



**Companion Guide**  
for Enterprises



# Public contracts

## Managing Business Relationships

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## Important information



Throughout the authorization or renewal process, and as long as the enterprise holds an authorization, the respondent will be the **only** person with whom the *Autorité des marchés publics* (the “AMP”) communicates when necessary. A respondent who is unable to perform his or her functions may sign a **power of attorney** authorizing another person to communicate with the AMP.



Please pay particular attention to the names you disclose so as to ensure that they **are identical in all your documents** (relationships disclosed, identification documents, declaration forms and good conduct certificates, where applicable).



Declarations **must not have been signed more than 6 months** before an application is filed.

If you would like to sign your declarations using an electronic signature, please note that only encrypted electronic signatures are permitted. PDF signatures will be rejected.



If you are not able to provide certain criminal and penal court records (entities) and/or good conduct certificates (natural persons) at the time of disclosing the enterprise’s business relationships, provide instead a **letter of commitment** stating that you have taken the necessary steps to obtain the documents and that they will be promptly submitted once received. **Note that the AMP will not grant an authorization or renewal of authorization until it has received the criminal and penal court records and/or good conduct certificates.**



The declaration forms sent to the AMP must be complete, i.e., no pages must have been removed, even pages that are blank.



All the enterprise’s lenders must be disclosed, **including those on the balance sheet (liabilities) section of the financial statements.**

If a lender is listed on the balance sheet (liabilities) but the debt has been repaid, the enterprise must provide a letter confirming that the loan has been repaid in full.

# Introduction

## Who should use this guide?

This guide was prepared to assist enterprises that are required to:

- Disclose their business relationships in connection with an application for authorization.
- Update their business relationships in connection with a renewal of authorization.
- Update their business relationships following changes to information previously submitted in connection with an authorization or a renewal.

A “business relationship” means any person or entity that is related to and controls the applicant, such as an officer, a shareholder, a director or a partner.



We urge you to familiarize yourself with all the steps set out below **before** you begin to enter or update your business relationships to ensure you have all the necessary information and documents as certain information is required in order to be able to save data you have entered.

# AMP E-Services

## Introduction

An enterprise's business relationships are disclosed/updated using the Manage business relationships function in AMP E-Services.

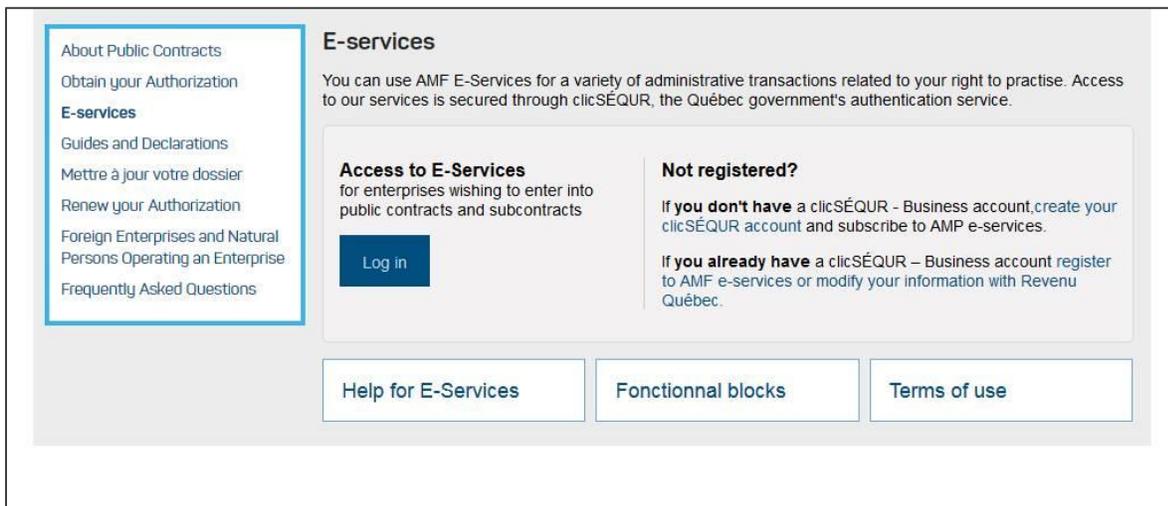
## Accessing AMP E-Services

In order to access AMP E-Services, the respondent must follow these steps:

1. Go to the AMPF website ([www.amp.quebec](http://www.amp.quebec)), click on the "Authorization to contract" tab, then on "E-Services."

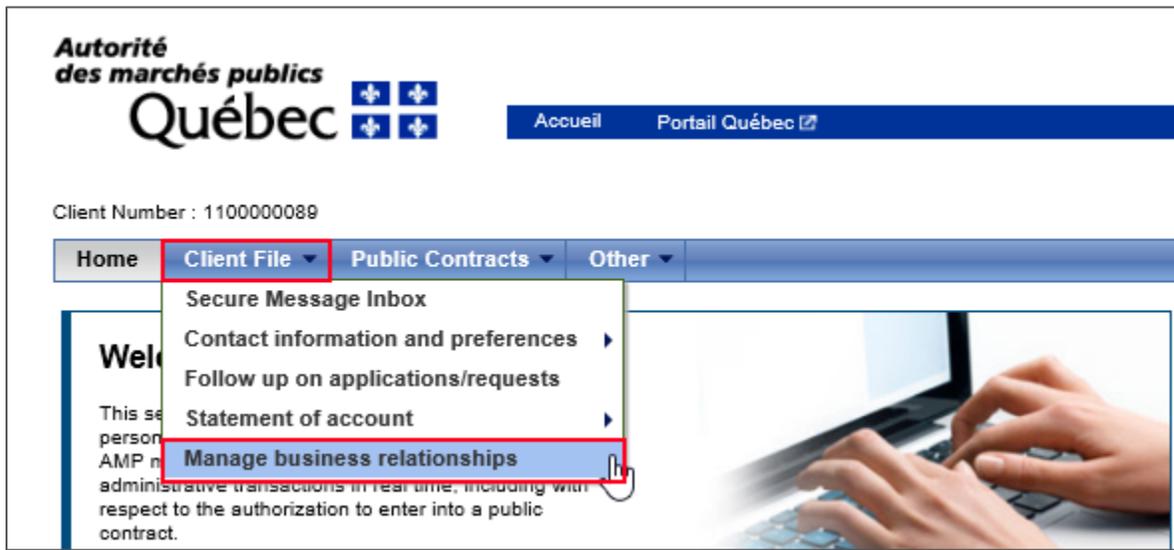


2. Log in and enter the user code and password obtained when registering with clicSÉQR.

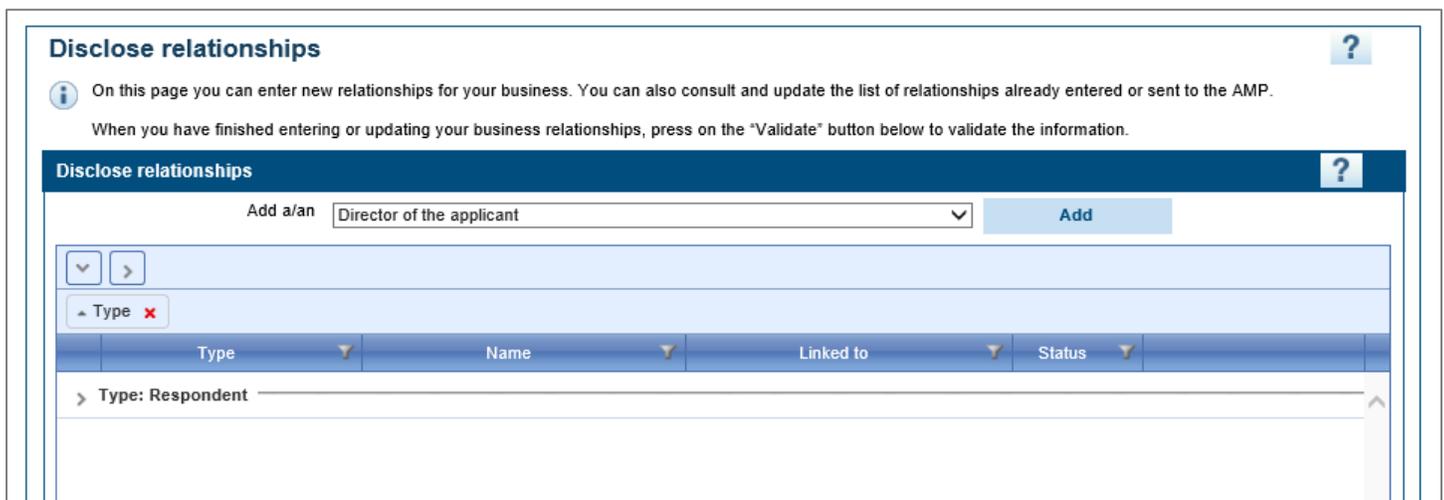


## Accessing the Manage business relationships function

From the AMP E-Services home page, go to the “Client File” tab, then select “Manage business relationships.”



You are now ready to disclose your business relationships.



