

Public contracts

Authorization or renewal of authorization
to enter into a public contract/subcontract

To help you fill out this form, a Companion Guide is available on the *Autorité des marchés publics* (the “AMP”) website, at www.amp.quebec.

Part 1 – General information

1.1 Type of application

Please check the reason you are filling out this form:

- ☐ Application for issuance of an authorization to enter into a public contract/subcontract
- ☐ Application for renewal of authorization to enter into a public contract/subcontract

Part 2 – Identity and contact information of the applicant

2.1 Full name and Quebec enterprise number (NEQ)

Please state the full name and NEQ of the enterprise applying for authorization to enter into/renew a public contract/subcontract (the “**Applicant**”) as they appear in the register maintained by the Registraire des entreprises du Québec (Québec enterprise registrar). If it is a sole proprietorship, please state your last name(s) and first name(s). If the Applicant has a French name and an English name, please state both names:

Name of the Applicant

NEQ (if applicable)

2.2 Language of correspondence

- ☐ French
- ☐ English

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2.3 Address of head office¹

<input type="text"/>	<input type="text"/>	<input type="text"/>
No.	Street	Suite
<input type="text"/>		<input type="text"/>
City		Province/State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal code	Country	Website (optional)
<input type="text"/>		<input type="text"/>
Main telephone		Fax

2.4 Mailing address

☐ Check this box if the mailing address is the same as the head office address. If not, please provide the mailing address:

<input type="text"/>	<input type="text"/>	<input type="text"/>
No.	Street	Suite
<input type="text"/>		<input type="text"/>
City		Province/State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal code	Country	Website (optional)
<input type="text"/>		<input type="text"/>
Main telephone		Fax

¹ A post office box is not an acceptable address for the head office.

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2.5 Legal form

Please state the legal form of the Applicant (check only one box):

- ☐ Legal person ☐ Partnership ☐ Natural person operating a sole proprietorship ☐ Other

2.6 Number of shareholders or partners

Please state the total number of shareholders (voting shares) or partners of the Applicant:

2.7 Nature of activities

Please state the nature of the activities of the Applicant, as described in the register maintained by the Québec enterprise registrar:

2.8 Number of Attestation from Revenu Québec

Please state the number of the attestation issued by *Revenu Québec*:

2.9 Licence number assigned by the Régie du bâtiment du Québec (RBQ)

Please state the licence number assigned by the *Régie du bâtiment du Québec* (RBQ):

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2.10 Other names

Does the Applicant currently have, or in the past five years has the Applicant had, one or more business names other than the name indicated in section 2.1?

☐ Yes

☐ No

If you answered “yes”, please state all the names currently appearing in the “Other names” section of your registration with the enterprise registrar as well as all the other names under which the Applicant carried on its activities in the past five years:

Current names:

Former names:

Part 3 – Information about the contract (if applicable)

If you are applying for the issuance of an authorization, please provide the following information:

The number of the call for tenders: _____

The title of the call for tenders: _____

The estimated value of the contract or subcontract: _____

The deadline for submitting bids or the date set out in the call for tenders concerning the required authorization, whichever is latest:

If the Applicant is part of a consortium, please state the consortium’s name: _____

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Part 4 – Information about the respondent

An enterprise that wishes to enter into a contract with a public body must appoint a natural person who acts as respondent pursuant to section 21.23 of *An Act respecting contracting by public bodies*:

“The application for authorization must be filed with the Authority by the natural person who is the operator if it is for a sole proprietorship, by a director or an officer if it is for a legal person and by a partner if it is for a partnership. The person filing the application acts as respondent for the purposes of this chapter.”

4.1 Identity of respondent

☐ Mr.

☐ Ms.

Last name(s)

First name(s)

Date of birth
(mm/dd/yyyy)

4.2 Functions of the respondent at the enterprise

Please state the respondent's function or functions at the enterprise:

☐ A natural person who operates the enterprise as a sole proprietorship

☐ Director

☐ Officer

☐ Partner

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4.3 Home address of the respondent

No.	Street	Apt.
City		Province/State
Postal code	Country	Personal telephone
E-mail address		

4.4 Mailing address of the respondent

No.	Street	Suite
City		Province/State
Postal code	Country	Website (optional)
Main telephone	Fax	

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Part 5 – Declaration of the Applicant

Section I – Declaration

Please answer the following questions:

1. In the past five years, has the Applicant been prosecuted for or found guilty of an offence listed in Schedule I of *An Act respecting contracting by public bodies*? Yes ☐ No ☐

If you answered "yes," please provide information about the offence(s) in section II of this form.

2. In the past five years, has the Applicant been prosecuted for or found guilty of any other criminal or penal offence committed in the course of its business? Yes ☐ No ☐

If you answered "yes," please provide information about the offence(s) in section II of this form.

3. In the past five years, has the Applicant been found guilty by a foreign court of an offence which, if committed in Canada, could have resulted in criminal or penal proceedings for an offence listed in Schedule I of *An Act respecting contracting by public bodies*? Yes ☐ No ☐

If you answered "yes," please provide information about the offence(s) in section II of this form.

