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DES MARCHÉS  
PUBLICS

TRANSPARENCE  
ÉQUITÉ  
SAINE CONCURRENCE

# How to renew (ou not renew) your authorization to contract

Companion guide

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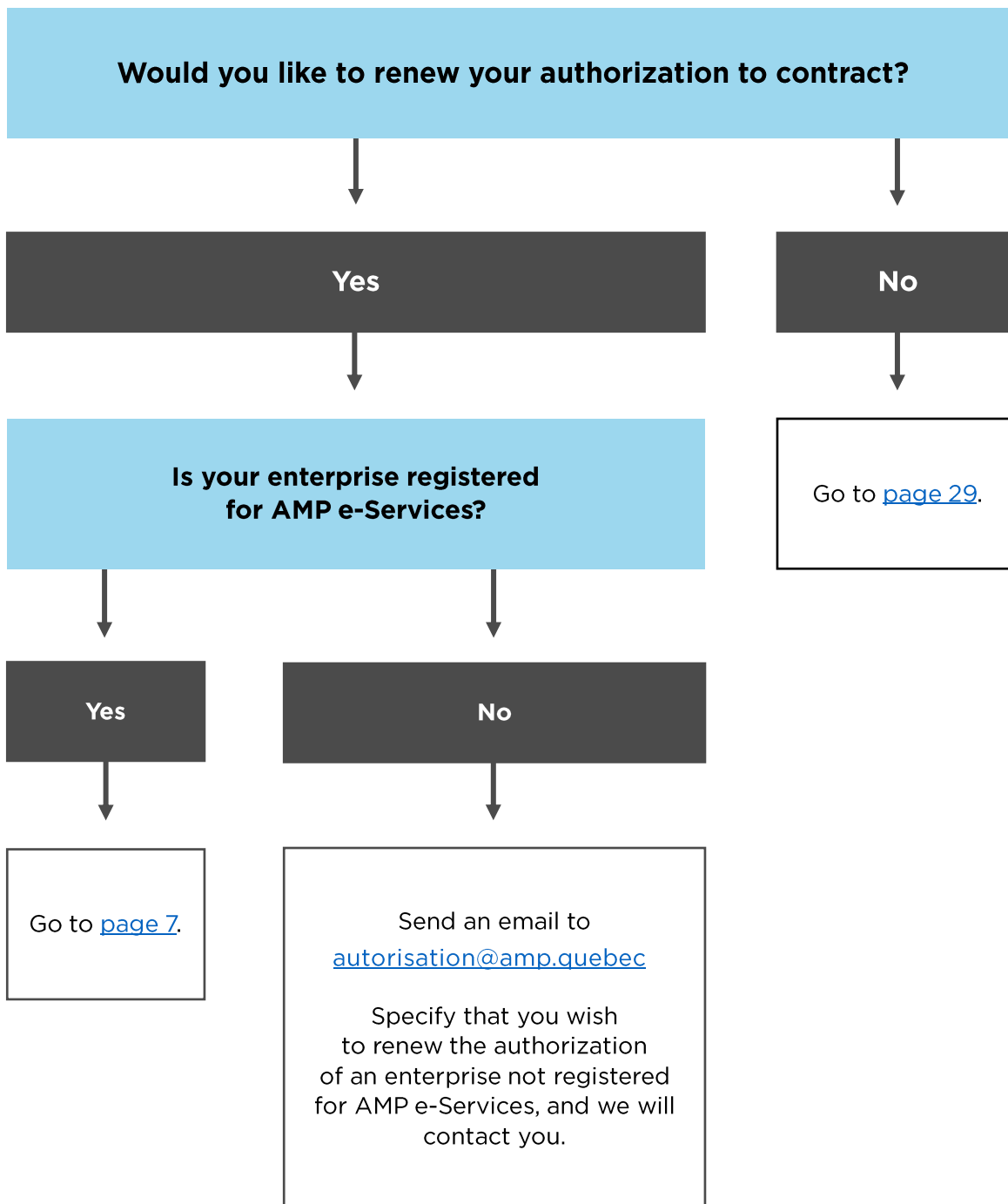
## Important information

