

REMINDER

Foreign enterprise

This reminder is intended for legal person whose **head office is outside Quebec** and which **has never filed an income tax return** with Revenu Québec.

Before applying for authorization to contract

- Consult the [Companion guide](#) available online.
- Download the [Application for authorization to contract](#) form, also on the website.

Documents to be prepared

- [Application for authorization to contract](#) form, duly completed.
- Organization chart outlining the structure of the enterprise and including, if applicable, the names of its subsidiaries and parent enterprises and any subsidiaries of the parent enterprises (please indicate the relationship between the enterprises).
- 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).
- Tax attestation or equivalent document from the enterprise's country or province of origin stating that it is not in default of having filed the declarations (taxes, income taxes, etc.) required under fiscal laws and that it has no overdue accounts payable to the authorities in place.
- Existing governance and control measures within the enterprise, if any (rules of internal management, by-laws, code of ethics, governance committee, delegation of powers, expense reimbursement policy, training programs, etc.).
- 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 offense listed in Schedule 1 of the Act respecting contracting by public bodies.*

To send your application

- If you pay by credit card (recommended): send your form and the required documents by e-mail to autorisation@amp.quebec.
- If you pay by cheque: send your form, the required documents and your cheque by regular mail to the address indicated on the application form (section 10).
- If you have any questions, please do not hesitate to contact us: 1-888-335-5550.