).
- ▶ If you want to attach a document, enter its name in the text box (8). You can add it in the next step, in the “Other documents” section.
- ▶ When you have finished, click on **Next** (9).

3. \* Do you have any other information or change you want to disclose to the AMP?  
 For example : Change of the enterprise's name, a merger, information about offenses, etc.

\* Specify:

Violation of article 236 of the *Act respecting occupational health and safety* on 22-04-2024. Copy of the fine attached at next step (Fine LSST 22-04-2024.pdf).

Yes 7

No 6

8

9

[Reset](#)

Previous ◀ ▶ Next

## 3.4 Supporting documents

- This page is used to send the documents required to process your renewal application. **Supporting documents will vary according to the type of enterprise and may differ from the image below.**

**Supporting documents required**

**Prior criminal and penal offences** 1

document(s) required

<input type="checkbox"/> Criminal and penal court record of the enterprise	<input type="radio"/> Paper <input type="radio"/> Electronic
<input type="checkbox"/> Equivalent document	<input type="radio"/> Paper <input type="radio"/> Electronic

**Documents from the enterprise** 2

document(s) required

<input type="checkbox"/> Attestation from Revenu Québec	<input type="radio"/> Paper <input type="radio"/> Electronic
<input type="checkbox"/> Financial statements for the latest fiscal year	<input type="radio"/> Paper <input type="radio"/> Electronic

**Company corporate structure documents** 3

document(s) required

<input type="checkbox"/> Organization chart outlining the structure of the enterprise	<input type="radio"/> Paper <input type="radio"/> Electronic
<input type="checkbox"/> Share register	<input type="radio"/> Paper <input type="radio"/> Electronic

**Other documents** 4

document(s) required

<input type="checkbox"/> Other document – governance or control measures	<input type="radio"/> Paper <input type="radio"/> Electronic
<input type="checkbox"/> Other document 01	<input type="radio"/> Paper <input type="radio"/> Electronic
<input type="checkbox"/> Other document 02	<input type="radio"/> Paper <input type="radio"/> Electronic
<input type="checkbox"/> Other document 03	<input type="radio"/> Paper <input type="radio"/> Electronic

5

**Reset** Previous Next

### Prior criminal and penal offences (1)

- If your enterprise's address is in Québec, no documents are required in this case.
- Otherwise, you must provide a letter signed by the respondent or an officer of the enterprise stating that, over the past five years, the enterprise has not been:
  - Prosecuted for or convicted of an offence under or similar to those under Schedule 1 of the *Act respecting contracting by public bodies* (ACPB), in Canada or abroad.
  - Prosecuted for or convicted of any criminal or penal offence in the course of its business, in Canada or abroad.

## Documents from the enterprise (2)

- ▶ You must provide the [Attestation de Revenu Québec](#)<sup>5</sup> for your enterprise. The attestation must have been issued within the 30 days prior to filing your renewal application.
- ▶ You must also provide the **audited financial statements for the last fiscal year**. If you do not have any, the minimum required is a **review engagement report** on the last year's financial statements. **Important: notices to the reader and compilation engagements will not be accepted.**

## Company corporate structure documents (3)

- ▶ As the enterprise is considered a corporate entity (inc.), you must provide two portions of the enterprise's minute book : the *Share ledger* and the *Securities records*. Please combine them into a single file.

## Other documents (4)

- ▶ If you have entered other files in the previous step (Step 3.3 : Déclaration, p. 18), attach them here by checking **Other document 01** (or 02, or 03). Please make sure that the name of each document matches the name you entered in step 3.3.

## When you have finished

- ▶ Click on **Next** at the bottom of the page (5).

### IMPORTANT

- ▶ 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 any questions, call us at 1 888 335-5550.

<sup>5</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

## 3.5 Payment

This page details the fees payable. They are indexed every year and available online in the [Fees payable by enterprises](#)<sup>6</sup> section of our website. There are two methods of payment:

### Credit card (recommended)

- ▶ In the **Method of payment** (1) drop-down menu, select **Credit card** (2), then click on **Pay**.
- ▶ Enter your credit card information.
- ▶ Click on **Process transaction** to make your secure online payment.
- ▶ You will find your receipt in the *Secure message inbox*.