- ▶ The authorization to contract is valid for five years. You must file your renewal application **at least 90 days before the expiry date** of the current authorization.
  - **If this deadline is met**  
The authorization will be valid until we have processed your application. In the interim, your enterprise will be allowed to continue fulfilling its current contracts and to sign new ones. (You will then be asked to include the confirmation of your renewal application with your letter of authorization, as described on page 25 of this guide.)
  - **If your application is not filed on time**  
Your enterprise will be removed from the *Register of firms authorized to practise* (REA). Once its authorization expires, your enterprise will no longer be able to enter into new public contracts involving an expenditure exceeding the applicable government thresholds. However, you must continue with any existing contracts and submit a list of such contracts to us.
  - **Reminder**  
It is compulsory to have a valid authorization to contract for the duration of the contract. If you let your authorization expire while the contract is in force, you may be subject to Monetary administrative penalties (\$1,000 for sole proprietorships and \$2,500 in all other cases).
- ▶ You must provide 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. **Notices to reader and compilation engagements will not be accepted.**
- ▶ The renewal application must be completed and submitted 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.

### **IF YOU DO NOT WANT TO RENEW YOUR AUTHORIZATION**

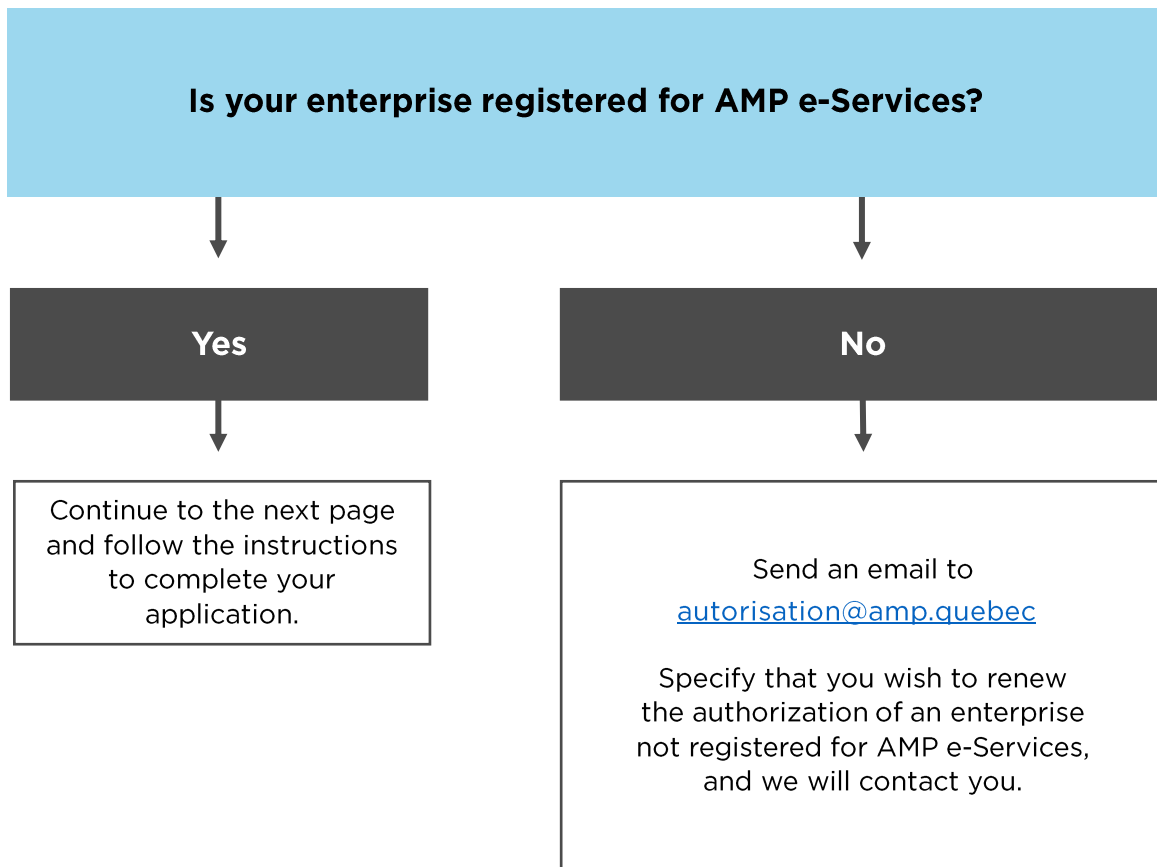
- ▶ You must apply for non-renewal (see [page 29](#)).
- ▶ Even if we receive your application in advance, your authorization to contract will be valid until its expiry date.