# What is a business relationship?

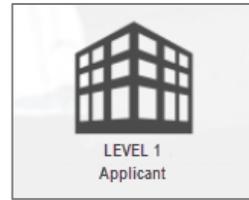
# Introduction

A “business relationship” means any person or entity that is related to and controls the applicant, such as an officer, a shareholder, a director or a partner. Relationships to be disclosed are broken down into three levels.

## Relationship levels

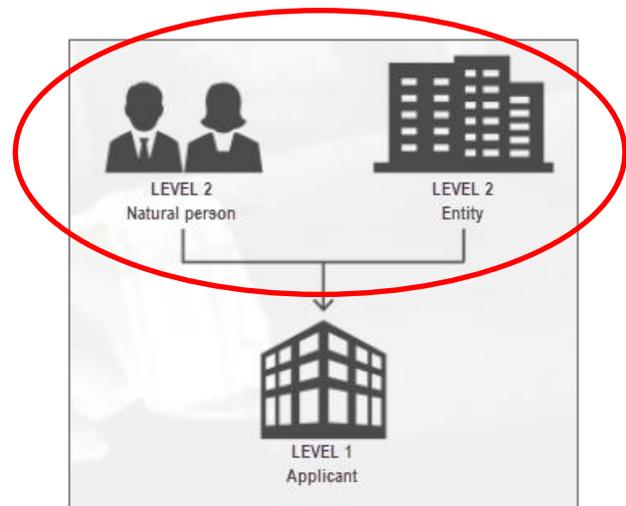
### Level 1

Level 1 refers to the applicant.



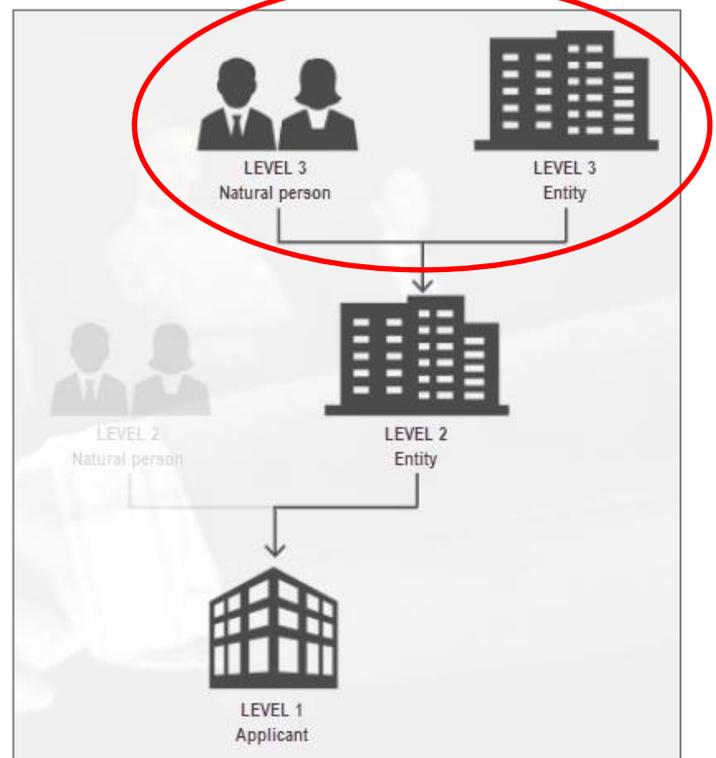
### Level 2

Level 2 refers to all natural persons and entities that have a business relationship with the applicant.



### Level 3

Level 3 refers to all natural persons and entities that have a business relationship with level 2 entities that have been disclosed.



## Types of relationships

The types of relationships available in the Manage business relationships function are based on the enterprise's legal form. See the diagrams on the following pages to determine which relationships must be disclosed depending on the legal form of your enterprise.

The following information will help you disclose relationships:

- **director** means any person who is a member of the board of directors of the enterprise.
- **officer** means a person who directs and/or supervises the administration and/or activities of an enterprise. In applying for authorization or renewal, the applicant must disclose all of its officers to the AMP. To do so, it must use one of the following links depending on the one that applies to each of its officers:
  - **officer who does not have control** means an officer who, in fact, has no decision-making power over the major orientations of the enterprise.
  - **officer who has control** means an officer who, in fact, has decision-making power over the major orientations of the enterprise. The AMP considers that an officer who has control is a person who holds a position such as, but not limited to: president, general manager, chief executive officer, chief financial officer, chief operating officer or any other position with similar functions.
- **partner** means a principal partner of a partnership who has decision-making power and participates in decisions related to the orientations of the enterprise.
- **shareholder** means the three principal shareholders who each hold 10% or more of the voting rights.

It is important to pay special attention when disclosing officers so as to avoid any issues that could arise and significantly delay the audit process.



The AMP may also require additional information about persons or entities not covered by the above definitions.

## ***Concept of control***

The business must provide the AMP with information about any person or entity who, directly or indirectly, controls the business. To identify these persons or entities, this concept requires clarification as to its scope.

For purposes of the Act, the person or entity who controls the business means:

- the person or entity who holds a sufficient number of the voting rights attached to all outstanding voting securities of a business to affect materially the control of the business;
  - If a person, acting alone or with other persons by virtue of an agreement, holds more than 20% of the voting rights, the person is deemed to hold a sufficient number of the voting rights to affect materially the control of the business.
  - Influence is material where it allows participation in decisions related to the orientations of the business.
- the person or entity who owns the securities of the business enabling the holder to elect in all cases a majority of the directors of the business;
- the person or entity who holds effective control of the administration or activities of the business, whether this right or power is exercised via a management contract or otherwise.

## ***About certain types of relationships***

### **Officer who does not have control over the applicant**

Disclose a relationship for each officer of the enterprise who does not have control over it.

### **Lender (entity or natural person)**

If applicable, disclose a relationship for each lender (entity or natural person) with whom the enterprise has entered into an agreement for the loan of money or property.

**Lenders that are financial institutions or lending companies need not disclose this relationship. A financing company is considered to be a company that finances equipment, vehicles, etc. Financing companies are not financial institutions or lenders.**

### **Financial institution**

You must disclose a relationship for each financial institution with which the enterprise conducts business.

The financial institutions concerned are those that provide banking or financial services to the enterprise. For example, the enterprise must disclose the financial institutions with which it has a bank account or a loan.

### **Establishment**

If applicable, disclose a relationship for each of the enterprise's addresses as well as for the addresses of all its establishments **over the past 5 years**.

**Other controlled enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of the ACPB (entity)**

Every entity that answered “Yes” to the question “In the past five years, has the entity been a shareholder or a partner of another enterprise, or has it directly or indirectly had legal or de facto control over another enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of *An Act respecting contracting by public bodies?*” must disclose this type of relationship for each enterprise controlled that was prosecuted for or found guilty of an offence.

**Other controlled enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of the ACPB (natural person)**

Every person who answered “Yes” to the question “In the past five years, have you been a shareholder, director, partner or officer of another enterprise, or have you had direct or indirect legal or de facto control over another enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of *An Act respecting contracting by public bodies?*” must disclose this type of relationship for each enterprise controlled that was prosecuted for or found guilty of an offence.

Under the *Act respecting contracting by public bodies* (CQLR, c. C-65.1) (the “ACPB”), persons who make a false or misleading statement and enterprises that fail to notify the AMP of any change to any information previously provided for the purpose of obtaining an authorization are guilty of an offence and liable to a fine as stipulated in the relevant sections.

