AUTORITÉ DES MARCHÉS PUBLICS | TRANSPARENCE ÉQUITÉ SAINE CONCURRENCE

# HOW TO COMPLETE YOUR ENTERPRISE'S ANNUAL UPDATE

Companion guide | December 2025

01-12-2025

# What's in this guide

# Important information

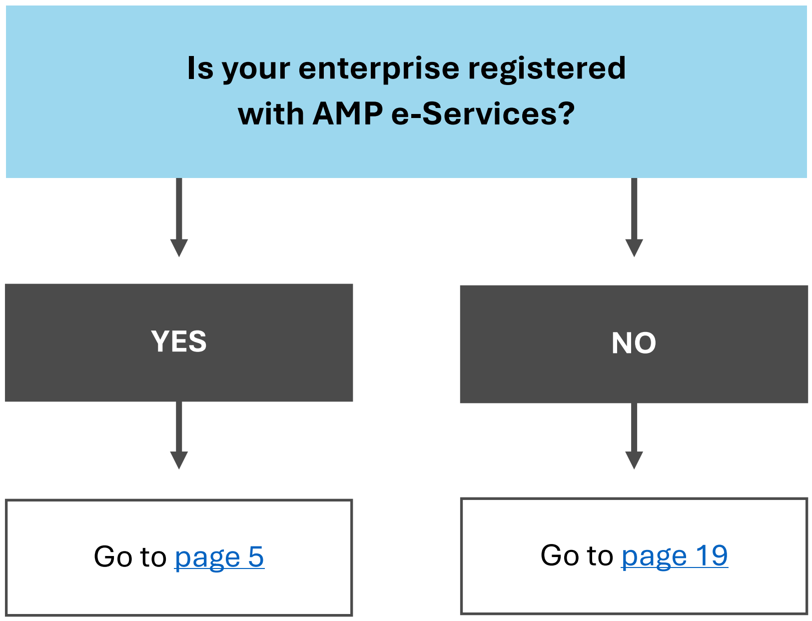
- You must complete your enterprise's annual update within 45 days before the anniversary date of your authorization to contract.
- If your update is not filed on time, your enterprise may be subject to monetary administrative penalties[1] ($1,500 for sole proprietorships and $4,000 in all other cases) and suspension of its authorization.
- Starting January 1, 2026, the annual update will include applicable fees[2]. These fees must be paid before we can process your update.
- In addition to the annual update, you must also notify us of any changes to the information already provided, no later than 30 days after the change occurs.
- Updates must be carried out by the enterprise's respondent.
- It is 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 your enterprise no longer wishes to hold an authorization to contact**

- You may request its removal from the *Registre des entreprises autorisées à contracter et à sous contracter* (the register of firms authorized to practise, or REA), **provided that it has no current public contrats or subcontracts.**
- Contact us **before the update deadline,** otherwise fees will apply: 1-888-335-5550.
- **This removal is non-reversible.** To regain public contracts above the government thresholds, you will need to apply for a new authorization, provide all the required information and documents, pay all the fees, and submit the enterprise to new integrity verifications.

[1] amp.quebec/en/sanctions-administratives-pecuniaires
[2] amp.quebec/en/droits-frais-et-tarifs-exigibles

# Where to start?



# Enterprises with access to AMP e-Services

# Steps to follow to fill your enterprise's annual update

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 Payment
   - 3.5 Transmission
   - 3.6 Confirmation
4. Follow up on your application