## Where to start?



# **Renewing your authorization**

## Steps to follow to renew your authorization



## **Follow these steps to renew your authorization to contract**

1. Make prior updates
2. Verify and update business relationships
3. Fill in the renewal application form
  - 3.1 Identification
  - 3.2 Intention of renewal
  - 3.3 Declaration
  - 3.4 Supporting documents
  - 3.5 Payment
  - 3.6 Transmission
  - 3.7 Confirmation
4. Follow up on your application

# 1. Make prior updates

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

- ▶ At the [Registre des entreprises du Québec](#)<sup>1</sup>.
- ▶ At Revenu Québec, by retrieving the enterprise's [Attestation de Revenu Québec](#)<sup>2</sup> which is required to renew your authorization to contract. The attestation must have been issued within the 30 days prior to filing your renewal application.
- ▶ At the [Régie du bâtiment du Québec](#)<sup>3</sup> (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.).

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

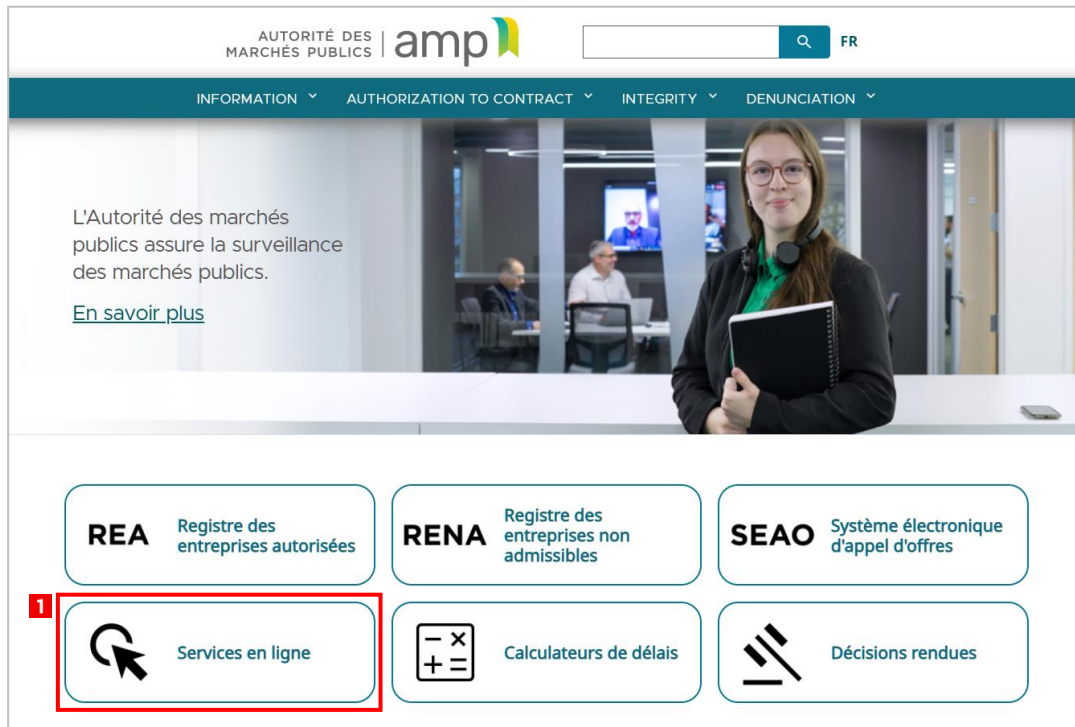
<sup>2</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

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



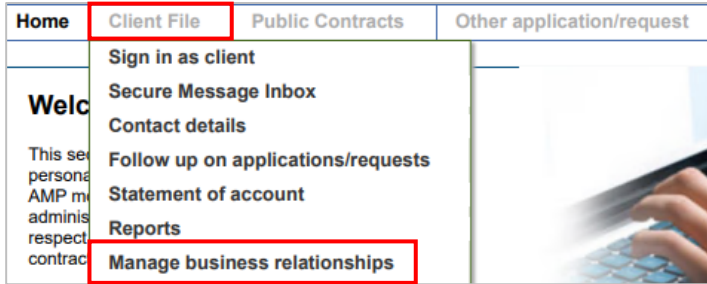
## 2. Verify and update business relationships

- Visit the [www.amp.quebec](http://www.amp.quebec) website and click on *Services en ligne* (1).