**+ Functions**

Description of functions

**+ Control**

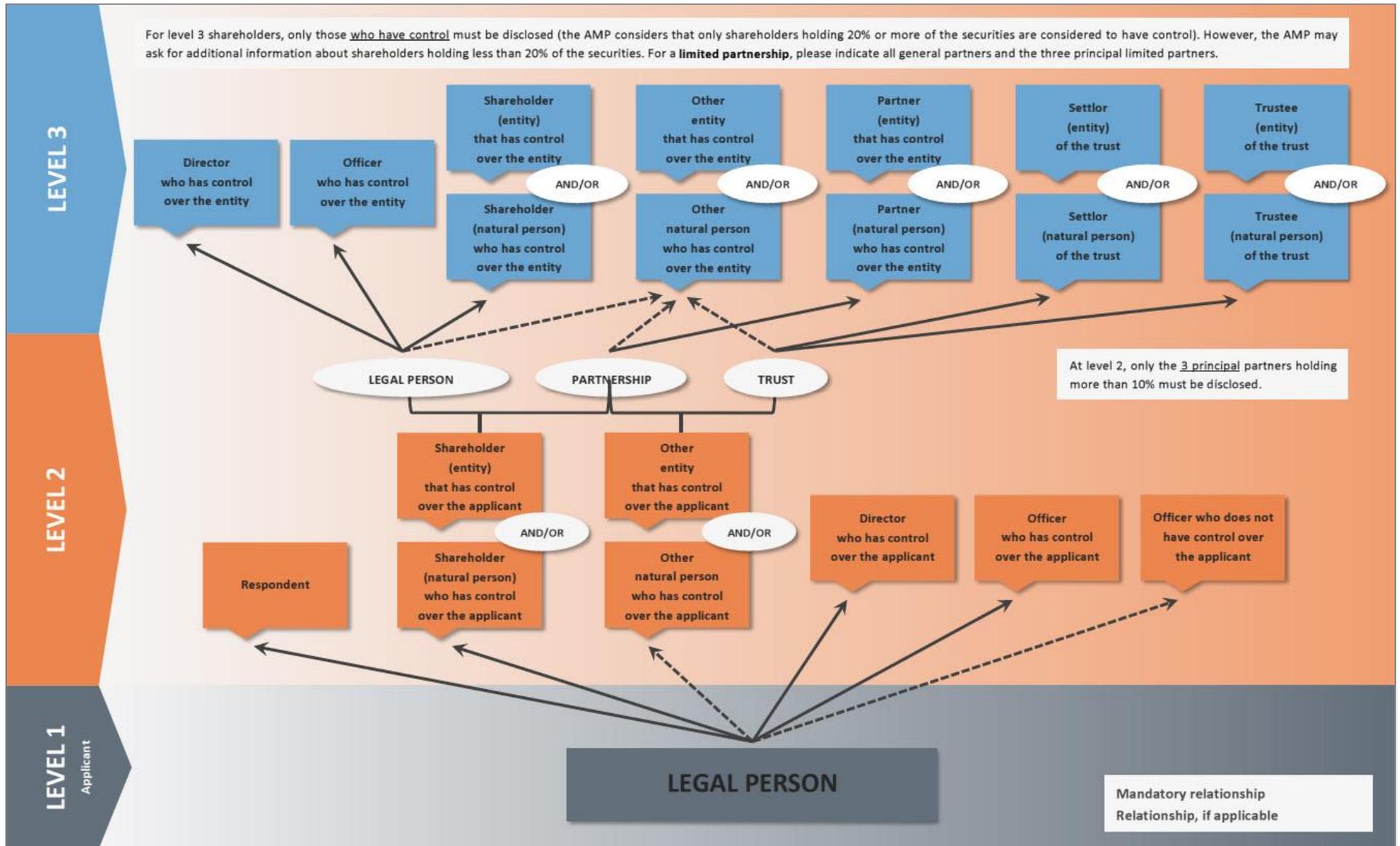
Description of control (number of shares, % of voting rights, value of partnership units, etc.)

In the past five years, have you been a shareholder, director, partner or officer of another enterprise, or have you directly or indirectly had legal or de facto control over another enterprise that was prosecuted for or found guilty of an offence listed in Schedule 1 of *An Act respecting contracting by public bodies?*  Yes  No

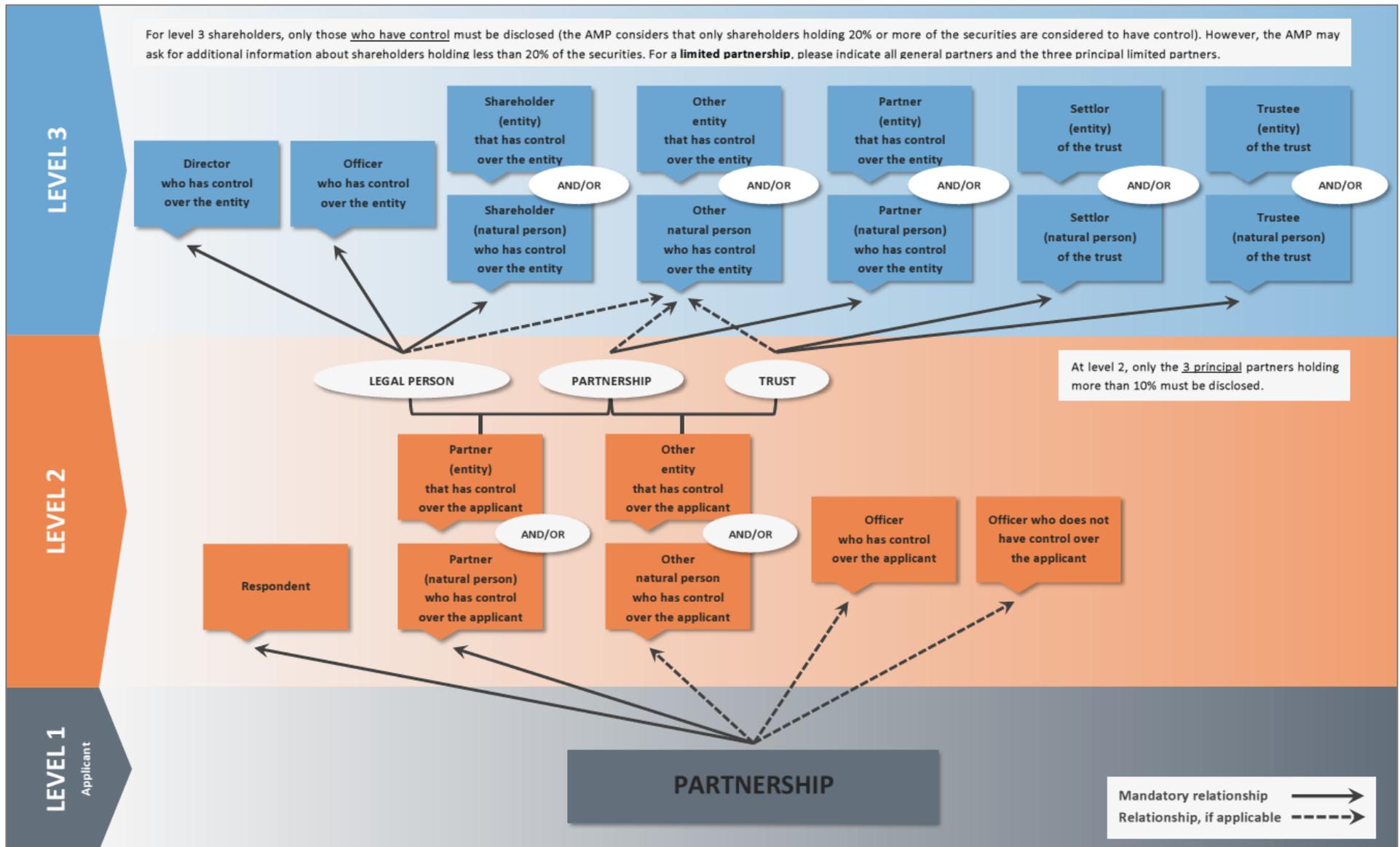
**+ Supporting documents**

**Declaration**  
1 document(s) required

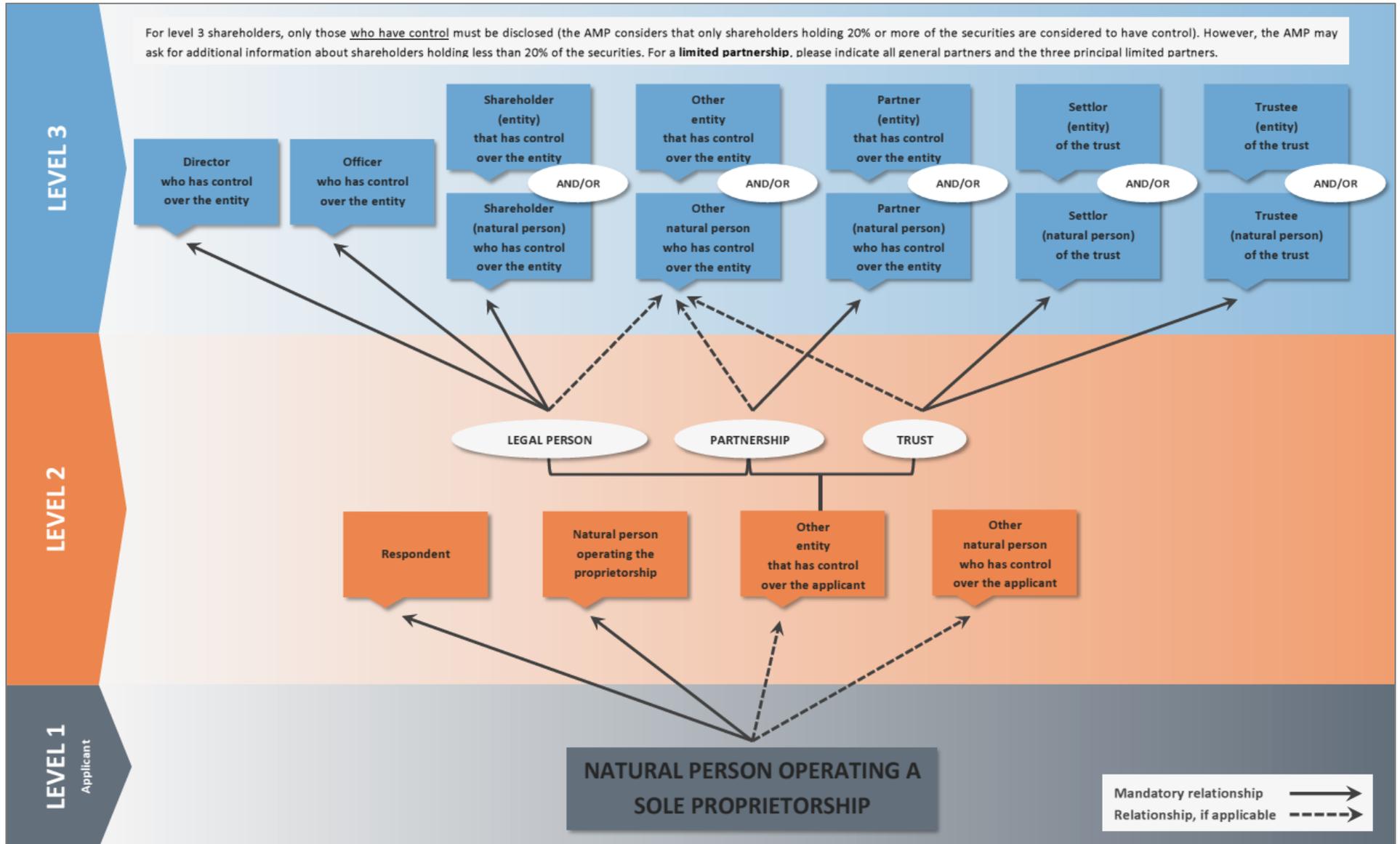
# Relationships to be disclosed if the legal form of the enterprise is "Legal person"



