

## REMINDER

# Legal persons registered at Registre des entreprises du Québec (REQ)

## Before applying for authorization to contract

- Consult the [companion guide](#) available online.
- Check that your file is up to date:
  - At the [Registraire des entreprises](#).
  - At Revenu Québec, by retrieving your [Attestation from Revenu Québec](#).
  - At the [Régie du bâtiment du Québec](#) (if you have an RBQ license).
- If you have a website, make sure its content is up to date.
- Register for AMP [e-Services](#).

## Documents to be prepared

- Shareholder organization chart showing the company's structure and including, where applicable, the names of its subsidiaries, the names of all shareholders and, in the case of a trust, the names of beneficiaries and trustees. The chart must also show the percentage of voting shares held by these entities or individuals, totalling 100% control.
- 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).
- Attestation from Revenu Québec, issued not more than 30 days before the date on which the application is submitted.
- Existing governance and control measures within the enterprise : by-laws, code of ethics, rules of internal management, expense reimbursement policy, training programs, etc.

## To complete your application

- Access AMP [e-Services](#) and follow the steps to request an authorization to contract.
- If you have any questions, please do not hesitate to contact us: 1 888 335-5550.