### Cheque

- ▶ In the **Method of payment** (1) drop-down menu, select **Cheque** (3).
- ▶ Make your cheque payable to **Autorité des marchés publics and indicate on the back** the name of the enterprise renewing its authorization and its AMP client number.
- ▶ Send your cheque to the following address:

Autorité des marchés publics  
525, boul. René-Lévesque Est, 1<sup>st</sup> floor, Room 1.25, Québec (Québec) G1R 5S9

Fees payable		
Billing period from 4/19/2025 to 4/18/2030		
	Description of fees	Amount payable
[+]	Fee payable by an enterprise applying for renewal of authorization	XXX,XX \$
	Total fees	XXX,XX \$

Displaying items 1 - 1 of 1

Comments	
These application fees are non-refundable.	

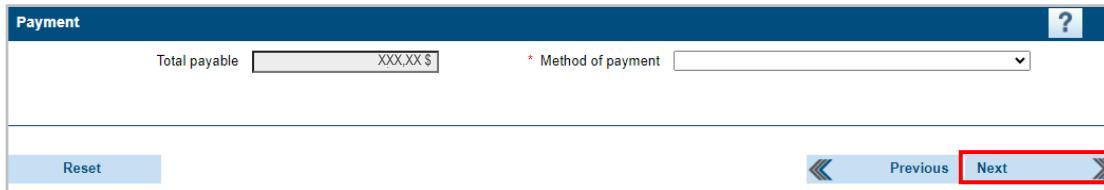
  

Payment	
Total payable	XXXX,XX \$
<b>1</b> Method of payment <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <b>2</b> Credit card  <b>3</b> Cheque  </div> <div style="margin-top: 10px;">           Cash            Debit card            Money order            Certified cheque            Postdated cheque            Offset (use of credit on file)            No payment         </div>	
<input type="button" value="Reset"/>	

<sup>6</sup> <https://amp.quebec/en/droits-frais-et-tarifs-exigibles>

## When you have finished

- ▶ Click on **Next** at the bottom of the screen.



### IMPORTANT

- ▶ Fees are non-refundable.
- ▶ To process your applications, your payment must have been received.
- ▶ There are two payment options: **Credit card** (recommended) or **Cheque**. The other options in the drop-down menu are not available for your application and may delay processing.
- ▶ If you have any questions regarding payment, call us at 1 888 335-5550.

## 3.6 Transmission

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

The screenshot shows a web-based application form. At the top, there is a section titled "Declaration on information provided" with a question mark icon. Below it is a checkbox labeled "I declare that the information provided herein is accurate." A red box highlights this checkbox. A red number "1" is placed to the right of the checkbox. The next section is titled "Warning" with a question mark icon. It contains a message: "Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it." A red number "2" is placed to the right of this message. At the bottom, there are several buttons: "Reset" (light blue), "Previous" (disabled, grey), "Print your application" (light blue), and "Submit" (disabled, grey). The "Submit" button is highlighted with a red box.

## 3.7 Confirmation

- ▶ This page will confirm that your renewal 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 come in handy if you need to contact AMP.



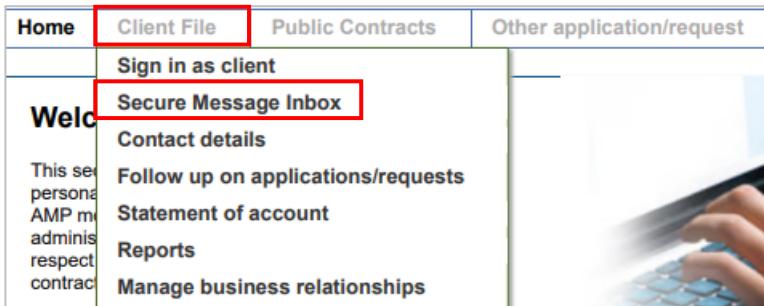
Confirmation of delivery

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

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

Back to menu Print

- ▶ You will also find a delivery confirmation in the **Secure Message Inbox** in e-Services.