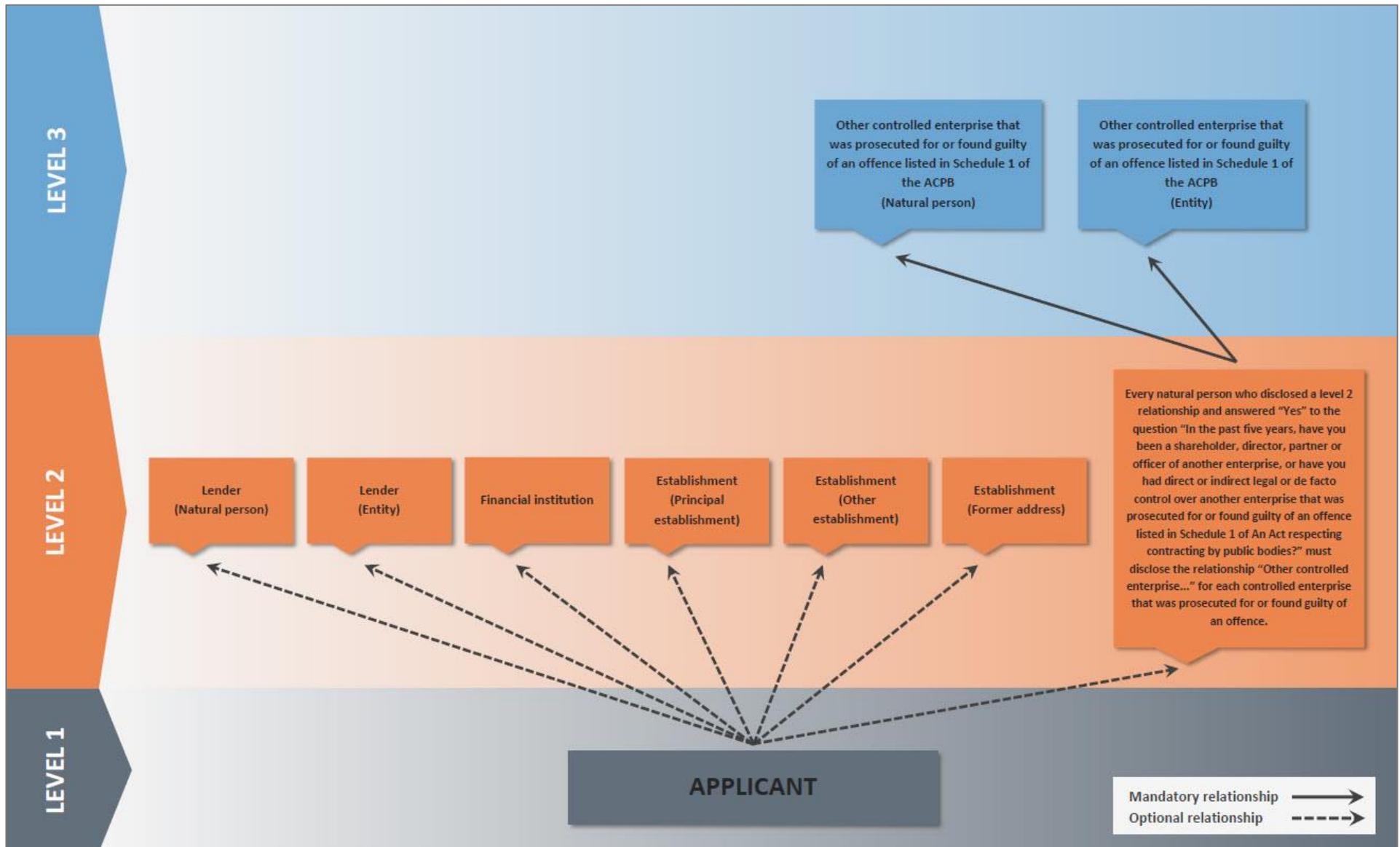
# Relationships to be disclosed if the legal form of the enterprise is "Partnership"



# Relationships to be disclosed if the legal form of the enterprise is “Natural person operating a sole proprietorship”



# Relationships common to all legal forms



# How to disclose business relationships

# General information about the Manage business relationships function

## General Information

### On-line help

On-line help is identified by a question mark.



This icon, which appears on each AMP E-Services page, allows you to obtain assistance from a Customer Information Centre agent.

### Automatic logout

If there has been no activity for an extended period of time, the system will automatically log you out and any unsaved information will be lost. To save information that has been entered, simply proceed to the following page by clicking on "Next." To access AMP E-Services again after having been logged out, you will have to re-enter your user code and password.

## Mandatory fields

Most fields are preceded by a red star (\*) or a blue cross (+).

### Fields preceded by a red star (\*)

These fields must be filled out in order to save the current page. If the page is closed without all the (\*) fields having been filled out, all the information will be lost.

### Fields preceded by a blue cross (+)

These fields are required, but will not prevent you from saving the current page and returning to it later. However, all of these fields must be filled out before you validate the disclosed relationships, otherwise you will get error messages and will not be able to submit your Add/change business relationships application to the AMP.

## Sorting and grouping

Use the sorting and grouping options to help you manage your business relationships.

### Sorting business relationships

You must first decide how you would like to sort the business relationships. The possible choices are shown in the available column headers in the Manage business relationships function (“Type,” “Name,” “Linked to” and “Status”).

The screenshot shows the 'Disclose relationships' interface. At the top, there is a dropdown menu for 'Add a/an' with 'Director of the applicant' selected and an 'Add' button. Below this is a light blue sorting zone with a dropdown arrow and a right arrow. The column headers are 'Type', 'Name', 'Linked to', and 'Status', each with a dropdown arrow. These headers are highlighted with a red border. Below the headers, there is a search bar with the text 'Type: Director of the applicant' and a search icon.

Once your choice is made, click on the desired column header and drag it to the sorting zone in the light blue section just above the columns.

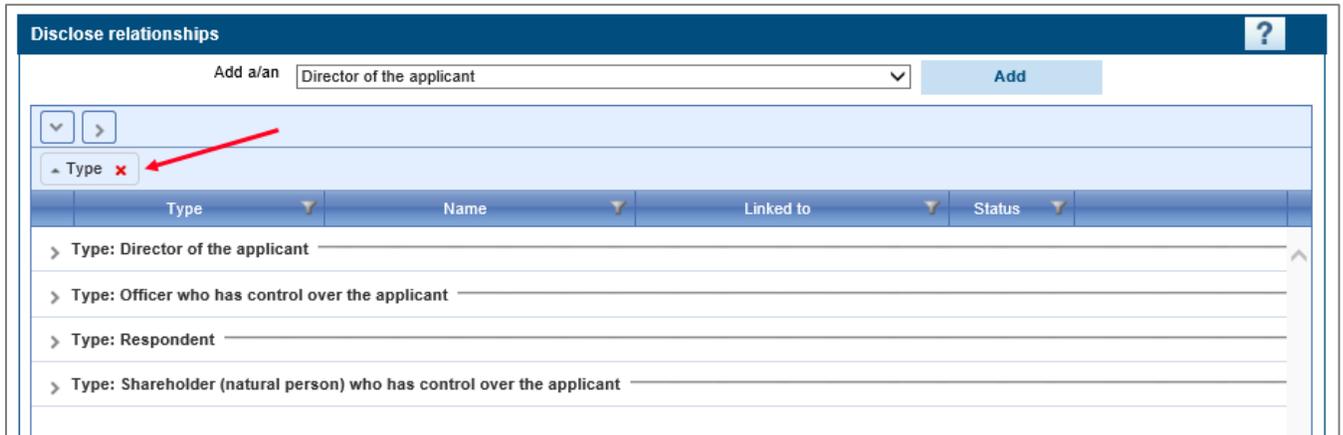
The screenshot shows the 'Disclose relationships' interface. The 'Add a/an' dropdown is set to 'Director of the applicant' with an 'Add' button. Below the light blue sorting zone, there is a text prompt: 'Drag a column header and drop it here to group by that column'. A red arrow points from the 'Type' column header to the sorting zone. Below the headers, a table row is visible with the following data: 'Director of the applicant', 'DOE, JOHN', 'ENTREPRISE DEMANDERESSE 4', 'Add', and two icons (edit and delete).