# 1. Make prior updates

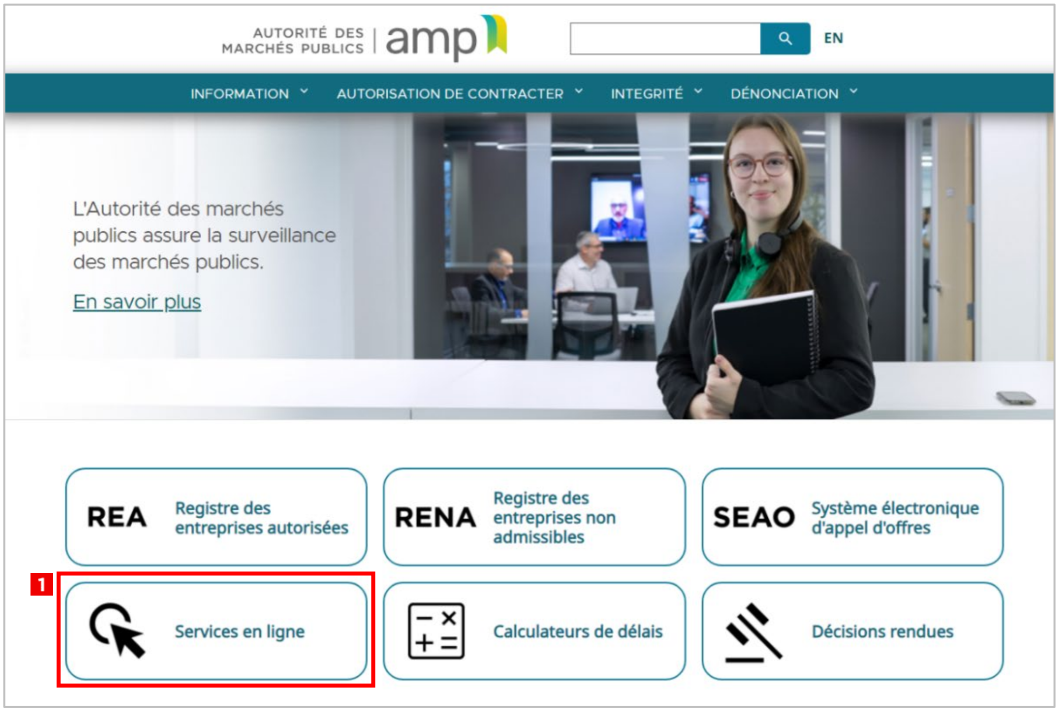
Before you begin, check that your enterprise's file is up to date:

- At the Registre des entreprises du Québec[3].
- At Revenu Québec[4].
- At the Régie du bâtiment du Québec[5] (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.).

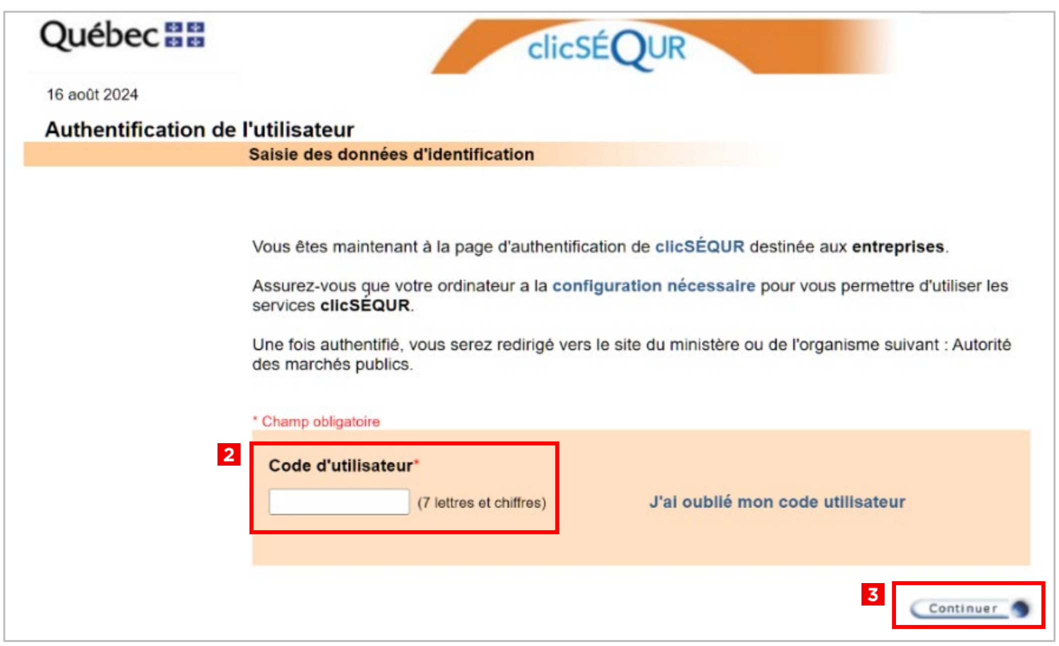
[3] quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registraire-entreprises/access
[4] revenuquebec.ca/en/businesses/
[5] rbq.gouv.qc.ca/en/licence-6/