Home Client File Public Contracts Other application/request

Sign in as client

**Secure Message Inbox**

Contact details

Follow up on applications/requests

Statement of account

Reports

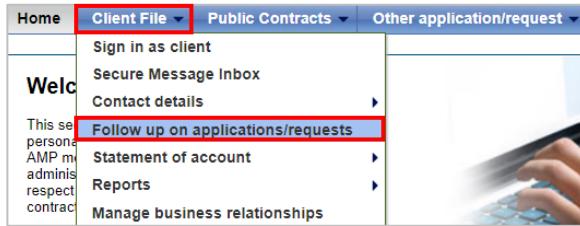
Manage business relationships

## 4. Following up on your application

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

### To access your application

- 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 renewal of authorization to enter into a public contract/subcontract	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 submitted to AMP.
- The ***Status*** column (4) can show four different statuses:
  - **Under review by AMP** : the application has not yet been processed (the length of the review depends on the type of application and specific features of the file).
  - **Waiting for client** : the application cannot be processed because a piece of information, a document or a payment is missing. Check the ***Client File/Follow up on applications/requests*** (accessible from the e-Services home page) for details on the missing information.
  - **Verification** : AMP and its partners are still completing the required integrity checks.
  - **Request completed** : the application has been processed and AMP has issued its decision (you will find it in the ***Follow up on applications/requests*** 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

- ▶ Press + (last column).

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024	2400152496	Application for renewal of authorization to enter into a public contract/subcontract	Waiting for client	12/11/2024		

- ▶ A new window will open on the screen. 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**

**Add a document**

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

Document type	<input type="text" value="Financial statements for the latest fiscal year"/>	
Document location	<input type="text" value="Attestation from Revenu Québec"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <input type="text" value="Financial statements for the latest fiscal year"/> <input type="text" value="Organization chart outlining the structure of the enterprise"/> </div>	
	<input type="button" value="Cancel"/>	<input type="button" value="OK"/>

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

**Add a document**

**Add a document**

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

Document type	<input type="text" value="Financial statements for the latest fiscal year"/>	
Document location	<input type="text" value="Choose a file"/>	
	<input type="button" value="Cancel"/>	<input type="button" value="OK"/>

- At the top of the page, you'll see a confirmation that your document has been added.

**Follow up on applications/requests**

The document has been added to the application.

**Credit Card** – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMP. Instead, under Client File, use the Statement of account/Payment tab, or send your payment by mail.

The "status" column indicates the current status of your application/request. For more details, consult the Companion Guide on the AMP website.

**Sort applications**

Sort applications						
AMP unit		Display				
Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024	2400152496	Application for renewal of authorization to enter into a public contract/subcontract	Waiting for client	12/11/2024		

## IMPORTANT

- 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 any questions, call us at 1 888 335-5550.