Sorting will be based on the column you dragged to the sorting zone. For example, by selecting the “Type” column, the relationships will be grouped by “Relationship type.”

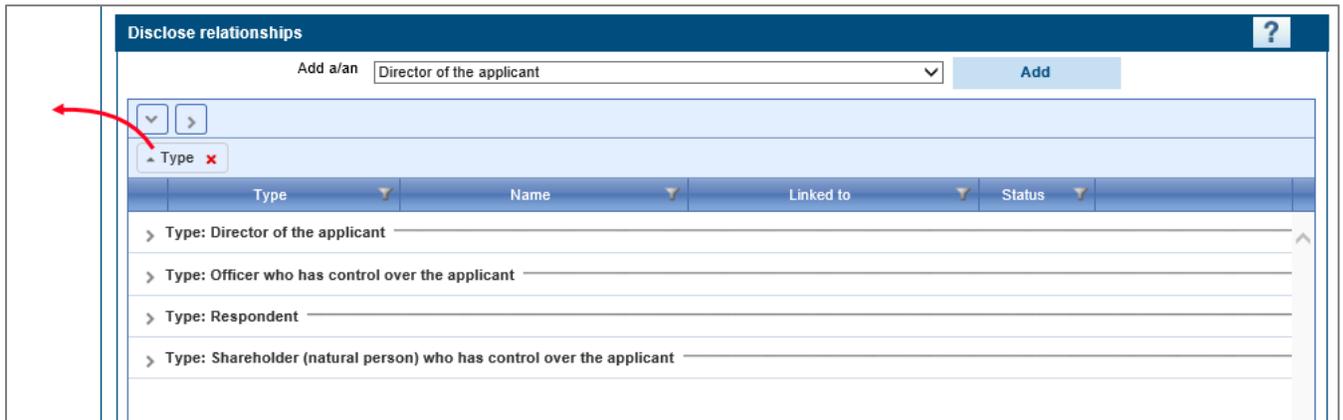
The screenshot shows the 'Disclose relationships' interface. The 'Add a/an' dropdown is set to 'Director of the applicant' with an 'Add' button. Below the light blue sorting zone, there is a dropdown menu for 'Type' with a red border. The dropdown is open, showing a list of relationship types: 'Type: Director of the applicant', 'Type: Officer who has control over the applicant', 'Type: Respondent', and 'Type: Shareholder (natural person) who has control over the applicant'. Each item has a right arrow next to it. The 'Type' dropdown and its list are highlighted with a red border.

To cancel a sorting and go back to the original screen, either:

1. Click on the small red **x** on the sorting box, or



2. Drag the sorting box outside the sorting zone.



 During initial access to the Manage business relationships function, relationships will automatically be sorted by “Type” to make it easier to consult the data. You can keep that sorting option, or remove or change it at any time.

## Opening and closing groups

When you use the sorting options, your relationships will be grouped by theme. The arrows beside each group let you open and close the groups as needed. Each group may be opened or closed **individually**.

The screenshot shows the 'Disclose relationships' interface. At the top, there is a header bar with the title 'Disclose relationships' and a help icon. Below the header, there is a search bar with the text 'Add a/an Director of the applicant' and an 'Add' button. The main content area is a table with columns: Type, Name, Linked to, and Status. The table is grouped by type, with expand/collapse arrows next to each group header. A red box highlights the 'Type' column headers and the expand/collapse arrows for each group.

Type	Name	Linked to	Status
▼ Type: Director of the applicant			
Director of the applicant	<u>DOE, JOHN</u>	ENTREPRISE DEMANDERESSE 4	Add
Director of the applicant	<u>SMITH, JOHN</u>	ENTREPRISE DEMANDERESSE 4	Add
> Type: Officer who has control over the applicant			
> Type: Respondent			
> Type: Shareholder (natural person) who has control over the applicant			

To open or close all the groups as a **block**, use the buttons provided.

The screenshot shows the 'Disclose relationships' interface. At the top, there is a header bar with the title 'Disclose relationships' and a help icon. Below the header, there is a search bar with the text 'Add a/an Director of the applicant' and an 'Add' button. The main content area is a table with columns: Type, Name, Linked to, and Status. The table is grouped by type, with expand/collapse arrows next to each group header. A red box highlights the 'Type' column header and the expand/collapse arrows for all groups.

Type	Name	Linked to	Status
▼ Type: Director of the applicant			
Director of the applicant	<u>DOE, JOHN</u>	ENTREPRISE DEMANDERESSE 4	Add
Director of the applicant	<u>SMITH, JOHN</u>	ENTREPRISE DEMANDERESSE 4	Add
> Type: Officer who has control over the applicant			
> Type: Respondent			
> Type: Shareholder (natural person) who has control over the applicant			

## Available buttons

### "Modify" button

This button is used to modify a relationship previously entered. Clicking on this button opens the relationship and changes can then be made to it.

### "Delete" button

This button is used to delete a relationship previously entered.

If this button is used when the relationship status is "Add," the relationship will completely disappear from the Manage business relationships function.

If this button is used when the relationship status is "Sent" or "Modify," the relationship will remain visible in the Manage business relationships function but its status will be changed to "Delete." The public contracts authorization agent will be responsible for deleting the relationship from the database when he or she receives the application.

### "Cancel change" button

This button is used to cancel a change that was made to a relationship entered previously.

If this button is used when the relationship status is "Modify," the modifications will be cancelled and the information about this relationship will revert to the previous status.

If this button is used when the relationship status is "Delete," the deletion will be cancelled and the relationship will remain available in the Manage business relationships function.

For a **renewal**, only the "Modify" and "Cancel change" buttons are available:



If you have to delete a relationship that is no longer valid, first click on the "Cancel change" button. The "Delete" button will appear and you can then delete the relationship.

## How to disclose level 2 relationships

When the Manage business relationships function is accessed for the first time, only the name of the enterprise's respondent will appear on screen. The respondent is the person who was appointed when the application for authorization was filed.

The screenshot shows the 'Disclose relationships' page. At the top, there is a header with the title 'Disclose relationships' and a help icon. Below the header, there is an information icon and a paragraph: 'On this page you can enter new relationships for your business. You can also consult and update the list of relationships already entered or sent to the AMP. When you have finished entering or updating your business relationships, press on the "Validate" button below to validate the information.' Below this, there is a dark blue bar with the title 'Disclose relationships' and another help icon. Underneath, there is a form with a dropdown menu labeled 'Add a/an' containing the text 'Director of the applicant' and an 'Add' button. Below the dropdown, there is a table with columns: Type, Name, Linked to, and Status. The table has a filter bar for 'Type' with a dropdown arrow and a red 'x' icon. The table is currently empty.

The enterprise must now disclose all its other business relationships, based on its legal form.

**!** If you selected the wrong legal form for your enterprise during your application for authorization, please contact the AMP **before** starting the business relationships disclosure process.

1. From the Manage business relationships function, select the desired relationship from the drop-down list and then click on "Add."

The screenshot shows the 'Disclose relationships' page with the 'Add a/an' dropdown menu open. The dropdown list contains the following options: Director of the applicant, Establishment, Financial institution, Lender (entity), Lender (natural person), Officer who does not have control over the applicant, Officer who has control over the applicant, Other entity that has control over the applicant, Other natural person who has control over the applicant, Respondent, Shareholder (entity) that has control over the applicant, and Shareholder (natural person) who has control over the applicant. The 'Add' button is highlighted with a red box. The table below the dropdown is partially visible, showing the same columns as in the previous screenshot.

- A new page will appear. You will now be ready to disclose the required information for the selected business relationship. **It is important to note that the information to be disclosed varies according to the type of relationship selected.**

**Relationship detail**
?

i On this page, you also view or change some information about a previously disclosed respondent.

For details about the information to be provided, please consult the Guide for Enterprises.

\* Fields to be completed to save this page.  
+ Fields to be completed to validate all your relationships and send them to the AMP.

**Respondent**
?

**Identification**

Select an entity already disclosed or enter its information below.  Select

+ Gender

\* Last name

\* First name

+ Date of birth  (mm/dd/yyyy)

+ Home address

Civic No	<input type="text"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text"/>		
Municipality	<input type="text"/>	Province / State	<input type="text"/>
Country	<input type="text"/>	Postal code / Zip code	<input type="text"/>

Obtain an address

**References**

+ Personal telephone  i

E-mail

+ Mailing address

Civic No	<input type="text"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text"/>		
Municipality	<input type="text"/>	Province / State	<input type="text"/>
Country	<input type="text"/>	Postal code / Zip code	<input type="text"/>

Obtain an address

+ Supporting documents

Document from the respondent  
1 document(s) required

Document confirming appointment of respondent     Paper     Electronic

Save and return
Save and new
Cancel

## About the “Identification” section

### For relationships with natural persons and entities

For natural persons, the “Gender,” “Last name,” “First name” and “Date of birth” fields are mandatory. For entities, the “Name” and “NEQ” fields are mandatory.