# 2. Verify and update business relationships

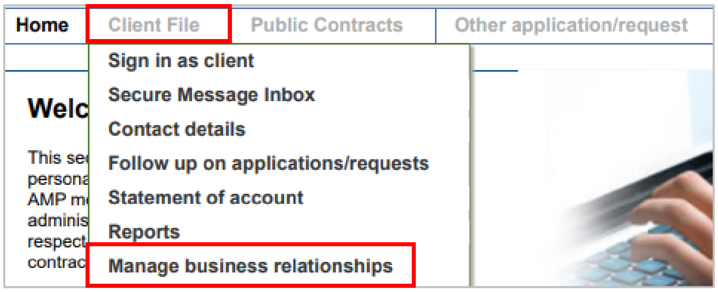
- Visit the [www.amp.quebec](www.amp.quebec) website and click on ***Services en ligne*** (1).



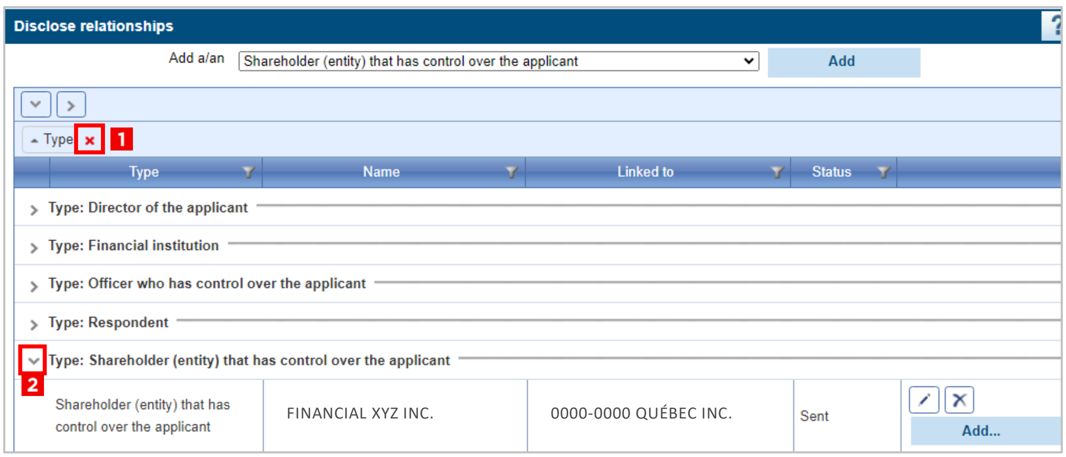

- This page is in French only. Enter the clicSÉQUR business user code (2) and click on ***Continuer*** (3) to access AMP e-Services.



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




- The most recent business relationships declared are displayed. Click on the red **X** (1), then on the arrow next to each link (2) to display the details.

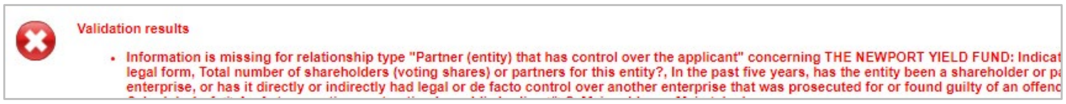



- Verify each link:
  - Delete any links that are no longer valid.
  - Add any missing links and related documents.
  - Make any necessary modifications to links that have changed (e.g. addresses, phone numbers, e-mail, etc.).
  - If needed, consult the [Companion Guide – Managing business relationships](https://www.amp.quebec/guide-business-relationships)[6] or call us at 1-888-335-5550.

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


[6] https://www.amp.quebec/guide-business-relationships

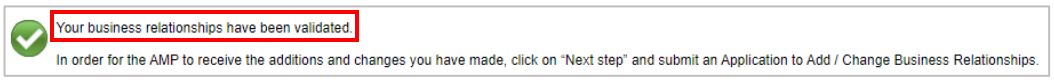
- If there are errors or missing information, they will appear in red at the top of the page.