4. In the past two years, has the Applicant been ordered to suspend work by a decision enforceable under section 7.8 of *An Act respecting labour relations, vocational training and workforce management in the construction industry* (c. R-20)? Yes ☐ No ☐

If you answered "yes," please provide details:

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5. In the past two years, has the Applicant been ordered by a final judgment to pay a claim made under subparagraph (c.2) of the first paragraph of section 81 of *An Act respecting labour relations, vocational training and workforce management in the construction industry* (c. R-20)?

Yes ☐

No ☐

If you answered "yes," please provide:

6. Is there any information you would like to provide which could be of interest to the AMP in connection with this application?

Yes ☐

No ☐

If you answered "yes," please provide details:

Name of respondent

Signature

Date (mm/dd/yyyy)

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Section II – Information about offences

If you answered “yes” to questions 1, 2 and/or 3 of Section 1 – Declaration of this form, please provide the following information for each offence:

Section and name of the Act or Regulation that was contravened:

Court case number:

Details about the offence (e.g.: facts and circumstances surrounding the offence):

Name of respondent

Signature

Date (mm/dd/yyyy)

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Section III – Information about prohibitions under electoral laws

If you answered “yes” to question 4 of Section 1 – Declaration of this form, please provide the following information for each prohibition from entering into a public contract:

Details of the order:

Expiry date of the prohibition from entering into a public contract:

Has a judge suspended the prohibition? If so, please provide details:

Name of respondent

Signature

Date (mm/dd/yyyy)

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Part 6 – Signature

I declare having read and understood the questions and statements in this application.

I declare that all information set out in this application is true and complete.

I acknowledge that the AMP will send the Associate Commissioner for Audits appointed under section 8 of the *Anti-Corruption Act* (c. L-6.1) the information obtained so that the Associate Commissioner may conduct the audits he considers necessary in order to provide the AMP with an advisory opinion on the enterprise concerned by the application for authorization, the whole pursuant to *An Act respecting contracting by public bodies* (c. C-65.1; 2012, c. 25) (the "ACPB").

I understand that any false or misleading statement constitutes an offence under section 27.5 of the ACPB.

Name of respondent

Signature

Date (mm/dd/yyyy)

Should the enterprise withdraw this application at any stage in the process, the AMP will notify the *Secrétariat du Conseil du trésor* and the public bodies concerned.

Part 7 – Additional consent

In the case of an enterprise that is not constituted under the laws of Québec and does not have its head office or an establishment in Québec where it primarily conducts its activities, the following consent is required:

I agree that the Associate Commissioner for Audits may communicate the information provided herein to any local police force or local source of information as well as to the local fiscal authorities mentioned in section 5 of the Regulation, and receive all information necessary for the audits. The location of the enterprise and the persons concerned is the Canadian province or territory or other jurisdiction where the enterprise primarily conducts its activities or, in the case of a natural person, where he or she is domiciled.

Name of respondent

Signature

Date (mm/dd/yyyy)

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Part 8 – Documents to be provided

- ☐ The “Authorization or renewal of authorisation to enter into a public contract/subcontract” form duly completed and signed by the respondent.
- ☐ The remittance slip, duly completed, for payment of the required fee.
- ☐ An official document confirming the appointment of the respondent (mandatory for the application for authorization. Required for the application for renewal of authorization **only if the respondent has changed**).
- ☐ An organization chart outlining the structure of the enterprise and including, if applicable, the names of its subsidiaries and parent company and any subsidiaries of the parent company. Please indicate the relationship between the enterprises.
- ☐ Provide the audited financial statements for the latest fiscal year of the enterprise. If the enterprise does not have audited financial statements, the AMP requires **at least a review engagement report on the financial statements for the latest fiscal year**. A notice to reader alone will not be accepted.
- ☐ An attestation from *Revenu Québec*, issued not more than 30 days before the date on which the application is filed, stating that the enterprise has filed the returns and the reports that it was required to file under fiscal laws and that it has no overdue account payable to the Minister of Revenue.

If you are a foreign enterprise, you must provide a tax attestation stating that your enterprise has filed the returns and the reports that it was required to file under the fiscal laws of its country of origin.

- ☐ The criminal and penal court record of the enterprise or any other similar document in respect of any entity not constituted under the laws of Québec.
- ☐ If your enterprise has established governance measures (code of ethics, training program, governance committee, etc.), please disclose them and send us the related documentation with the application for authorization.

Part 9 – Sending the form

Please note that the AMP does not accept remittance slips sent by fax. Please mail this form, together with your payment and the required documents, to the following email address: directionlcp@amp.quebec.

If you pay by check, please mail it to the following address :

Autorité des marchés publics

525, boul. René-Lévesque Est, RC. 30
Québec (Québec) G1R 5S9

For any questions regarding this form, please contact the AMP Information Centre at 1 888 335-5550.