Please pay particular attention to the names you disclose so as to ensure that they are **identical in all your documents** (relationships disclosed, identification documents, declaration forms and good conduct certificates, where applicable).

If you disclose a relationship for a **new** natural person or entity, all the information must be entered manually in the text area.

If you disclose a relationship for a natural person or entity **that has previously been disclosed**, you **must** use the “Select” button.

### Relationship detail ?

**i** On this page, you also view or change some information about a previously disclosed respondent.  
For details about the information to be provided, please consult the Guide for Enterprises.

\* Fields to be completed to save this page.  
+ Fields to be completed to validate all your relationships and send them to the AMP.

---

#### Respondent ?

**Identification**

Select an entity already disclosed or enter its information below.  Select

Clicking on “Select” will open a new window displaying the list of natural persons or entities already disclosed. When you select a person or entity from this list, the information about this person or entity will automatically appear in the fields. This can be useful if a person has several business relationships with the same enterprise, because it prevents the need to enter information several times.

### Select a person x

Last name	First name	Date of birth
DOE	JOHN	01/01/1900
SMITH	JOHN	01/06/1902
TREMBLAY	ROBERT	05/05/1956

Displaying items 1 - 3 of 3

New person/entity Close

### For the “Financial institution” relationship

For the “Financial institution” relationship, a predefined list of the main financial institutions is available. Please choose the appropriate financial institution from the possible choices.

**Financial institution of “ENTREPRISE DEMANDERESSE 4”** ?

**Identification**

\* Name

\* Specify, if Other:

+ **Financial institution branch**

Name and address of financial institution branch

- Banque Canadienne Impériale de Commerce
- Banque de Montréal
- Banque Laurentienne du Canada
- Banque Nationale du Canada
- Banque Royale du Canada
- Banque Tangerine
- Fédération des caisses Desjardins du Québec
- Société hypothécaire HSBC (Canada)
- La Banque de Nouvelle-Écosse
- La Banque Toronto-Dominion
- Autre/Other

If the financial institution you wish to disclose is not on the predefined list, please select the “Autre/Other” option from the list and manually enter the complete name of the financial institution in the “Specify, if Other” field.

**Financial institution of “ENTREPRISE DEMANDERESSE 4”** ?

**Identification**

\* Name

\* Specify, if Other:

+ **Financial institution branch**

Name and address of financial institution branch

- Banque Canadienne Impériale de Commerce
- Banque de Montréal
- Banque Laurentienne du Canada
- Banque Nationale du Canada
- Banque Royale du Canada
- Banque Tangerine
- Fédération des caisses Desjardins du Québec
- Société hypothécaire HSBC (Canada)
- La Banque de Nouvelle-Écosse
- La Banque Toronto-Dominion
- Autre/Other

**Financial institution of "ENTREPRISE DEMANDERESSE 4"** ?

**Identification**

\* Name

\* Specify, if Other:

+ **Financial institution branch**

Name and address of financial institution branch

### For the "Establishment" relationship

You do not have to enter a name for the "Establishment" relationship since the system automatically fills it in according to the information entered in the other fields on the screen. The first section of the name refers to the "Status of establishment," the second section refers to the "Main address" of the establishment and the third section refers to the name of the enterprise.

**Establishment of "ENTREPRISE DEMANDERESSE" 3** ?

**Identification**

\* Name

\* **Main address**

Civic No  Suite / Apt. / Unit

Street / Delivery Installation

Municipality  Province / State

Country  Postal code / Zip code

[Obtain an address](#)

**Telephone and fax numbers**

+ Main telephone  i

Fax

\* **Status of establishment**

Principal establishment

Other establishment  1

Former address

## About the “Address” section

You cannot manually enter information in the address fields. Instead, you must click on the “Obtain an address” button located just below the fields.

**+ Main address**

Civic No	<input type="text"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text"/>		
Municipality	<input type="text"/>	Province / State	<input type="text"/>
Country	<input type="text"/>	Postal code / Zip code	<input type="text"/>

**Obtain an address**

The new window that opens is linked directly to Canada Post and will allow you to validate the address.

**Obtain an address** [x]

**Enter an address** [?]

**i** On this page of the form you can enter all information needed for a full address based on the country shown in “Country.”

For an address in Canada, you must find the address using Canada Post data. Look up the address, then enter the information and confirm.

\* Mandatory field

**MAIN**

**Country** [?]

Canada     United States     Other country

**Search** [?]

\* Postal code

Civic No

**Search**

**Address** [?]

\* Postal code

\* Civic No

\* Street / Delivery Installation  [v]

Suite / Apt. / Unit

\* Municipality

\* Province

**New search**    **OK**    **Cancel**

1. Determine whether the address is in Canada, the United States or another country, then select the appropriate option button.

The screenshot shows a window titled "Obtain an address" with a close button in the top right. Below the title bar is a section titled "Enter an address" with a help icon. The text reads: "On this page of the form you can enter all information needed for a full address based on the country shown in 'Country.'" and "For an address in Canada, you must find the address using Canada Post data. Look up the address, then enter the information and confirm." A red asterisk indicates a mandatory field. Below this is a "MAIN" section with a "Country" header and a help icon. The "Country" section contains three radio button options: "Canada" (selected), "United States", and "Other country". A red box highlights this entire section. Below the "Country" section is a "Search" section with a help icon and a "Postal code" input field with a red asterisk.

2. Addresses in the United States and in other countries must be entered manually in the text area. For an address in Canada, enter the postal code, then click on "Search."

This screenshot shows the "Search" section of the form, which is highlighted with a red box. It includes a "Country" header with a help icon and three radio button options: "Canada" (selected), "United States", and "Other country". Below the "Country" section is a "Search" section with a help icon. It contains a "Postal code" input field with a red asterisk and a red box around it, and a "Civic No" input field. A "Search" button is located to the right of the input fields. Below the "Search" section is an "Address" section with a help icon and a "Postal code" input field with a red asterisk.

3. Once the postal code entered has been analyzed, the site will propose a street name, municipality and province.

**Country** ?

Canada  United States  Other country

**Address** ?

\* Postal code G1V 5C1

\* Civic No

\* Street / Delivery BOUL LAURIER

Installation

Suite / Apt. / Unit

\* Municipality QUÉBEC

\* Province QUEBEC

New search OK Cancel

4. If the proposed street name is incorrect, you can open the drop-down list and select another street name. If you choose "Other," you must enter the street name manually in the text area.

\* Street / Delivery AV LAPIERRE

Installation AV LAPIERRE

Suite / Apt. / Unit RUE DES ÉMILOIS

\* Municipality OTHER

5. Enter the civic number in the "Civic No." field. Click on "OK" when you have finished entering the address.

**Country** ?

Canada  United States  Other country

**Address** ?

\* Postal code G1V 5C1

\* Civic No 2640

\* Street / Delivery BOUL LAURIER

Installation

Suite / Apt. / Unit BUREAU 400

\* Municipality QUÉBEC

\* Province QUEBEC

New search OK Cancel

## About the “Supporting documents” section

### Declaration forms

The declaration forms are available in the “Authorization to contract / Guides and declarations” section of the AMP website. They must be filled out and signed by the natural person in the case of a relationship with a natural person or by the authorized signatory of the entity in the case of a relationship with an entity.

+ Supporting documents

**Declaration**  
1 document(s) required

Declaration (Level 2 natural person)       Paper    Electronic

**Valid ID**  
1 document(s) required

ID       Paper    Electronic

**Prior criminal and penal offences**  
0 document(s) required

Good conduct certificate       Paper    Electronic

Other equivalent document       Paper    Electronic

Police certificate       Paper    Electronic

Verification of prior criminal and penal offences       Paper    Electronic

**Other document**  
0 document(s) required

Document       Paper    Electronic

You must answer all the questions in the form. If one of the questions is left unanswered, the form will be returned to the enterprise.

If you answer “yes” to one of the questions, follow the instructions in the declaration form in order to provide any additional information required.

The list of offences is set out in Schedule I to the ACPB, available on the AMP’s website.

Declarations **must not have been signed more than 6 months** before an application is filed.



If you would like to sign your declarations using an electronic signature, please note that only encrypted electronic signatures are permitted. PDF signatures will be rejected.

### Additional consent

If the application for authorization is being filed by a **foreign enterprise**, i.e., 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, an additional consent is required in the declaration form, pursuant to subparagraphs (1) and (2) of section 5 of the Regulation of the Autorité des marchés publics under an Act respecting contracting by public bodies (CQLR, c. C-65.1, r. 0.1) (the “Regulation”).

### Valid proof of identity (relationships with natural persons only)

Each natural person disclosed in a relationship must provide a copy of valid identification issued by a government or a government department or agency and showing the person's name and date of birth. For example, a driver's licence or health insurance card is considered acceptable identification.