Validation results

- Information is missing for relationship type "Partner (entity) that has control over the applicant" concerning THE NEWPORT YIELD FUND: Indicat 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 pa 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 offenc

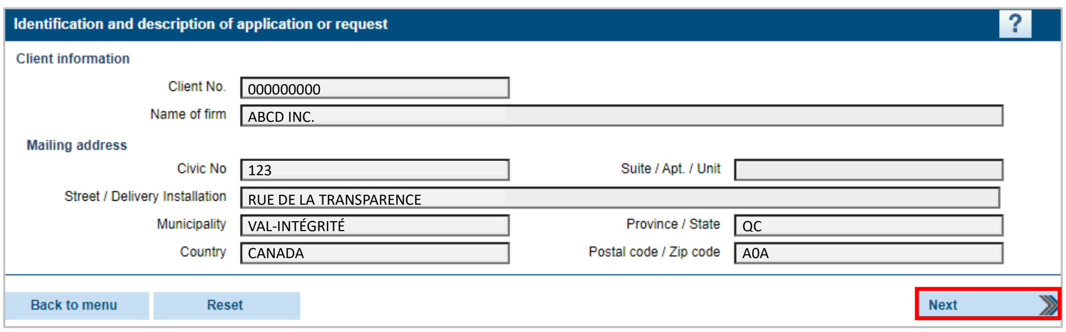
- Make any necessary corrections, then click again on ***Validate*** at the bottom of the page.

- When everything is correct, a confirmation message will appear. Click on ***Next step*** at the bottom of the screen.


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.

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


Identification and description of application or request

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

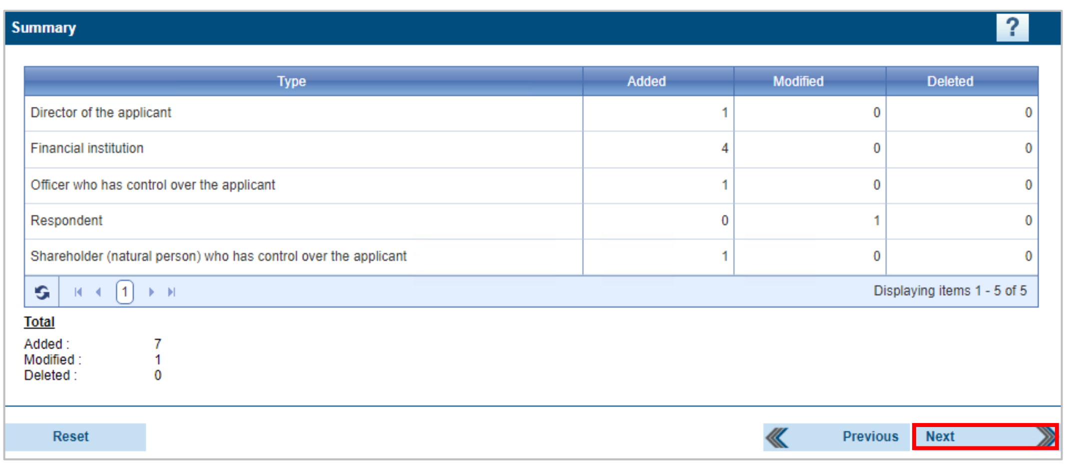
Province / State QC

Country CANADA

Postal code / Zip code A0A

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 |

1 Displaying items 1 - 5 of 5

Total

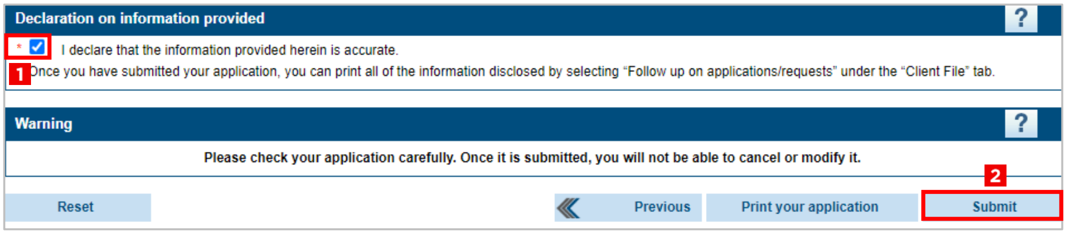
Added : 7

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).

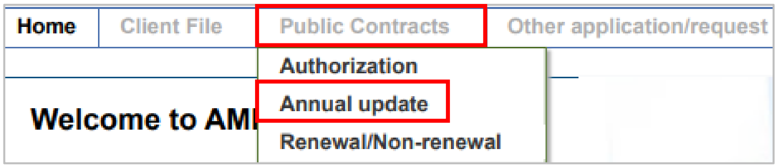



- A confirmation of delivery will appear (3), along with your client and application numbers (4). Keep this information in case you need to contact AMP.


