



AUTORITÉ
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TRANSPARENCE
ÉQUITÉ
SAINE CONCURRENCE

How to fill your enterprise's annual update

Companion guide | April 2025

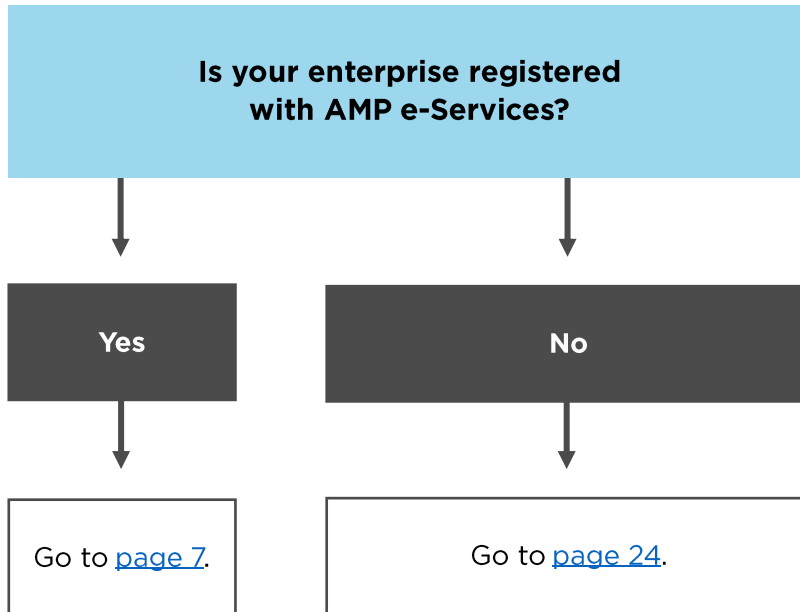
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Important informations

- ▶ You must fill your enterprise's annual update **within 45 days of the anniversary date** of your authorization to contract.
 - **If your update is not filed on time**
Your enterprise may be subject to [monetary administrative penalties](#) (\$1,500 for sole proprietorships and \$4000 in all other cases) and suspension of its authorization.
 - **Reminder**
As an authorized enterprise, you must update the information in your file annually. However, **you must also notify us of any changes to the information already provided no later than 30 days after the change occurs.** Furthermore, the annual update must be carried out by the enterprise's respondent.
- ▶ It's recommended to use a computer instead of a mobile device, and to use Chrome or Edge browsers.
- ▶ Do not activate the automatic translation (e.g. Google Translate), since the terminology used is likely to differ from the terms in this guide. Instead, you can change the language by clicking on **En** or **Fr** at the top of the website.

Where to start?



Enterprises with access to AMP e-Services

Steps to follow to renew your authorization

1. Make prior updates
2. Verify and update business relationships
3. Fill in the annual update form
 - 3.1 Identification
 - 3.2 Declaration
 - 3.3 Supporting documents
 - 3.4 Transmission
 - 3.5 Confirmation
4. Following on your update

1. Make prior updates

Before you begin, check that your enterprise's file is up to date:

- ▶ At the [Registre des entreprises du Québec](http://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access)¹.
- ▶ At [Revenu Québec](https://www.revenuquebec.ca/en/businesses/)².
- ▶ At the [Régie du bâtiment du Québec](https://www.rbq.gouv.qc.ca/en/licence-6/)³ (if the enterprise has an RBQ license).
- ▶ On the enterprise's website, if it has one. Check that the information it contains is up to date, especially contact details and persons connected to the enterprise (board of directors, officers, shareholders, associates, etc.).