**Not renewing  
your authorization**

## Important information

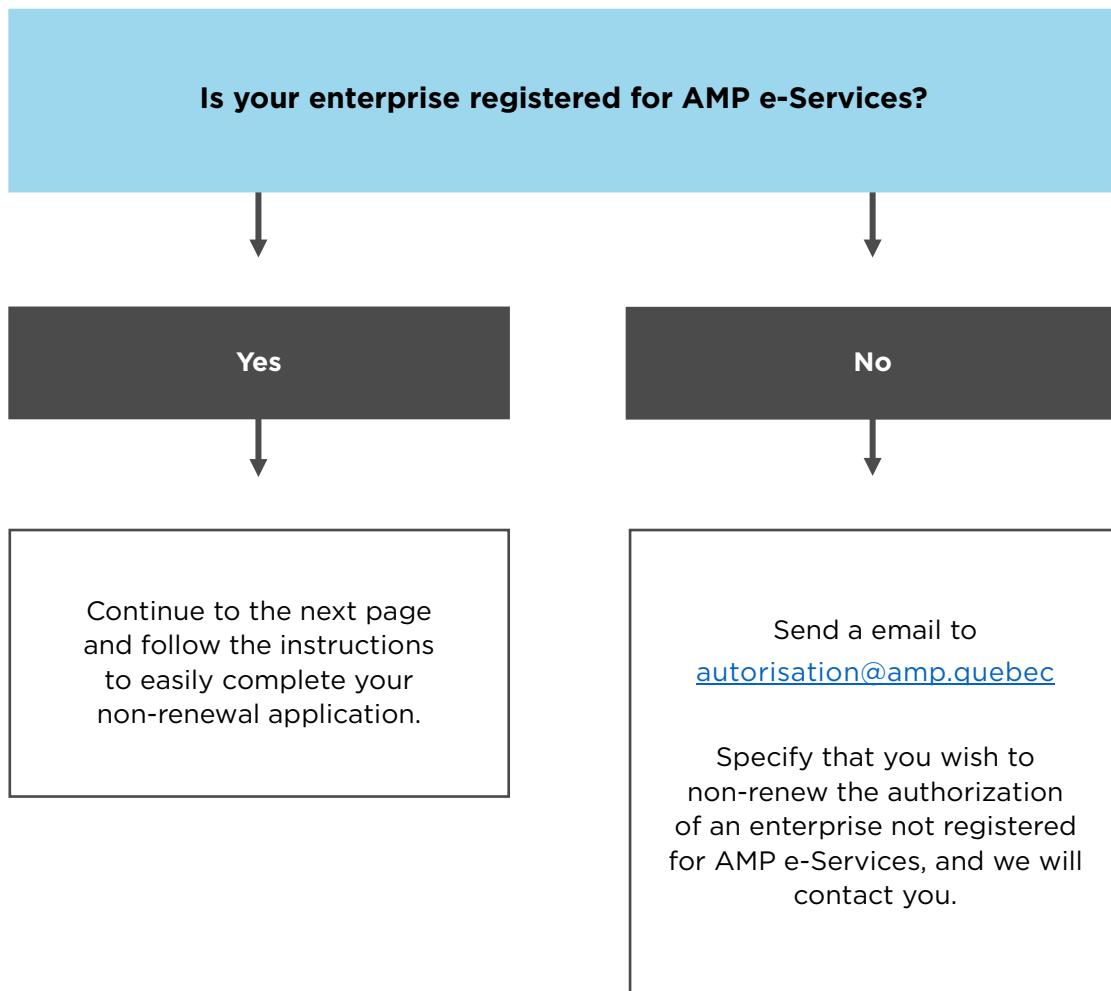
- ▶ If you do not intend to renew your authorization to contract, you must apply for non-renewal. **It is not sufficient to let your authorization expire.**
- ▶ **It is compulsory to have a valid authorization during the entire performance of a contract.** If you let your authorization expire while the contract is in force, you may be subject to [Monetary administrative penalty](#)<sup>7</sup> (\$1,000 for sole proprietorships and \$2,500 in all other cases).
- ▶ Even if we receive your non-renewal request in advance, your authorization to contract will be valid until its expiry date.
- ▶ When your authorization expires, you will receive a message informing you that the enterprise has been removed from the *Register of firms authorized to practise* (REA) and may not enter into any new public contracts with a value exceeding the [applicable government thresholds](#)<sup>8</sup>.
- ▶ To obtain a new authorization, you will need to re-apply, with all the necessary information and documents.

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<sup>7</sup> <https://amp.quebec/en/sanctions-administratives-pecuniaires>

<sup>8</sup> <https://amp.quebec/en/seuils-et-categories-de-contrats-publics>

## Follow these steps to apply for non-renewal of your authorization



## Steps to follow to non-renew your authorization

1. Make prior updates
2. Fill on the non-renewal application form
  - 2.1 Identification
  - 2.2 Intention of non-renewal
  - 2.3 Declaration
  - 2.4 Transmission
  - 2.5 Confirmation

## 1. Make prior updates

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

- ▶ At the [Registre des entreprises du Québec](https://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registre-entreprises/access)<sup>9</sup>.
- ▶ At [Revenu Québec](https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/)<sup>10</sup>.
- ▶ At the [Régie du bâtiment du Québec](https://www.r bq.gouv.qc.ca/en/licence-6/)<sup>11</sup> (if the enterprise has RBQ license).

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<sup>9</sup> <https://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registre-entreprises/access>

<sup>10</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

<sup>11</sup> <https://www.r bq.gouv.qc.ca/en/licence-6/>

## 2. Fill in the non-renewal application form

- On the home page of your AMP e-Services session, select ***Public Contracts***, then ***Renewal/Non-renewal***.