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

# 3. Fill in the annual update form

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

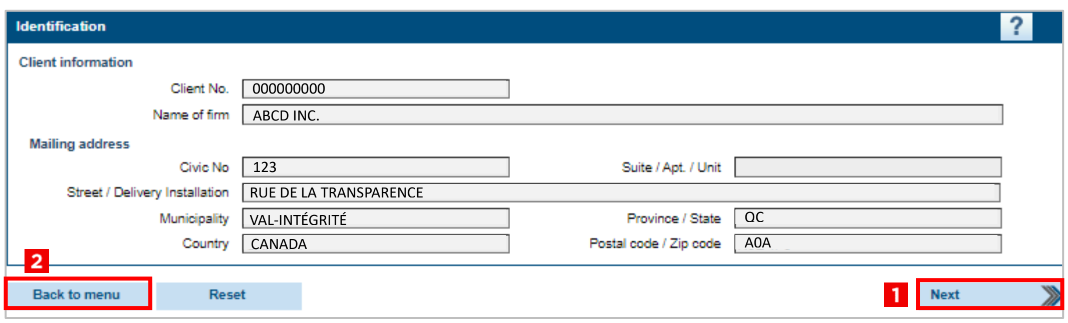



- The six steps of the application form will appear in sequence on your screen:

3.1 Identification
3.2 Declaration
3.3 Supporting documents
3.4 Payment
3.5 Transmission
3.6 Confirmation

## 3.1 Identification

- Verify the information displayed on the screen.

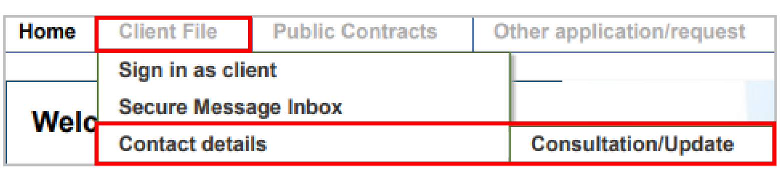



### If everything is correct

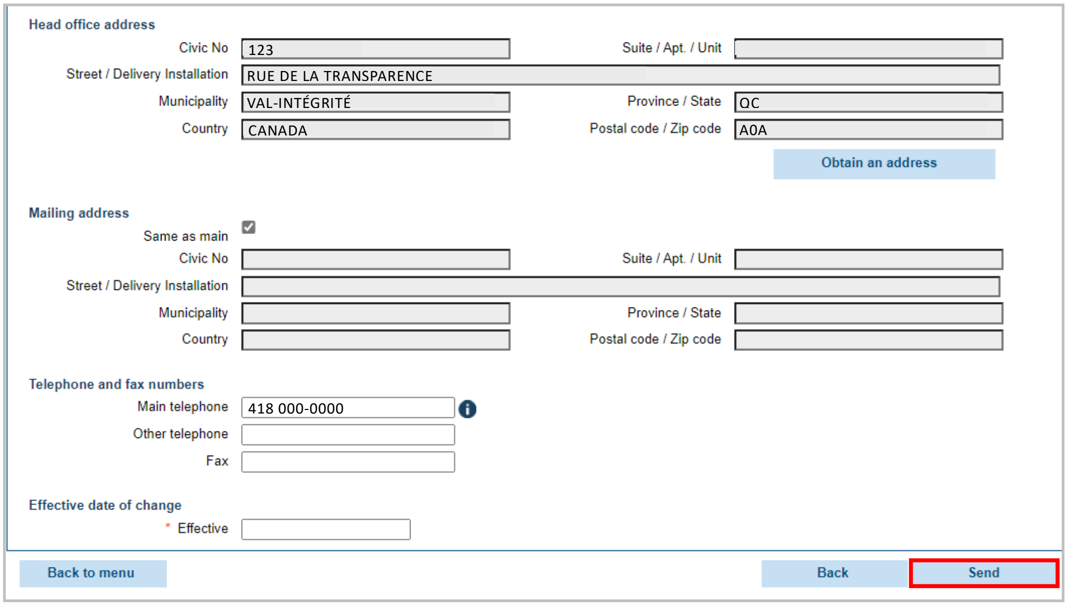
- Click on ***Next*** (1) and continue to step 3.2 (Intention of renewal).