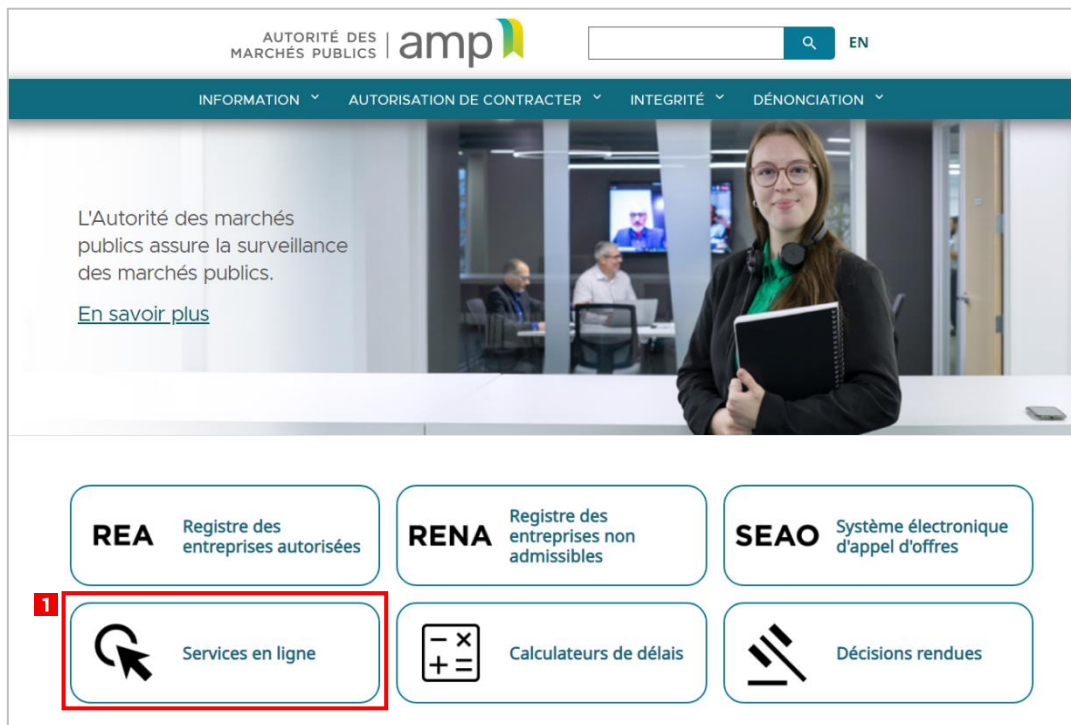
¹ <http://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access>

² <https://www.revenuquebec.ca/en/businesses/>

³ <https://www.rbq.gouv.qc.ca/en/licence-6/>

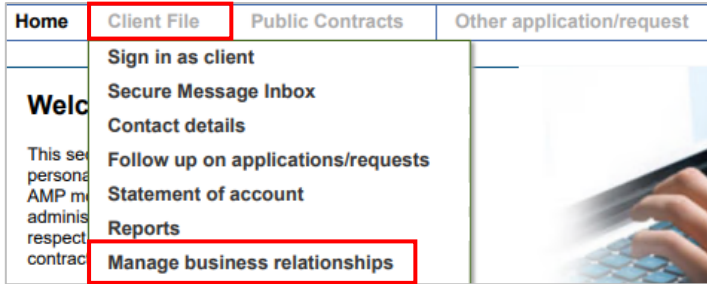
2. Verify and update business relationships

- Visit the www.amp.quebec website and click on *Services en ligne* (1).



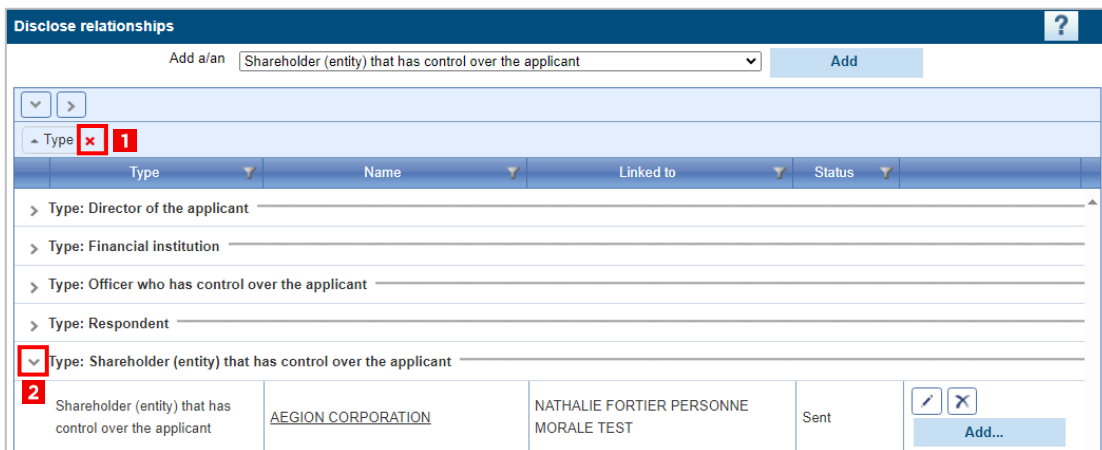
- This page is in French only. Enter the clicSÉCUR business user code (2) and click on *Continuer* (3) to access AMP e-Services.