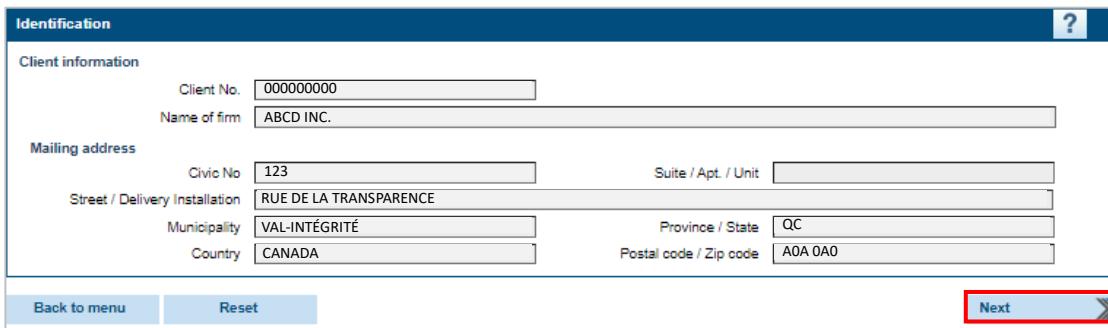
- The five steps of the application form will appear in sequence on your screen :
  1. Identification
  2. Intention of non-renewal
  3. Declaration
  4. Transmission
  5. Confirmation

## 2.1 Identification

Verify the information displayed on the screen.

### If everything is exact

- ▶ Click on **Next** and continue to step 2.2 (Intention of non-renewal).



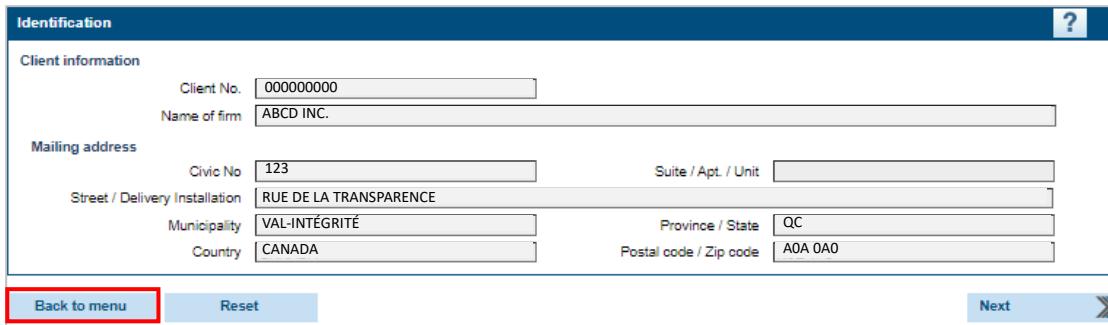
The screenshot shows the 'Identification' page with the following fields filled in:

- Client information:**
  - Client No.: 00000000
  - Name of firm: ABCD INC.
- Mailing address:**
  - Civic No.: 123
  - Street / Delivery Installation: RUE DE LA TRANSPARENCE
  - Municipality: VAL-INTÉGRITÉ
  - Country: CANADA
  - Suite / Apt. / Unit: (empty)
  - Province / State: QC
  - Postal code / Zip code: A0A 0A0

At the bottom, the 'Next' button is highlighted with a red box.

### If any information is incorrect

- ▶ Click on **Back to menu** to return to the home page.

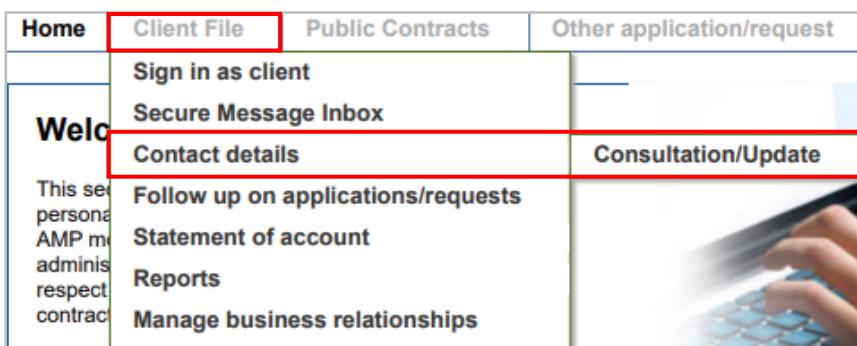


The screenshot shows the 'Identification' page with the following fields filled in:

- Client information:**
  - Client No.: 00000000
  - Name of firm: (empty)
- Mailing address:**
  - Civic No.: 123
  - Street / Delivery Installation: RUE DE LA TRANSPARENCE
  - Municipality: VAL-INTÉGRITÉ
  - Country: CANADA
  - Suite / Apt. / Unit: (empty)
  - Province / State: QC
  - Postal code / Zip code: A0A 0A0

At the bottom, the 'Back to menu' button is highlighted with a red box.

- ▶ Select **Client File**, then **Contact details** and **Consultation/Update**.



The screenshot shows the main menu with the following structure:

Home	Client File	Public Contracts	Other application/request
<b>Welcome</b>	<b>Sign in as client</b>		
	<b>Secure Message Inbox</b>		
	<b>Contact details</b>		<b>Consultation/Update</b>
<small>This section is for personal AMP members. Admins respect contracts.</small>	<b>Follow up on applications/requests</b>		
	<b>Statement of account</b>		
	<b>Reports</b>		
	<b>Manage business relationships</b>		

► Your enterprise's contact details will appear on the screen. Make any necessary corrections, then click on **Send** to return to the home page

**Addresses, telephone and fax numbers**

Head office address		<a href="#">?</a>	
Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ	Province / State	QC
Country	CANADA	Postal code / Zip code	A0A 0AO
<a href="#">Obtain an address</a>			
Mailing address			
Same as main	<input checked="" type="checkbox"/>		
Civic No		Suite / Apt. / Unit	
Street / Delivery Installation			
Municipality		Province / State	
Country		Postal code / Zip code	
Telephone and fax numbers			
Main telephone	418 000-0000	<a href="#">i</a>	
Other telephone			
Fax			
Effective date of change			
* Effective			
<a href="#">Back to menu</a>		<a href="#">Back</a>	<a href="#">Send</a>

► Select **Public Contracts**, then **Renewal/Non-renewal** to return to the form.

<a href="#">Home</a>	<a href="#">Client File</a>	<a href="#">Public Contracts</a>	<a href="#">Other application/request</a>
<a href="#">Authorization</a> <a href="#">Annual update</a> <a href="#">Renewal/Non-renewal</a>			
<b>Welcome to AMP</b>  <p>This secure environment allows you to access your personal file electronically and communicate with the AMP more quickly. You can also now conduct various administrative transactions in real time, including with respect to the authorization to enter into a public contract.</p>			

► Make sure that all information is correct, then click on **Next**.

**Identification**

Client information		<a href="#">?</a>	
Client No.	000000000	Suite / Apt. / Unit	
Name of firm	ABCD INC.		
Mailing address			
Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ	Province / State	QC
Country	CANADA	Postal code / Zip code	A0A
<a href="#">Back to menu</a>		<a href="#">Reset</a>	<a href="#">Next</a>

## 2.2 Intention of non-renewal

- ▶ Check the box ***I do not wish to renew my authorization*** (1).
- ▶ Then, click on **Next** (2) to continue to the next step.

**Non-renewal**

**I do not wish** to renew my authorization to enter into a public contract/subcontract.

**1** Your application for non-renewal will be processed immediately by the AMP. Your current authorization will remain valid until its expiry date.

**Renewal**

**I wish** to renew my authorization to enter into a public contract/subcontract.

**2**

Reset      Previous      **Next**

## 2.3 Declaration

- If you have any ongoing public contracts which require authorization to contract, check **Yes** (1). If you have no such contracts, check **No** (2).
- Then, click on **Next** (3) to continue to the next step.

**Statement**

1. \* Do you have any current contracts requiring authorization to contract?

Yes  No

1 2

You must keep your authorization to contract as long as you are executing public contracts exceeding the applicable thresholds. Failure to renew your authorization while contracts are in progress exposes your company to administrative fines.