### If any information is incorrect

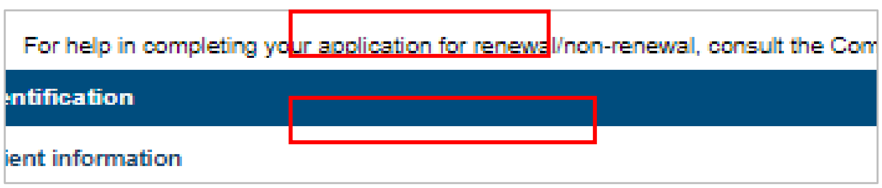
- Click on ***Back to menu*** (2) to return to the home page.
- Select ***Client File***, then ***Contact details*** and ***Consultation/Update***.



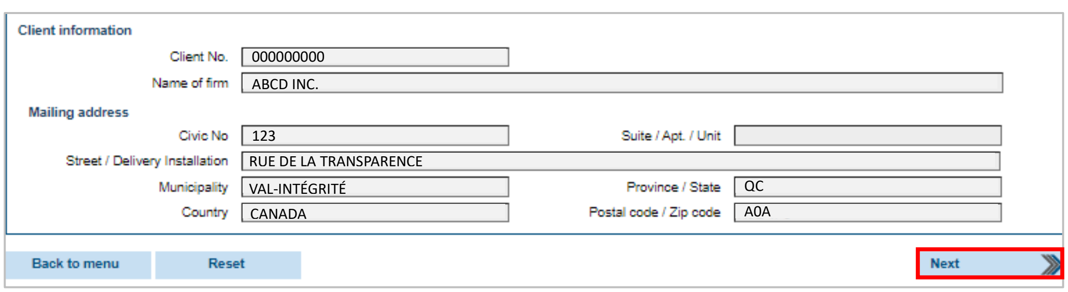
- Your enterprise's contact details will appear on the screen. Make any necessary corrections, then click on ***Send*** to return to the home page.




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




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



## 3.2 Declaration

**Question 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 postal or email adress of a person or an entity, change the ownership or control of the enterprise, change the respondent, etc.*

- If there are no changes to the business relationships, check ***No***.
- If you have made any changes, check ***Yes*** and enter the date on which you did so (see step 2 of this guide: *Verify and update business relationships*).
- If any changes are needed, but you haven't yet made them, return to the e-Services home page, and follow the instructions provided in step 2.

**Question 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 climatique, de la Faune et des Parcs under a law of which it is responsible for the application?*

- If your enterprise has not been the subject of such an ordinance, check ***No***.
- If it has been the subject of such an ordinance, check ***Yes*** and, in the next step (*3.3 Supporting documents*), attach a copy of the ordinance or any other relevant documents.

**Question 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.*

- This may concern not only your enterprise, but also individuals or entities related to it.
- If you have no further information or changes to report, check ***No***.
- If you have additional ones, check ***Yes*** and briefly describe them in the « Specify » text box.
- If you want to attach a document, enter its name in the « Specify » text box. You can add the file in the next step (*3.3 Supporting documents*). For example:

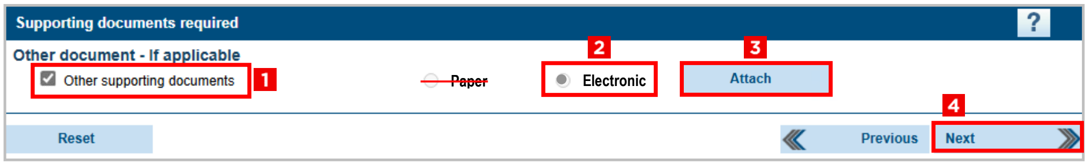
**Specify:**

*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.*

- When you have finished, click on ***Next***.