- Select *Client File*, then *Manage business relationships*.



- The most recent business relationships are displayed on the screen. **They vary according to the enterprise's legal form and may differ from the image below.**

Click on the red x (1), then on the arrow next to each link (2) to display the details.




- Verify each link:
- Delete any links that are no longer valid.
 - Add any missing links and related documents.
 - Make any necessary modifications to links that have changed (e.g. addresses, phone numbers, e-mail addresses, etc.).
 - If you need to, consult the [Companion Guide – Managing business relationships](https://amp.quebec/sites/default/files/2024-09/companion-guide-managing-business-relationships-eservices-january2022.pdf)⁴ or call us at 1 888 335-5550.

⁴ <https://amp.quebec/sites/default/files/2024-09/companion-guide-managing-business-relationships-eservices-january2022.pdf>

- When you are finished, click on **Validate** at the bottom right of the page.


Return to menu	Validate	Next step
----------------	----------	-----------

- If there are errors or missing information, they will appear in red at the top of the page.


Validation results

- Information is missing for relationship type "Partner (entity) that has control over the applicant" concerning THE NEWPORT YIELD FUND: Indicate legal form, Total number of shareholders (voting shares) or partners for this entity?, In the past five years, has the entity been a shareholder or partner in 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?

- Make any necessary corrections, then click again on **Validate**.
- When everything is correct, a confirmation message will appear on the screen (1). Click on **Next step** (2).



Your business relationships have been validated. 1

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 Director of the applicant Add

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

1

Displaying items 1 - 8 of 8

Return to menu	Validate	Next step 2
----------------	----------	-------------

- Make sure the contact details displayed are correct, then click on **Next**.

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

[Back to menu](#) [Reset](#) [Next](#) ➤

- Verify that the business relationships you are about to transmit are correct, then click on **Next**.

Summary ?

Type	Added	Modified	Deleted
Director of the applicant	1	0	0
Financial institution	4	0	0
Officer who has control over the applicant	1	0	0
Respondent	0	1	0
Shareholder (natural person) who has control over the applicant	1	0	0

Displaying items 1 - 5 of 5

Total

Added : 7
Modified : 1
Deleted : 0

[Reset](#) [Previous](#) [Next](#) ➤

- Cochez la case «Je déclare que les renseignements contenus dans la présente sont véridiques» (1), puis cliquez sur **Transmettre** (2).
- Check the box “I declare that the information provided herein is accurate” (1), then click on **Submit** (2).

Declaration on information provided ?

☒ I declare that the information provided herein is accurate.

1 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](#) 2

- A confirmation of delivery (1) will appear on the screen, along with your client and application numbers (2). Keep this information in case you need to contact AMP.

Confirmation of delivery		?
Your application/request has been submitted. 1		
<div>Client No.: 1100195681</div> <div>Application/request No.: 2400153353 2</div>		
Back to menu		Print

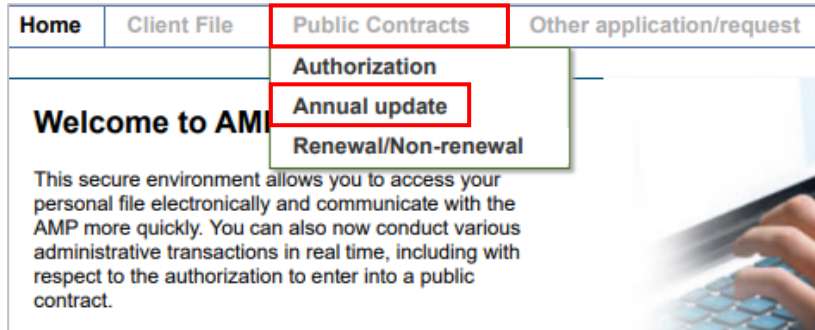
- You will also find a confirmation of delivery in the **Secure Message Inbox** in e-Services (return to home page for access).