**+ Supporting documents**

**Declaration**  
1 document(s) required  
 Declaration (Level 2 natural person)       Paper  Electronic

**Valid ID**  
1 document(s) required  
 ID       Paper  Electronic

**Prior criminal and penal offences**  
0 document(s) required  
 Good conduct certificate       Paper  Electronic  
 Other equivalent document       Paper  Electronic  
 Police certificate       Paper  Electronic  
 Verification of prior criminal and penal offences       Paper  Electronic

**Other document**  
0 document(s) required  
 Document       Paper  Electronic

### Prior criminal and penal offences (if applicable)



If you are not able to provide certain criminal and penal court records (entities) and/or good conduct certificates (natural persons) at the time of disclosing the enterprise's business relationships, provide instead a **letter of commitment** stating that you have taken the necessary steps to obtain the documents and that they will be promptly submitted once received. **The AMP will not grant an authorization or renewal of authorization until it has received the criminal and penal court records and/or good conduct certificates.**

## Enterprises

The Regulation stipulates that, 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 (foreign enterprise), the enterprise must provide the AMP with a good conduct certificate, issued by the local authorities, including a government or a government department or agency.

**+ Supporting documents**

**Declaration**  
1 document(s) required

Declaration (level 2 entity)  Paper  Electronic

**Prior criminal and penal offences**  
0 document(s) required

Criminal and penal court record of the enterprise  Paper  Electronic

Other equivalent document  Paper  Electronic

**Other document**  
0 document(s) required

Document  Paper  Electronic

The AMP asks that **any enterprise whose head office is not located in Québec**, regardless of whether or not it conducts activities there, provide one of the following documents:

- A good conduct certificate in respect of the enterprise, **issued by the local authorities**, including a government or a government department or agency;
- If unable to provide a good conduct certificate, they must provide a **sworn letter** signed by the respondent or an officer of the enterprise declaring that during the past 5 years, the enterprise was not:
  - prosecuted for or found guilty, in Canada or abroad, of an offence listed in Schedule I of the ACPB or a similar offence;
  - prosecuted for or found guilty, in Canada or abroad, of any criminal or penal offence committed in the course of its business.

Under the Regulation, “the location of the enterprise” means the Canadian province or territory or other jurisdiction where the enterprise primarily conducts its activities.

A “good conduct certificate” means a police certificate, a criminal background check, a criminal record check, a police check or a Canadian Police Information Centre (CPIC) check. **These documents must have been issued by a local authority.**

## Natural persons

You must also provide a good conduct certificate issued by the local authorities, including a government or a government department or agency, in respect of the **persons** listed below if they do not reside in Québec, even if the enterprise is constituted under the laws of Québec, or has its head office or an establishment in Québec. These persons are those referred to in sections 21.26 and 21.28 of the ACPB, including:

- a natural person operating a sole proprietorship;
- an officer;
- a director;
- a partner;
- a shareholder;
- a natural person who has direct or indirect ownership or control of the enterprise;
- a settlor;
- a trustee.

Under the Regulation, the “location” of a natural person means the place where he or she is domiciled.

**+ Supporting documents**

**Declaration**  
1 document(s) required

Declaration (Level 2 natural person)  Paper  Electronic

**Valid ID**  
1 document(s) required

ID  Paper  Electronic

**Prior criminal and penal offences**  
0 document(s) required

Good conduct certificate  Paper  Electronic

Other equivalent document  Paper  Electronic

Police certificate  Paper  Electronic

Verification of prior criminal and penal offences  Paper  Electronic

**Other document**  
0 document(s) required

Document  Paper  Electronic

The procedure for obtaining a good conduct (police) certificate, based on country of origin, is available on the Government of Canada website at <http://www.cic.gc.ca/english/information/security/police-cert/index.asp>.

### Other document (if applicable)

If you have any other document to submit to the AMP relating to a particular relationship, you can do so using the “Other document” option.

**+ Supporting documents**

**Declaration**  
1 document(s) required

Declaration (Level 2 natural person)  Paper  Electronic

**Valid ID**  
1 document(s) required

ID  Paper  Electronic

**Prior criminal and penal offences**  
0 document(s) required

Good conduct certificate  Paper  Electronic

Other equivalent document  Paper  Electronic

Police certificate  Paper  Electronic

Verification of prior criminal and penal offences  Paper  Electronic

**Other document**  
0 document(s) required

Document  Paper  Electronic

### Submitting supporting documents

One or more supporting documents are required for most relationships. When a supporting document is not mandatory, “0 document(s) required” is displayed. It is preferable to submit supporting documents electronically, but paper format is also accepted.

### Submitting a supporting document electronically

1. Click on the check box for the required document.

**Declaration**  
1 document(s) required

Declaration (level 2 entity)  Paper  Electronic

2. Select the “Electronic” option button. An “Attach” button will appear.

**Declaration**  
1 document(s) required

Declaration (level 2 entity)       Paper       **Electronic**      **Attach**

3. Click on the “Attach” button and then search for the file to be attached.

**Declaration**  
1 document(s) required

Declaration (level 2 entity)       Paper       Electronic      **Attach**

4. Once you have found the file to be attached, select it and then click on “Open.” Each file you attach can contain only one document.

Only files with the following extensions are accepted:

**.bmp .doc .docx .jpeg .jpg .ods .odt .pdf .png .rtf .tif .xls .xlsx**

Files with a “.zip” and “.exe” file extension are not permitted. The maximum file size is 20 Mb.

5. Once the file has been attached, the name of the file will appear in place of the “Attach” button. If the file is not the correct one or if you want to replace it, first delete the file that was just attached using the “Delete” option.

**Declaration**  
1 document(s) required

Declaration (level 2 entity)       Paper       Electronic      Declaration J. Smith.jpg      Delete

When a natural person or an entity has already been disclosed in another business relationship and the same supporting document is required once again for this person or entity, it will be added to the relationship automatically. You do not have to do anything.

## Submitting a supporting document in paper format

If you wish to send documents in paper format, it is important that you include the digitization forms that will be sent to you with the acknowledgement of receipt after you have submitted your business relationships to the AMP. One digitization form must be included for each supporting document.

Send the digitization form and supporting documents to the following address:

### **Autorité des marchés publics**

525, boul. René-Lévesque Est, 1<sup>er</sup> étage, bureau 1.25  
Québec (Québec) G1R 5S9

## How to disclose level 3 relationships

To disclose a level 3 relationship:

1. Click on the “Add” button to the right of a level 2 relationship that has already been disclosed.

The screenshot shows the 'Disclose relationships' interface. At the top, there is a header 'Disclose relationships' with a help icon. Below the header, there is an information icon and text: 'On this page you can enter new relationships for your business. You can also consult and update the list of relationships already entered or sent to the AMP. When you have finished entering or updating your business relationships, press on the “Validate” button below to validate the information.' Below this is a sub-header 'Disclose relationships' with another help icon. Underneath, there is a dropdown menu 'Add a/an' with 'Director of the applicant' selected and an 'Add' button. Below that is a table with columns: Type, Name, Linked to, Status. The table has several rows, with the last row expanded. The expanded row shows: Type: Shareholder (entity) that has control over the applicant, Name: 1111-1111 QUÉBEC INC., Linked to: ENTREPRISE DEMANDERESSE 4, Status: Add. To the right of the 'Add' status, there is a red box around an 'Add...' button.

2. A new window will open.

The screenshot shows a new window titled 'Add a relationship for 1111-1111 QUÉBEC INC.' with a close button (X) in the top right corner. Inside the window, there is a dropdown menu labeled '\* Add a/an' with a downward arrow. Below the dropdown are two buttons: 'Add' and 'Cancel'.

- From the drop-down list, select the type of level 3 relationship to be added. (The choices are based on the legal form chosen in the level 2 relationship.)

**Add a relationship for 1111-1111 QUÉBEC INC.**

\* Add a/an

- Shareholder (entity) that has control over the entity
- Shareholder (natural person) who has control over the entity
- Director of the entity
- Other entity that has control over the entity
- Other natural person who has control over the entity
- Officer who has control over the entity

- Once you have chosen the relationship, click on “Add.”

**Add a relationship for 1111-1111 QUÉBEC INC.**

\* Add a/an

**Add** **Cancel**

- The page with details about the level 3 relationship selected will open and you will be able to enter the required information for this new relationship.

**Relationship detail** ?

**i** On this page, you can enter a director of an entity. You can also view or change information about a previously disclosed director.  
For details about the information to be provided, please consult the Companion Guide.

\* Fields to be completed to save this page.  
+ Fields to be completed to validate all your relationships and send them to the AMP.

**Director of 1111-1111 QUÉBEC INC.** ?

**Identification**

Select an entity already disclosed or enter its information below.  **Select**

+ Gender

\* Last name

\* First name

+ Date of birth  (mm/dd/yyyy)

**+ Home address**

Civic No  Suite / Apt. / Unit

Street / Delivery Installation

Municipality  Province / State

Country  Postal code / Zip code

**Obtain an address**

- When you are finished, click on “Save and return.”