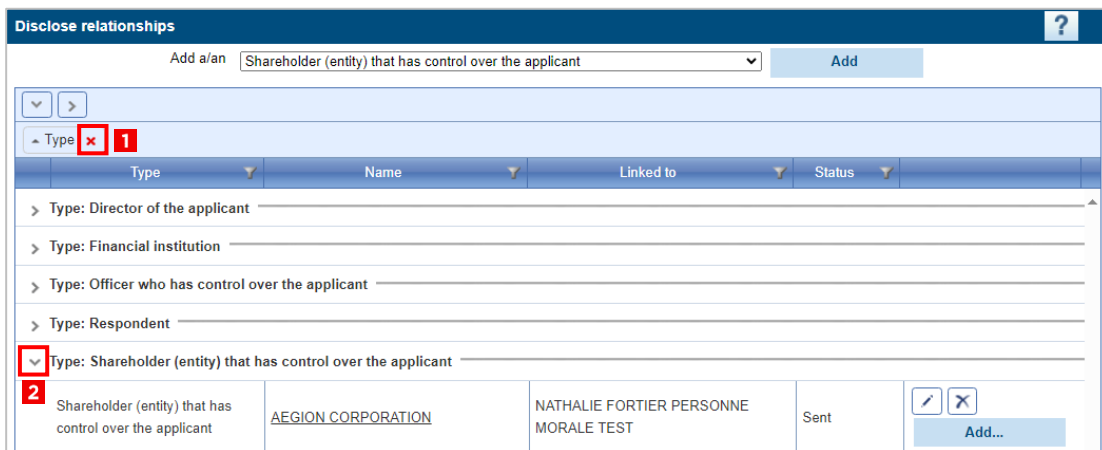
- This page is in French only. Enter the clicSÉCUR business user code (2) and click on *Continuer* (3) to access AMP e-Services.

- 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)<sup>4</sup> or call us at 1 888 335-5550.

<sup>4</sup> <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 « Officer who has control over the entity » concerning JOHN, JOHN.
- Information is missing for relation type « Director of the entity » concerning JANET, JANET.

- 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

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

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](#)

- 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](#)

- 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. <b>1</b>		
Client No.: 1100195681 Application/request No.: 2400153353 <b>2</b>		
Back to menu		Print

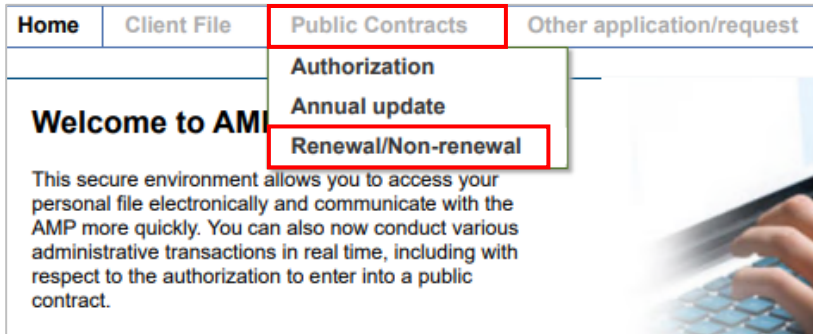
- You will also find a confirmation of delivery in the **Secure Message Inbox** in e-Services (return to home page for access).

Home	Client File	Public Contracts	Other application/request
<b>Welcome</b>  This service is personal. AMP may not be administered by respect of 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 renewal application form

- From the AMP e-Services home page, select **Public Contracts**, then **Renewal/Non-renewal**.



- The seven steps of the application form will appear in sequence on your screen:
  - 3.1 Identification
  - 3.2 Intention of renewal
  - 3.3 Declaration
  - 3.4 Supporting documents
  - 3.5 Payment
  - 3.6 Transmission
  - 3.7 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

**Sign in as client**

**Secure Message Inbox**

**Contact details** **Consultation/Update**

**Follow up on applications/requests**

**Statement of account**

**Reports**

**Manage business relationships**

- 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 **Renewal/Non-renewal** 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 Intention of renewal

- Check the box *I wish to renew my authorization* (1), then click on **Next** (2).

The screenshot shows a web form with two main sections: 'Non-renewal' and 'Renewal'. The 'Non-renewal' section has a checkbox labeled 'I do not wish' to renew my authorization to enter into a public contract/subcontract. Below it, a note states: 'Your application for non-renewal will be processed immediately by the AMP. Your current authorization will remain valid until its expiry date.' The 'Renewal' section has a checkbox labeled 'I wish' to renew my authorization to enter into a public contract/subcontract, which is checked and marked with a red box and the number '1'. Below the 'Renewal' section, there is a 'Reset' button. At the bottom of the form, there are navigation buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box and the number '2'. There are also left and right arrow icons flanking the 'Previous' and 'Next' buttons.

