

REMINDER

Non-profit organizations

Before applying for authorization to contract

- Consult the [Companion guide](#) available online.
- Check that your file is up to date:
 - At the [Registraire des entreprises](#).
 - 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.
- Register for AMP [e-Services](#).

Documents to be prepared

- Organization chart showing the structure of the organisation: board of directors, general management, sector managers, etc.
- Audited financial statements for the latest fiscal year.
- Attestation from Revenu Québec, issued not more than 30 days before the date on which the application is submitted.
- Existing governance and control measures within the organization, if any (rules of internal management, by-laws, code of ethics, governance committee, delegation of powers, training programs, etc.).

To complete your application

- Access AMP [e-Services](#) and follow the steps to request an authorization to contract.
- If you have any questions, please do not hesitate to contact us: 1-888-335-5550.