You must submit a complete list of your current contracts and sub-contracts when your authorization expires. A communication will be sent on the expiry date.

3

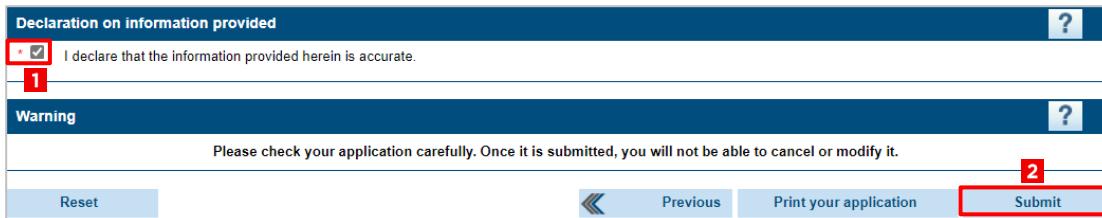
Reset Previous Next

### IMPORTANT

- It is compulsory to hold a valid authorization to contract for the duration of a contract with a value exceeding the [applicable government thresholds](https://www.amp.quebec/en/seuils-et-categories-de-contrats-publics).  
For more details : <https://www.amp.quebec/en/seuils-et-categories-de-contrats-publics>
- If you let your authorization expire while a contract is in force, you may be subject to Monetary administrative penalty (\$1,000 for sole proprietorships and \$2,500 in all other cases).

## 2.4 Transmission

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



Declaration on information provided

I declare that the information provided herein is accurate.

1

Warning

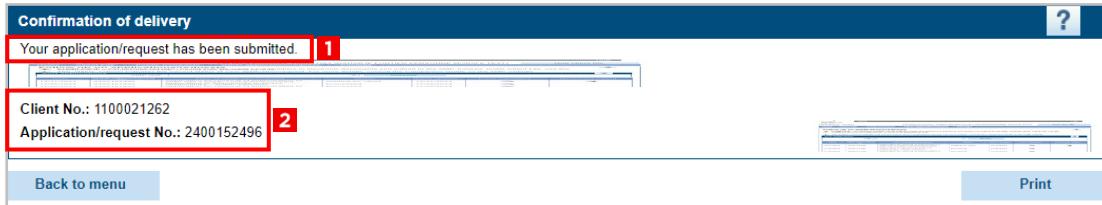
Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.

2

Reset Previous Print your application Submit

## 2.5 Confirmation

- ▶ This page will confirm that your non-renewal application was sent to AMP (1).
- ▶ This is where you will see your client number and your application number (2) Please keep this information in case you need to contact AMP.



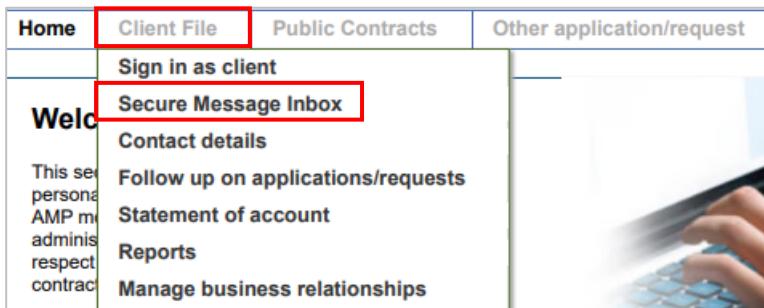
Confirmation of delivery

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

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

Back to menu Print

- ▶ You will also receive a Confirmation of delivery in the **Secure Message Inbox** section of e-Services (return to home page for access).



Home Client File Public Contracts Other application/request

Sign in as client

**Secure Message Inbox** **2**

Contact details

Follow up on applications/requests

Statement of account

Reports

Manage business relationships



**IF YOU HAVE ANY QUESTIONS**

- ▶ Visit our website [www.amp.quebec](http://www.amp.quebec).
- ▶ Contact us at 1 888 335-5550.



AUTORITÉ  
DES MARCHÉS  
PUBLICS

TRANSPARENCE  
ÉQUITÉ  
SAINTE CONCURRENCE

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