**Non-renewal** ?

☐ I do not wish to renew my authorization to enter into a public contract/subcontract.

Your application for non-renewal will be processed immediately by the AMP. Your current authorization will remain valid until its expiry date.

**Renewal** ?

☒ I wish to renew my authorization to enter into a public contract/subcontract.

**1** Reset

« Previous **Next** » **2**

## 3.3 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, in the "Other documents" section.
- ▶ 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 description, and 9 points to the 'Next' button in the navigation bar at the bottom right.

### 3.4 Supporting documents

- This page is used to send the documents required to process your renewal application. **Supporting documents will vary according to the type of enterprise and may differ from the image below.**

The screenshot shows a web form titled "Supporting documents required" with a help icon (?). The form is divided into four main sections, each with a red box and a number:

- 1 Prior criminal and penal offences**: Includes checkboxes for "Criminal and penal court record of the enterprise" and "Equivalent document". Each has radio buttons for "Paper" (with a red X) and "Electronic".
- 2 Documents from the enterprise**: Includes checkboxes for "Attestation from Revenu Québec" and "Financial statements for the latest fiscal year". Each has radio buttons for "Paper" (with a red X) and "Electronic".
- 3 Company corporate structure documents**: Includes checkboxes for "Organization chart outlining the structure of the enterprise" and "Share register". Each has radio buttons for "Paper" (with a red X) and "Electronic".
- 4 Other documents**: Includes checkboxes for "Other document – governance or control measures" and "Other document 01", "Other document 02", and "Other document 03". Each has radio buttons for "Paper" (with a red X) and "Electronic".

At the bottom, there is a "Reset" button, a "Previous" button, and a "Next" button (highlighted with a red box and number 5). Navigation arrows are also present.

#### Prior criminal and penal offences (1)

- If your enterprise's address is in Québec, no documents are required in this case.
- Otherwise, you must provide 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.

## Documents from the enterprise (2)

- ▶ You must provide the [Attestation de Revenu Québec<sup>5</sup>](#) for your enterprise. The attestation must have been issued within the 30 days prior to filing your renewal application.
- ▶ You must also provide the **audited financial statements for the last fiscal year**. If you do not have any, the minimum required is a **review engagement report** on the last year's financial statements. **Important: notices to the reader and compilation engagements will not be accepted.**

## Company corporate structure documents (3)

- ▶ As the enterprise is considered a corporate entity (inc.), you must provide two portions of the enterprise's minute book : the *Share ledger* and the *Securities records*. Please combine them into a single file.

## Other documents (4)

- ▶ If you have entered other files in the previous step (Step 3.3 : Déclaration, p. 18), attach them here by checking **Other document 01** (or 02, or 03). Please make sure that the name of each document matches the name you entered in step 3.3.

## When you have finished

- ▶ Click on **Next** at the bottom of the page (5).

### 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.

<sup>5</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

## 3.5 Payment

This page details the fees payable. They are indexed every year and available online in the [Fees payable by enterprises](#)<sup>6</sup> section of our website. There are two methods of payment:

### Credit card (recommended)

- ▶ In the **Method of payment** (1) drop-down menu, select **Credit card** (2), then click on **Pay**.
- ▶ Enter your credit card information.
- ▶ Click on **Process transaction** to make your secure online payment.
- ▶ You will find your receipt in the *Secure message inbox*.

### Cheque

- ▶ In the **Method of payment** (1) drop-down menu, select **Cheque** (3).
- ▶ Make your cheque payable to **Autorité des marchés publics** and indicate on the **back** the name of the enterprise renewing its authorization and its AMP client number.
- ▶ Send your cheque to the following address:  
 Autorité des marchés publics  
 525, boul. René-Lévesque Est, 1<sup>st</sup> floor, Room 1.25, Québec (Québec) G1R 5S9

The screenshot displays the 'Fees payable' section of a web application. It includes a table of fees, a comments section, and a payment section. In the payment section, the 'Method of payment' dropdown menu is open, showing options like 'Credit card', 'Cheque', 'Cash', etc. The 'Cheque' option is highlighted with a red box and the number 3.