Home	Client File	Public Contracts	Other application/request
Welc This ser person AMP m adminis respect contract	Sign in as client		
	Secure Message Inbox		
	Contact details		
	Follow up on applications/requests		
	Statement of account		
	Reports		
	Manage business relationships		



3. Fill in the annual update form

- From the AMP e-Services home page, select **Public Contracts**, then **Annual update**.



- The five steps of the application form will appear in sequence on your screen:
 - 3.1 Identification
 - 3.2 Declaration
 - 3.3 Supporting documents
 - 3.4 Transmission
 - 3.5 Confirmation

3.1 Identification

Verify the information displayed on the screen.

If everything is correct

- Click on **Next** and continue to step 3.2 (Intention of renewal).

Identification ?

Client information

Client No. 000000000

Name of firm ABCD INC.

Mailing address

Civic No. 123 Suite / Apt. / Unit

Street / Delivery Installation RUE DE LA TRANSPARENCE

Municipality VAL-INTÉGRITÉ Province / State QC

Country CANADA Postal code / Zip code A0A 0A0

Back to menu Reset **Next** ➤

If any information is incorrect

- Click on **Back to menu** to return to home page.

Identification ?

Client information

Client No. 000000000

Name of firm ABCD INC.

Mailing address

Civic No. 123 Suite / Apt. / Unit

Street / Delivery Installation RUE DE LA TRANSPARENCE

Municipality VAL-INTÉGRITÉ Province / State QC

Country CANADA Postal code / Zip code A0A 0A0

Back to menu Reset Next ➤

- Select **Client File**, then **Contact details** and **Consultation/Update**.

Home Client File Public Contracts Other application/request

Welc

This se
persona
AMP m
admini
respect
contract

Sign in as client

Secure Message Inbox

Contact details

Follow up on applications/requests

Statement of account

Reports

Manage business relationships

Consultation/Update

- Your enterprise's contact details will appear on the screen. Please make any necessary corrections, then click on **Send** to return to the home page.

Addresses, telephone and fax numbers ?

Head office address

Civic No Suite / Apt. / Unit

Street / Delivery Installation

Municipality Province / State

Country Postal code / Zip code

[Obtain an address](#)

Mailing address

Same as main ☒

Civic No Suite / Apt. / Unit

Street / Delivery Installation

Municipality Province / State

Country Postal code / Zip code

Telephone and fax numbers

Main telephone ⓘ

Other telephone

Fax

Effective date of change

* Effective

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

- Select **Public Contracts**, then **Annual update** to return to the form.

Home **Client File** **Public Contracts** **Other application/request**

Authorization

Annual update

Renewal/Non-renewal

Welcome to AMI

This secure environment allows you to access your personal file electronically and communicate with the AMP more quickly. You can also now conduct various administrative transactions in real time, including with respect to the authorization to enter into a public contract.

- Make sure that all information is correct, then click on **Next**.

Identification ?

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

[Back to menu](#) [Reset](#) [Next](#) ➔

3.2 Declaration

Question 1

- ▶ If there are no changes, check **No** (1).
- ▶ If you have made any changes to your enterprise's business links (see page 9), check **Yes** (2) and enter the date on which the changes were made (3).
- ▶ If any changes are needed, but you haven't yet made them, return to the e-Services home page, then follow instructions on [page 9](#) of the present guide : *Verify and update business relationships*.

1. * Do you have any changes to make to your business relationships since the last modifications forwarded to the AMP?
For example: Add a director; change nominative information (postal or email address of a natural person or an entity); change in ownership or control of the enterprise; change of respondent, etc.

