

# APPLICATION FOR RENEWAL OF AUTHORIZATION

## 1. Enterprise identification

Full name of the enterprise

AMP client number

## 2. Declaration

**You can attach supporting documents to your application.**

- 2.1 Do you have any changes to make to your company's business relationships?  
For example: addition of a director, change of an officer's residential address,  
withdrawal of a shareholder or associate, change of respondent, etc.

Yes          No

If so, please indicate the nature of the changes:

- 2.2 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

If so, please provide documentation for each prescription.

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

Yes          No

If so, please provide details:

Full name of the respondent

Signature

Date (yyyy/mm/dd)

### 3. Collect and use of personal information

The personal information included in this application is collected on behalf of the AMP under the *Act respecting contracting by public bodies* (ACPB) and its regulations and is confidential under the *Act respecting access to documents held by public bodies and the protection of personal information* (chapter A-2.1).

The information collected is necessary for the application of the ACPB and its regulations. It will be used to carry out the verifications provided for in Chapter V.1 of the ACPB before granting the requested authorization and at any time during the validity of the authorization.

It is mandatory to fully complete the application and provide the requested information. If the application is incomplete or the signatory refuses to provide the requested information, the AMP may reject the application.

### 4. 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 authorize the AMP to transmit the information obtained to its partners so that they can carry out the necessary verifications to enable the AMP to examine the integrity of the enterprise concerned by the authorization renewal application, all in application of the ACPB.
- ▶ I understand that any false or misleading statement constitutes an offence under section 27.5 of the ACPB.

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Full name of the respondent

Signature

Date (yyyy/mm/dd)

## 5. Additional consent (foreign enterprises)

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 AMP and its partners may disclose the informations provided herein outside Québec 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 respecting certain conditions governing the application of Chapter V.1 of the Act respecting contracting by public bodies with respect to the integrity of enterprises*, and that they 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.

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Full name of the respondent

Signature

Date (yyyy/mm/dd)

## 6. Payment of required fee

The required fee is **\$264** per application. This fee is non-refundable and must be paid before your application can be processed.

### Please provide the following information:

Full name of the person to contact for payment

Telephone

### Please indicate the payment method:

Credit card (recommended)

    Visa

    Mastercard

    American Express

Cheque (payable to Autorité des marchés publics)

## 7. Additional documents to be provided

Please attach the following documents to this form, duly completed and signed.

- An organization chart outlining the structure of the enterprise and including, if applicable, the names of its subsidiaries and parent enterprises and any subsidiaries of the parent enterprises (please indicate the relationship between the enterprises).
- The audited financial statements for the latest fiscal year of the enterprise or at least a review engagement report on the financial statements for the latest fiscal year signed by an officer of the enterprise (notices to reader and compilation engagements will not be accepted).
- A tax attestation or equivalent document from the enterprise's country or province of origin stating that it is not in default of having filed the declarations (taxes, income taxes, etc.) required under fiscal laws and that it has no overdue accounts payable to the authorities in place.
- If applicable, an attestation from Revenu Québec, issued not more than 30 days before the date on which the application is submitted.
- A letter signed by the respondent or an officer of the enterprise stating that, over the past five years, the enterprise has not been:
  - Prosecuted for or convicted of an offence under or similar to those under Schedule 1 of the *Act respecting contracting by public bodies* (ACPB), in Canada or abroad.
  - Prosecuted for or convicted of any criminal or penal offence in the course of its business, in Canada or abroad.
- The existing governance and control measures within the enterprise (code of ethics, governance committee, training program, etc.), if any.

## 8. Sending your application form

### **If you are paying by credit card (recommended)**

Send this form and the required documents by e-mail: [autorisation@amp.quebec](mailto:autorisation@amp.quebec)

We will contact the person identified in section 6 for payment.

### **If you are paying by cheque**

Send this form, the required documents and your cheque 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

**For any question: 1 888 335-5550**