Description of fees	Amount payable
Fee payable by an enterprise applying for renewal of authorization	XXX,XX \$
<b>Total fees</b>	<b>XXX,XX \$</b>

Displaying items 1 - 1 of 1

**Comments**  
 These application fees are non-refundable.

**Payment**

Total payable: XXX,XX \$

1 \* Method of payment

2 Credit card

3 Cheque

Cash

Debit card

Money order

Certified cheque

Postdated cheque

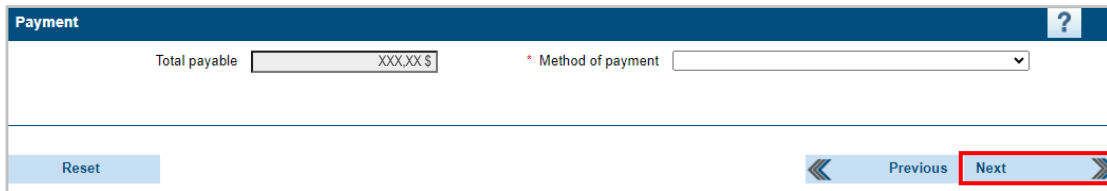
Offset (use of credit on file)

No payment

<sup>6</sup> <https://amp.quebec/en/droits-frais-et-tarifs-exigibles>

## When you have finished

- ▶ Click on **Next** at the bottom of the screen.



The screenshot shows a 'Payment' form with a dark blue header. Below the header, there are two fields: 'Total payable' with a text input containing 'XXX.XX \$' and 'Method of payment' with a dropdown menu. At the bottom of the form, there are three buttons: 'Reset' on the left, 'Previous' in the center, and 'Next' on the right. The 'Next' button is highlighted with a red border.

### IMPORTANT

- ▶ Fees are non-refundable.
- ▶ To process your applications, your payment must have been received.
- ▶ There are two payment options: **Credit card** or **Cheque**. The other options in the drop-down menu are not available for your application and may delay processing.
- ▶ If you have any questions regarding payment, call us at 1 888 335-5550.

## 3.6 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



## 3.7 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. <b>1</b>		
Client No.: 1100021262 Application/request No.: 2400152496 <b>2</b>		
Back to menu		Print

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

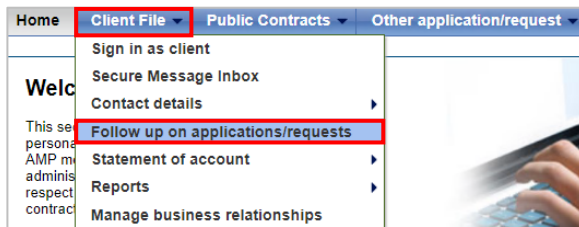
Home	Client File	Public Contracts	Other application/request
<b>Welcome</b>  This service is personal. AMP management respects your contract.	Sign in as client		
	<b>Secure Message Inbox</b>		
	Contact details		
	Follow up on applications/requests		
	Statement of account		
	Reports		
	Manage business relationships		

## 4. Following up on your application



Once you have submitted your renewal 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 <b>1</b>	2400152496 <b>2</b>	Application for renewal of authorization to enter into a public contract/subcontract <b>3</b>	Waiting for client <b>4</b>	12/11/2024 <b>5</b>	 <b>6</b>	 <b>7</b>