## 3.3 Supporting documents

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



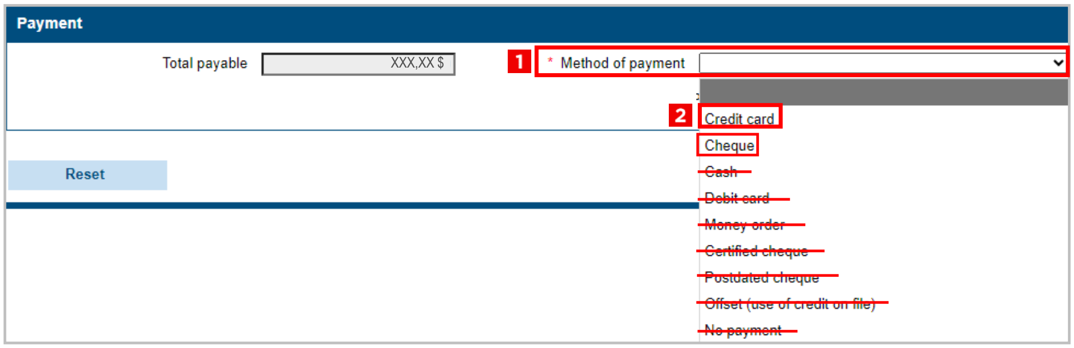

- To do so, check ***Other supporting documents*** (1), select ***Electronic*** (2), then click on ***Attach*** (3) and select your document.
- When you have finished, or if you have no documents to send, click on ***Next*** at the bottom of the page (4).

**IMPORTANT**

- Always check the ***Electronic*** option. Do not send paper documents, as this will delay the processing of your application.
- Your file names must not contain any special characters.
- The size of each file cannot exceed 35 MB.
- Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
- If you have any questions, call us at 1-888-335 5550.

## 3.4 Payment

This page details the fees payable. There are two payment options: Credit card (recommended) or Cheque. The other options in the drop-down menu are not available for your request and may delay processing.




### Credit card (recommended)

- In the ***Method of payment*** (1) drop-down menu, select ***Credit card*** (2) and 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 write the name of the enterprise on the back.
- Send your cheque to the following address:

  Autorité des marchés publics
  525, boul. René-Lévesque Est, 1er étage, bur. 1.25, Québec (Québec)  G1R 5S9

### When you have finished

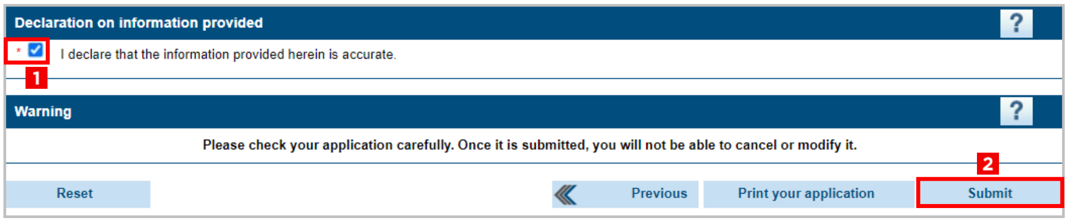
- Click on ***Next*** at the bottom of the screen.

**IMPORTANT**

- Fees are non-refundable.
- To process your update, your payment must have been received.
- The fees are indexed every year and available online (https://www.amp.quebec/en/droits-frais-et-tarifs-exigibles)
- If you have any questions regarding payment, call us at 1-888-335-5550.

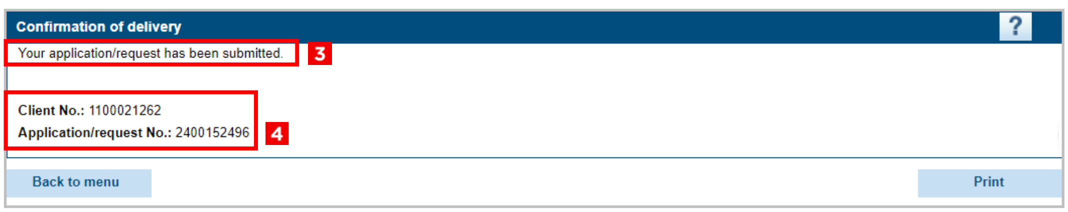
## 3.5 Transmission

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




## 3.6 Confirmation

- This page confirms that your annual update has been sent to AMP (3).
- This is where you will see your client number and your request number (4). Please keep this information, it will come in handy if you need to contact us.



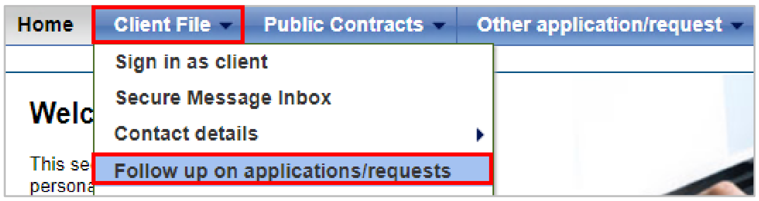

- You will also find a delivery confirmation in the ***Secure Message Inbox*** in e-Services.