To proceed with the update to the business relationships, go to the 'client file' tab, then select 'Manage business relationships'.
Once your application to add/change business relationships has been sent to the AMP come back to the initial application to complete it.

I hereby confirm having updated my business links on(date):

☐ Yes ☐ No

2 1

3

Question 2

- ▶ If your enterprise has not received an ordinance from the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs in the past five years, check **No** (4).
- ▶ If it has been the subject of such an ordinance, check **Yes** (5) and, in the next step (step 4 : Supporting documents), attach a copy of the ordinance or any other relevant documents.

2. * In the past five years, has the enterprise been the subject of an ordinance of the Ministère de l'Environnement, de la lutte contre les changements climatiques, de la Faune et des Parcs under a law of which it is responsible for the application?

☐ Yes ☐ No

5 4

Question 3

The information or changes discussed here concern your enterprise, as well as the individuals or enterprises linked to it. For example: change of the enterprise's name, merger, prosecution or condemnation (penal, criminal, civil, disciplinary), etc.

- ▶ If you have no further information or changes to report, check **No** (6).
- ▶ If you have any further information or changes to report, check **Yes** (7) and briefly describe them in the text box (8).
- ▶ If you want to attach a document, enter its name in the text box (8). You can add it in the next step (3.3 Supporting documents).
- ▶ When you have finished, click on **Next** (9).

3. * Do you have any other information or change you want to disclose to the AMP?
For example : Change of the enterprise's name, a merger, information about offenses, etc.

* Specify:

Violation of article 236 of the *Act respecting occupational health and safety* on 22-04-2024. Copy of the fine attached at next step (Fine LSST 22-04-2024.pdf).

☐ Yes ☐ No

Reset Previous Next

The form interface includes several numbered callouts: 7 points to the 'Yes' radio button, 6 points to the 'No' radio button, 8 points to the text box containing the violation details, and 9 points to the 'Next' button in the navigation bar at the bottom right.

3.3 Supporting documents

There are no mandatory supporting documents for the annual update, but you can still send us documents (maximum five) at this step.

- To do so, check **Other supporting documents** (1), select **Electronic** (2), then click on **Attach** (3) and select your document. Important: your file names must not contain any special characters.

Supporting documents required ?

Other document - If applicable

☒ Other supporting documents 1

☐ Paper ☒ Electronic 2

3

- When you have finished, or if you have no documents to send, click on **Next** at the bottom of the page (4).

Supporting documents required ?

Other document - If applicable

☐ Other supporting documents

☐ Paper ☐ Electronic

4

3.4 Transmission

- Check the box *I declare that the information provided herein is accurate* (1).
- Then click on **Submit** (2) to send your request to AMP.

Declaration on information provided		?
<input type="checkbox"/>	I declare that the information provided herein is accurate.	
1		
Warning		?
Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.		
		2
Reset	Previous	Print your application
		Submit

3.5 Confirmation

- This page will confirm that your renewal application was sent to AMP (1).
- This is where you will see your client number and your application number (2). Please keep this information. It will come in handy if you need to contact AMP.

Confirmation of delivery		?
Your application/request has been submitted. 1		
Client No.: 1100021262 Application/request No.: 2400152496 2		
Back to menu		Print

- You will also find a delivery confirmation in the **Secure Message Inbox** in e-Services.

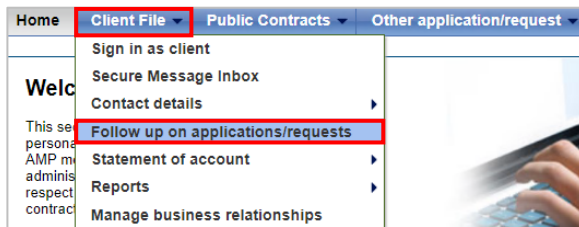
Home	Client File	Public Contracts	Other application/request
Welc This se person AMP m adminis respect contrac	Sign in as client		
	Secure Message Inbox		
	Contact details		
	Follow up on applications/requests		
	Statement of account		
	Reports		
	Manage business relationships		

4. Following on your application



Once you have submitted your annual update application, you can track its progress at any time.