- 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


Document location

**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

Document location


**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.

**Not renewing  
your authorization**

## Important information

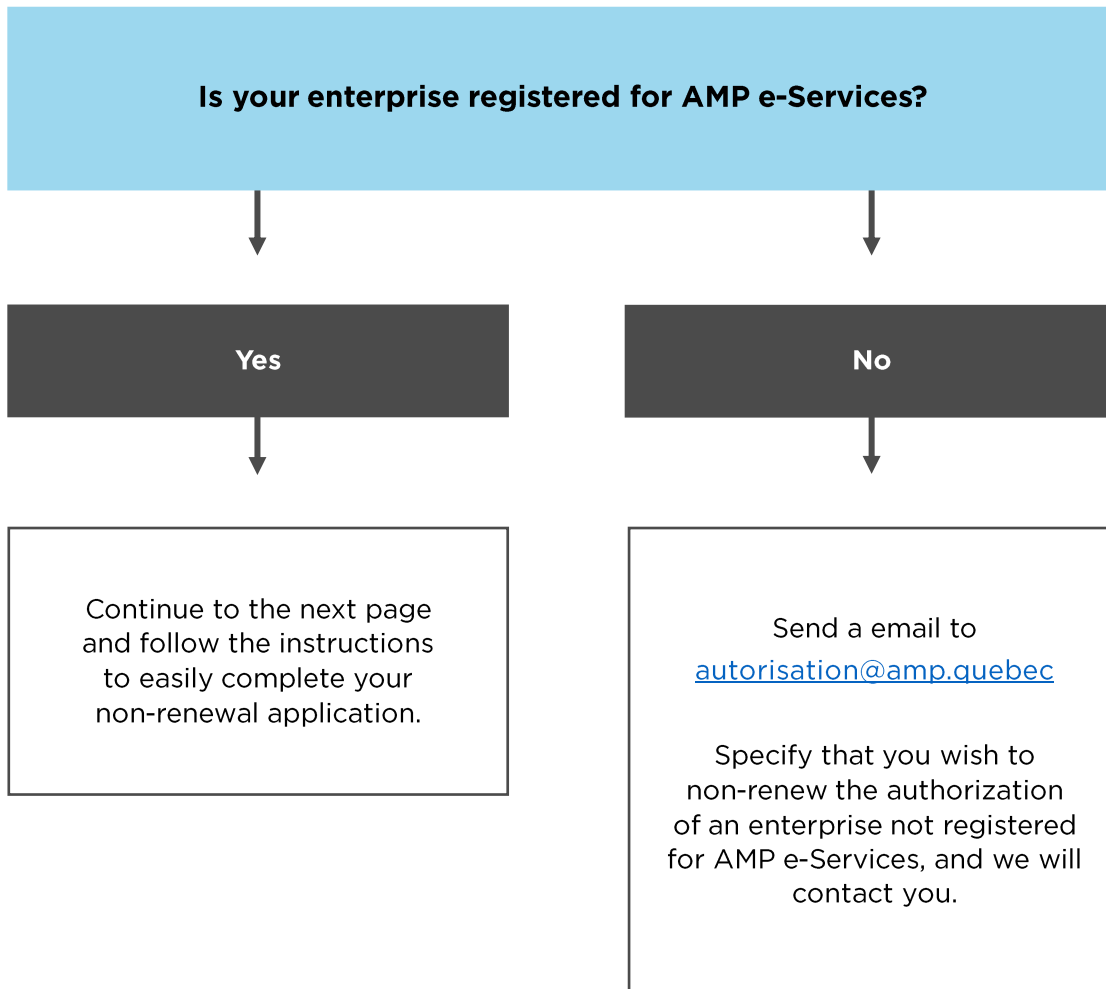
- ▶ If you do not intend to renew your authorization to contract, you must apply for non-renewal. **It is not sufficient to let your authorization expire.**
- ▶ **It is compulsory to have a valid authorization during the entire performance of a contract.** If you let your authorization expire while the contract is in force, you may be subject to [Monetary administrative penalty](#)<sup>7</sup> (\$1,000 for sole proprietorships and \$2,500 in all other cases).
- ▶ Even if we receive your non-renewal request in advance, your authorization to contract will be valid until its expiry date.
- ▶ When your authorization expires, you will receive a message informing you that the enterprise has been removed from the *Register of firms authorized to practise* (REA) and may not enter into any new public contracts with a value exceeding the [applicable government thresholds](#)<sup>8</sup>.
- ▶ To obtain a new authorization, you will need to re-apply, with all the necessary information and documents.

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<sup>7</sup> <https://amp.quebec/en/sanctions-administratives-pecuniaires>

<sup>8</sup> <https://amp.quebec/en/seuils-et-categories-de-contrats-publics>

## Follow these steps to apply for non-renewal of your authorization



## **Steps to follow to non-renew your authorization**

1. Make prior updates
2. Fill on the non-renewal application form
  - 2.1 Identification
  - 2.2 Intention of non-renewal
  - 2.3 Declaration
  - 2.4 Transmission
  - 2.5 Confirmation



# 1. Make prior updates

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

- ▶ At the [Registre des entreprises du Québec](https://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access)<sup>9</sup>.
- ▶ At [Revenu Québec](https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/)<sup>10</sup>.
- ▶ At the [Régie du bâtiment du Québec](https://www.rbq.gouv.qc.ca/en/licence-6/)<sup>11</sup> (if the enterprise has RBQ license).

