

REMINDER

Natural persons operating a sole proprietorship

Before applying for authorization to contract

- Consult the [Companion guide](#) available online.
- Check that your file is up to date:
 - At the [Registre des entreprises du Québec](#).
 - At Revenu Québec, by retrieving your [Attestation from Revenu Québec](#).
 - At the [Régie du bâtiment du Québec](#) (if you have an RBQ license).
- If you have a website, make sure its content is up to date.

Documents to be prepared

- Provincial tax report with Schedule L *Business Income* and form TP-80 *Business or Professional Income and Expenses*. For residents of other Canadian provinces, a federal income tax return, including Schedule T2125, is accepted.
- Attestation from Revenu Québec, issued not more than 30 days before the date on which the application is submitted. If you don't have a Québec enterprise number, you must request this attestation from Revenu Québec [by telephone](#).

To complete and send your application

- Validate with Revenu Québec whether you can register your enterprise with AMP e-Services using your [clicSÉQR Entreprises](#) file.
 - If so, access AMP [e-Services](#) and follow the steps indicated to request an authorization to contract.
 - Otherwise, download the [Application for authorization to contract](#) form on the AMP website.
 - 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.