To access your application

- Log on to AMP e-Services, then select **Client file** and **Follow up on applications/requests**.



To view the chart

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024 1	2400152496 2	Application for renewal of authorization to enter into a public contract/subcontract 3	Waiting for client 4	12/11/2024 5	 6	 7

- The first three columns (1, 2, 3) indicate the date, number and type of each application submitted to AMP.
- The **Status** column (4) can show four different statuses:
 - **Under review by AMP** : the application has not yet been processed (the length of the review depends on the type of application and specific features of the file).
 - **Waiting for client** : the application cannot be processed because a piece of information, a document or a payment is missing. Check the **Client File/Follow up on applications/requests** (accessible from the e-Services home page) for details on the missing information.
 - **Verification** : AMP and its partners are still completing the required integrity checks.
 - **Request completed** : the application has been processed and AMP has issued its decision (you will find it in the **Follow up on applications/requests** section).
- The **Status update** column (5) indicates how long the current status has been in effect.
- The **Form submitted** column (6) displays what you've already sent to the AMP.
- The last column (7) lets you add documents to an application already submitted (because you forgot to include them, or the AMP has requested additional documents, for example).

To add a document to a previously submitted application

- Press **+** (last column).

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024	2400152496	Application for renewal of authorization to enter into a public contract/subcontract	Waiting for client	12/11/2024		

- A new window will open on the screen. From the drop-down list, select the type of document to attach (options depend on the type of enterprise and request, and may differ from the image below).

Add a document

Add a document

Please select the type of document then click on **Search** to look up the file to be added.

Document type

Financial statements for the latest fiscal year

Document location

Attestation from Revenu Québec

Financial statements for the latest fiscal year

Organization chart outlining the structure of the enterprise

Cancel

OK

- Click on **Choose a file** (1), select the document to attach, then click on **OK** (2) to send it to AMP.

Add a document

Add a document

Please select the type of document then click on **Search** to look up the file to be added.

Document type

Financial statements for the latest fiscal year

Document location

Choose a file


1

Cancel


OK


2


- At the top of the page, you'll see a confirmation that your document has been added.

Follow up on applications/requests




- The document has been added to the application.


Credit Card – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMP. Instead, under Client File, use the Statement of account/Payment tab, or send your payment by mail.


 The "status" column indicates the current status of your application/request. For more details, consult the Companion Guide on the AMP website.

Sort applications


AMP unit

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024	2400152496	Application for renewal of authorization to enter into a public contract/subcontract	Waiting for client	12/11/2024		

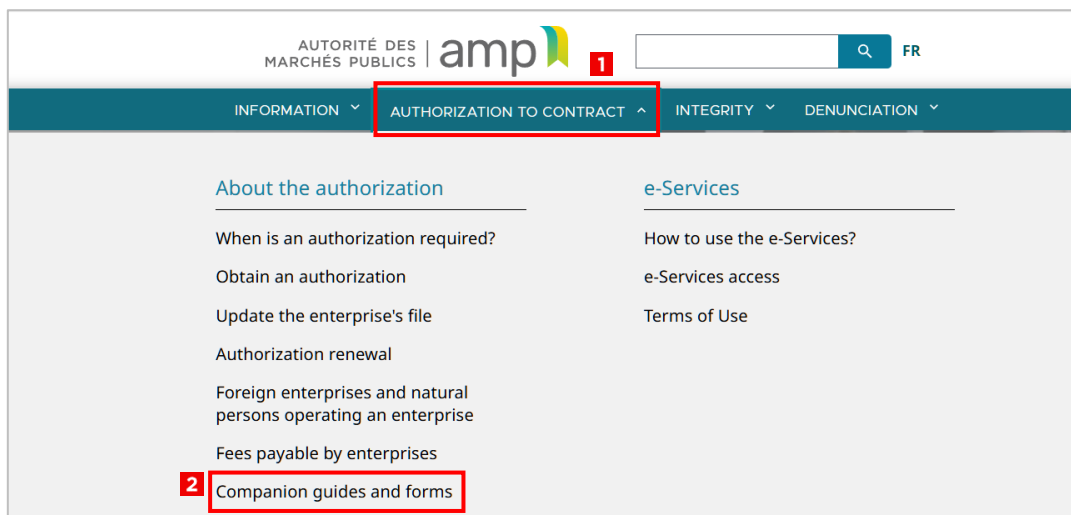
IMPORTANT

- The size of each file cannot exceed 35 MB.
- Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
- Your file names must not contain any special characters.
- If you have any questions, call us at 1 888 335-5550.