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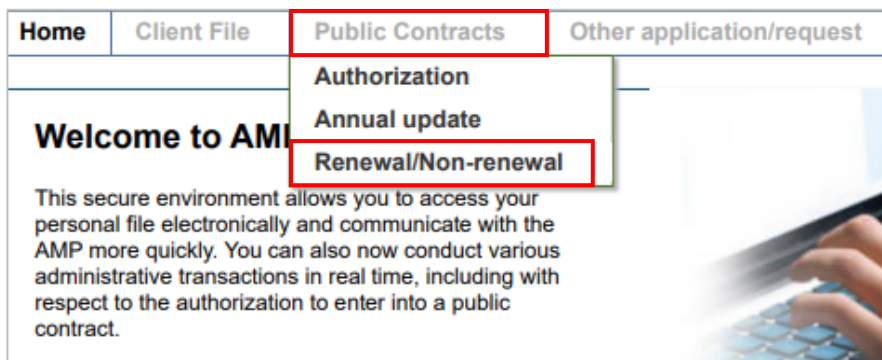
<sup>9</sup> <https://www.quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access>

<sup>10</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

<sup>11</sup> <https://www.rbq.gouv.qc.ca/en/licence-6/>

## 2. Fill in the non-renewal application form

- On the home page of your AMP e-Services session, select **Public Contracts**, then **Renewal/Non-renewal**.



- The five steps of the application form will appear in sequence on your screen :
  1. Identification
  2. Intention of non-renewal
  3. Declaration
  4. Transmission
  5. Confirmation

## 2.1 Identification

Verify the information displayed on the screen.

### If everything is exact

- Click on **Next** and continue to step 2.2 (Intention of non-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 the 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  
perso  
AMP m  
admin  
respec  
contrac

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. 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 **Renewal/Non-renewal** to return to the form.

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


**Authorization**

**Annual update**

**Renewal/Non-renewal**

**Welcome to AMP**

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](#) ➤

## 2.2 Intention of non-renewal

- Check the box *I do not wish to renew my authorization* (1).
- Then, click on **Next** (2) to continue to the next step.

**Non-renewal** ?

☒ **I do not wish** to renew my authorization to enter into a public contract/subcontract.

**1** Your application for non-renewal will be processed immediately by the AMP. Your current authorization will remain valid until its expiry date.

**Renewal** ?

☐ **I wish** to renew my authorization to enter into a public contract/subcontract.

Reset Previous **Next**

## 2.3 Declaration

- If you have any ongoing public contracts which require authorization to contract, check **Yes** (1). If you have no such contracts, check **No** (2).
- Then, click on **Next** (3) to continue to the next step.

The screenshot shows a web form titled "Statement" with a question and two radio button options. Red boxes and numbers highlight specific elements: box 1 points to the "Yes" radio button, box 2 points to the "No" radio button, and box 3 points to the "Next" button in the navigation bar at the bottom right. The navigation bar also includes a "Reset" button on the left and "Previous" and "Next" buttons in the center, with a double arrow icon on the far right.

**Statement** ?

1. \* Do you have any current contracts requiring authorization to contract?

☐ Yes ☐ No

1 2

You must keep your authorization to contract as long as you are executing public contracts exceeding the applicable thresholds. Failure to renew your authorization while contracts are in progress exposes your company to administrative fines.

You must submit a complete list of your current contracts and sub-contracts when your authorization expires. A communication will be sent on the expiry date.

Reset Previous Next

3

### IMPORTANT

- It is compulsory to hold a valid authorization to contract for the duration of a contract with a value exceeding the [applicable government thresholds](https://www.amp.quebec/en/seuils-et-categories-de-contrats-publics).  
For more details : <https://www.amp.quebec/en/seuils-et-categories-de-contrats-publics>
- If you let your authorization expire while a contract is in force, you may be subject to Monetary administrative penalty (\$1,000 for sole proprietorships and \$2,500 in all other cases).

## 2.4 Transmission

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

Declaration on information provided		?
<input checked="" 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

## 2.5 Confirmation

- This page will confirm that your non-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 in case 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 receive a Confirmation of delivery in the **Secure Message Inbox** section of e-Services (return to home page for access).

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

Sign in as client

**Secure Message Inbox**

Contact details

Follow up on applications/requests

Statement of account

Reports

Manage business relationships

**Welcome**

This service is personal and confidential. AMP management respects your privacy.

### IF YOU HAVE ANY QUESTIONS

- Visit our website [www.amp.quebec](http://www.amp.quebec).
- Contact us at 1 888 335-5550.





AUTORITÉ  
DES MARCHÉS  
PUBLICS

TRANSPARENCE  
ÉQUITÉ  
SAINE CONCURRENCE

[www.amp.quebec](http://www.amp.quebec)

1 888 335-5550