# Validating business relationships

## Technical validation of business relationships

When the enterprise has finished entering its business relationships, it must validate the information. This validation allows the enterprise to ensure that it has disclosed all relationships and has provided all mandatory information before submitting them to the AMP.

1. From the Manage business relationships function, click on “Validate” at the bottom of the screen.

**Disclose relationships** ?

**i** On this page you can enter new relationships for your business. You can also consult and update the list of relationships already entered or sent to the AMP.  
When you have finished entering or updating your business relationships, press on the “Validate” button below to validate the information.

**Disclose relationships** ?

Add a/an

Type	Name	Linked to	Status
> Type: Director of the applicant			
> Type: Officer who has control over the applicant			
> Type: Respondent			
> Type: Shareholder (entity) that has control over the applicant			

Displaying items 1 - 6 of 6

2. Once the system has completed all necessary verifications, if your relationship disclosure contains errors or is missing a relationship or information, error messages will appear in red.

**Disclose relationships** ?

**i** On this page you can enter new relationships for your business. You can also consult and update the list of relationships already entered or sent to the AMP.  
When you have finished entering or updating your business relationships, press on the "Validate" button below to validate the information.

**✖ Validation results**

- For "1111-1111 QUÉBEC INC.", you must disclose at least the relationship type "Officer who has control over the entity."
- For 1111-1111 QUÉBEC INC., you must disclose at least the relationship type "Director of the entity."
- For "1111-1111 QUÉBEC INC.", you must disclose at least the relationship type "Shareholder (natural person) who has control over the entity" and/or at least the relationship type "Shareholder (entity) that has control over the entity."

**Disclose relationships** ?

Add a/an

Type	Name	Linked to	Status
> Type: Director of the applicant			
> Type: Officer who has control over the applicant			
> Type: Respondent			
> Type: Shareholder (entity) that has control over the applicant			

Return to menu

3. If the validation process returns error messages, the enterprise must make the necessary corrections before submitting its business relationships to the AMP.

- Once all the errors have been corrected, launch the validation process again until a message confirms that the technical validation of the relationships has been completed.

### Disclose relationships ?

On this page you can enter new relationships for your business. You can also consult and update the list of relationships already entered or sent to the AMP.

When you have finished entering or updating your business relationships, press on the "Validate" button below to validate the information.

Your business relationships have been validated.

In order for the AMP to receive the additions and changes you have made, click on "Next step" and submit an Application to Add / Change Business Relationships.

#### Disclose relationships ?

Add a/an

Type	Name	Linked to	Status
> Type: Director of the applicant			
> Type: Director of the entity			
> Type: Officer who has control over the applicant			
> Type: Officer who has control over the entity			
> Type: Respondent			
> Type: Shareholder (entity) that has control over the applicant			
> Type: Shareholder (natural person) who has control over the entity			



You will not be able to submit your business relationships to the AMP as long as the validation process displays error messages.

# Submitting business relationships

## Access and submit the Add/change business relationships application

If you do not submit the Add/change business relationships application, the AMP will not be notified of the changes (including any additions or deletions) you have made to your list of business relationships and will not be able to analyze those changes.

The AMP considers the date of receipt of information regarding the addition, change or deletion of a business relationship to be the date on which the Add/change business relationships application is sent, not the date on which these changes were entered in the Manage business relationships function.

1. If you did not get any error messages or if you have dealt with all the error messages, click on “Next step.”

**Disclose relationships** ?

**i** On this page you can enter new relationships for your business. You can also consult and update the list of relationships already entered or sent to the AMP.  
When you have finished entering or updating your business relationships, press on the “Validate” button below to validate the information.

**✓** Your business relationships have been validated.  
In order for the AMP to receive the additions and changes you have made, click on “Next step” and submit an Application to Add / Change Business Relationships.

**Disclose relationships** ?

Add a/an

Type	Name	Linked to	Status
> Type: Director of the applicant			
> Type: Director of the entity			
> Type: Officer who has control over the applicant			
> Type: Officer who has control over the entity			
> Type: Respondent			
> Type: Shareholder (entity) that has control over the applicant			
> Type: Shareholder (natural person) who has control over the entity			

Displaying items 1 - 9 of 9

2. After clicking on “Next step,” you will automatically be redirected to the Add/change business relationships application. This application contains four steps and allows you to submit the business relationships information entered to the AMP for analysis.

## Step 1 of 4 – Identification

The system automatically fills out the information in this section. The mailing address of the applicant should be displayed.

**Application to add/change business relationships – Public contracts** ?

1 2 3 4 Step 1 of 4 : Identification and description of application or request

**i** Use this form to send your enterprise's business relationships to the AMP. Before submitting it, make sure that you have made all your changes (additions, deletions, etc.).

For more information, consult the Companion Guide on the AMP website.

**Identification and description of application or request** ?

**Client information**

Client No.

Name of firm

**Mailing address**

Civic No.  Suite / Apt. / Unit

Street / Delivery Installation

Municipality  Province / State

Country  Postal code / Zip code

## Step 2 of 4 – Summary of disclosed business relationships

In this step, you can view the summary of the business relationships you are about to send to the AMP.

**Application to add/change business relationships – Public contracts** ?

1 2 3 4 Step 2 of 4 : Summary of disclosed business relationships

**i** Use this form to view the summary of business relationships you are about to submit to the AMP.

**Summary** ?

Type	Added	Modified	Deleted
Director of the applicant	3	0	0
Director of the entity	1	0	0
Officer who has control over the applicant	1	0	0
Officer who has control over the entity	1	0	0
Respondent	1	0	0
Shareholder (entity) that has control over the applicant	1	0	0
Shareholder (natural person) who has control over the entity	1	0	0

Displaying items 1 - 7 of 7

**Total**

Added : 9  
 Modified : 0  
 Deleted : 0

## Step 3 of 4 – Transmission

Ensure that all the required information regarding your relationships has been disclosed. Once the application has been sent, you will not be able to cancel or modify it. Click on the check box “I declare that the information provided herein is accurate” before going on to the next step.

### Application to add/change business relationships – Public contracts ?

1 2 **3** 4 Step 3 of 4 : Transmission

**i** Use this page of the form to send your application to the AMP. Please read the statement, then tick the box to confirm that the information you provided is accurate.  
Before submitting your application, print out a copy and review it. Keep the printed copy for your files.  
When you have completed your application and reviewed it to ensure that all information is accurate, click on Submit.  
\* Mandatory field

**Declaration on information provided** ?

\*  I declare that the information provided herein is accurate.  
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](#)

## Step 4 of 4 – Confirmation of delivery

This step confirms that your application has been sent to the AMP. The system will display your client number and application number. Please print and keep this information. You will need it if you have to contact the AMP.

### Application to add/change business relationships – Public contracts ?

1 2 3 **4** Step 4 of 4 : Confirmation of delivery

**Confirmation of delivery** ?

We have received your application.  
An acknowledgement of receipt will be sent to your inbox. If you are required to submit paper supporting documents, a digitization form to be attached to these documents can be found at the end of the acknowledgement of receipt.  
Please use the number shown below on all correspondence with us relating to this application.  
**Client No.:** 3000025525  
**Application/request No.:** 1800000125

[Back to menu](#) [Print](#)

# Finalizing the application

## Pay the business relationship disclosure fee

A security clearance report must be issued for each natural person/entity disclosed in one of the following relationships:

- Director of the applicant
- Director of the entity
- Natural person operating a sole proprietorship
- Officer who has control over the applicant
- Officer who has control over the entity
- Other entity that has control over the applicant
- Other entity that has control over the entity
- Other natural person who has control over the applicant
- Other natural person who has control over the entity
- Partner (entity) that has control over the applicant
- Partner (entity) that has control over the entity
- Partner (natural person) who has control over the applicant
- Partner (natural person) who has control over the entity
- Settlor (entity) of the trust
- Settlor (natural person) of the trust
- Shareholder (entity) that has control over the applicant
- Shareholder (entity) that has control over the entity
- Shareholder (natural person) who has control over the applicant
- Shareholder (natural person) who has control over the entity
- Trustee (entity) of the trust
- Trustee (natural person) of the trust

Fees for a security clearance report are payable **per natural person or entity** that is being audited pursuant to Chapter V.2 of the ACPB and are paid only once, even if the person or entity was disclosed in more than one business relationship. Fees are adjusted annually and [posted on the AMP website](#). The enterprise will receive an invoice in its secure message inbox once the AMP has completed its analysis of the business relationships.



No authorization will be granted until the charge has been paid. **This fee is not refundable.**

## **Accessing the Manage business relationships function once the application has been submitted**

Once your business relationships have been submitted and while the AMP is analyzing your application, the Manage business relationships function will be read-only. You will therefore be able to view the information that was disclosed, but you will no longer be able to add, change or delete information.

If, after analyzing the business relationships, the AMP determines that certain information is inaccurate, incomplete or missing, it will contact the respondent so that he or she can make the necessary corrections.

The AMP will temporarily reactivate the enterprise's Manage business relationships function so the respondent can make the requested corrections.