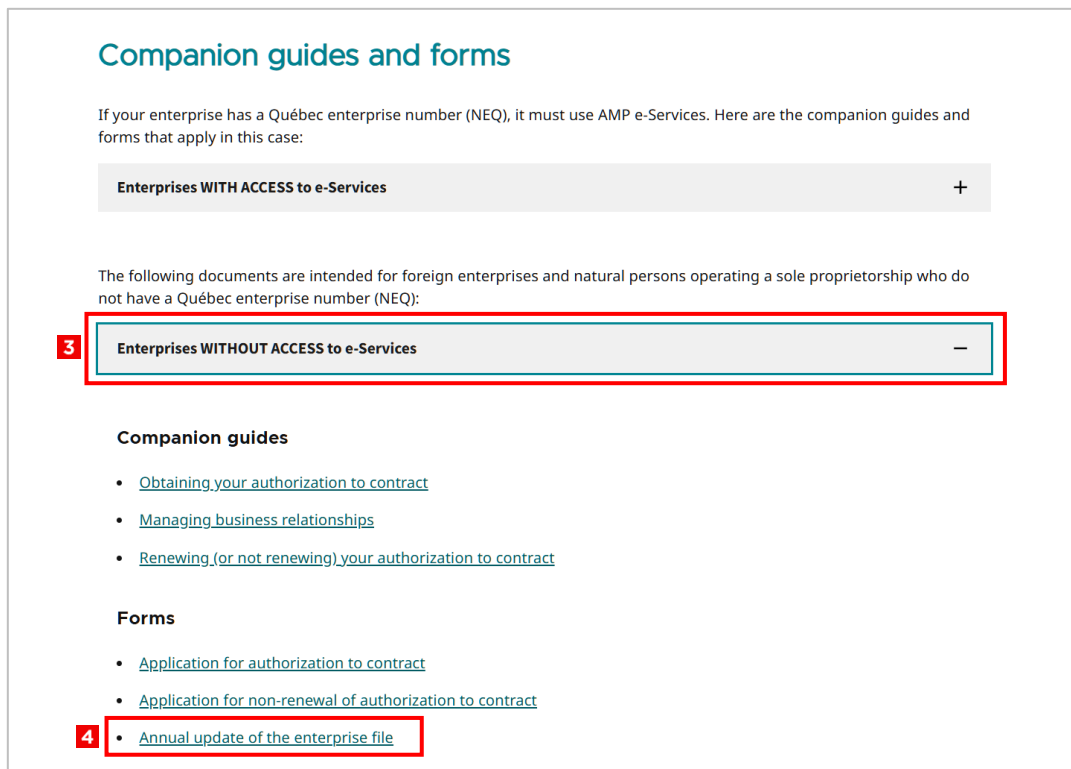
Enterprises without access to AMP e-Services

1. Download the annual update form

- Go to www.amp.quebec, then select **Authorization to contract** (1) and **Companion guides and forms** (2)



- Click on **Enterprises without access to e-Services** (3), then download the [Annual update of the enterprise file](#) form (4).



2. Complete the annual update form

- ▶ Please answer the questions on the form (you must be the person identified as the enterprise respondent to carry out this task).
- ▶ If applicable, please provide supporting documents.

IMPORTANT

- ▶ The size of each file cannot exceed 35 MB.
- ▶ Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
- ▶ Your file names must not contain any special characters.

3. Transmit your update

- ▶ Submit your form and any additional documents, if necessary, by e-mail:
autorisation@amp.quebec

For any question

- ▶ Visit our website at www.amp.quebec
- ▶ Contact us at 1 888 335-5550.



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