# 4. Follow up on your application

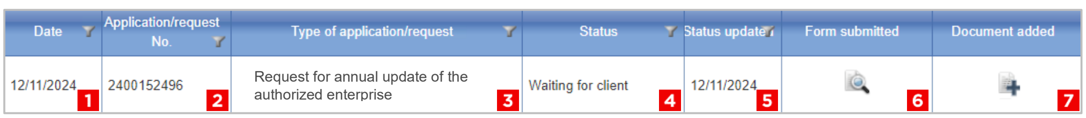
Once you have submitted your update request, you can track its progress at any time.

## To access your request

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



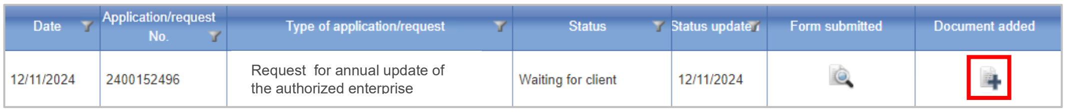

## To view the chart



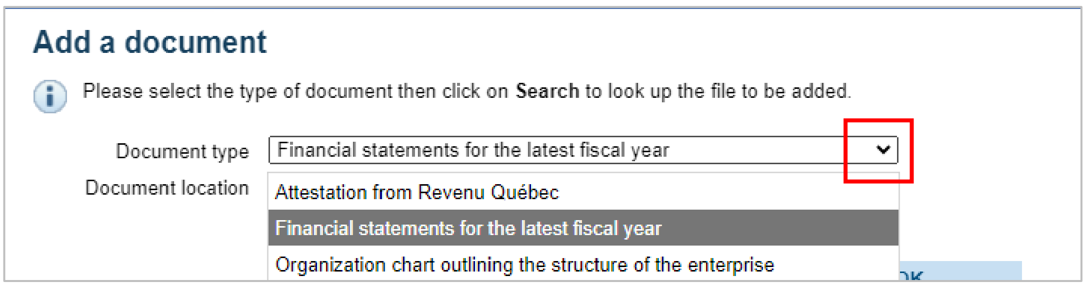

- The first three columns (1, 2, 3) indicate the date, number and type of each application or request submitted to AMP.
- The *Status* column (4) can show four different statuses:
  - **Under review by AMP:** the request has not yet been processed (the length of the review depends on the type of application and specific features of the file).
  - **Waiting for client:** the request cannot be processed because a piece of information, a document or a payment is missing. Check the ***Client File/Secure Message Inbox*** section (accessible from the e-Services home page) for details.
  - **Verification:** AMP and its partners are still completing the required integrity checks.
  - **Request completed:** the request has been processed, and AMP has issued its decision (you will find it in the ***Secure Message Inbox*** 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

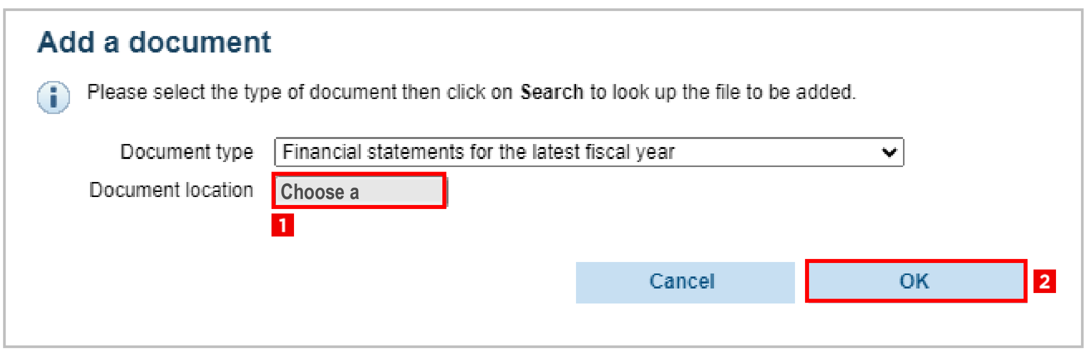
- Tap the + icon (last column).



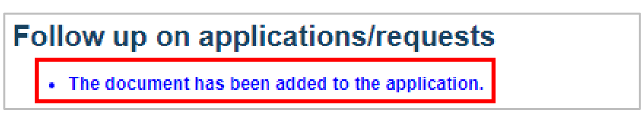

- A new window will open. From the drop-down list, select the type of document to attach (options depend on the type of enterprise and request, and may differ from the image below).




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



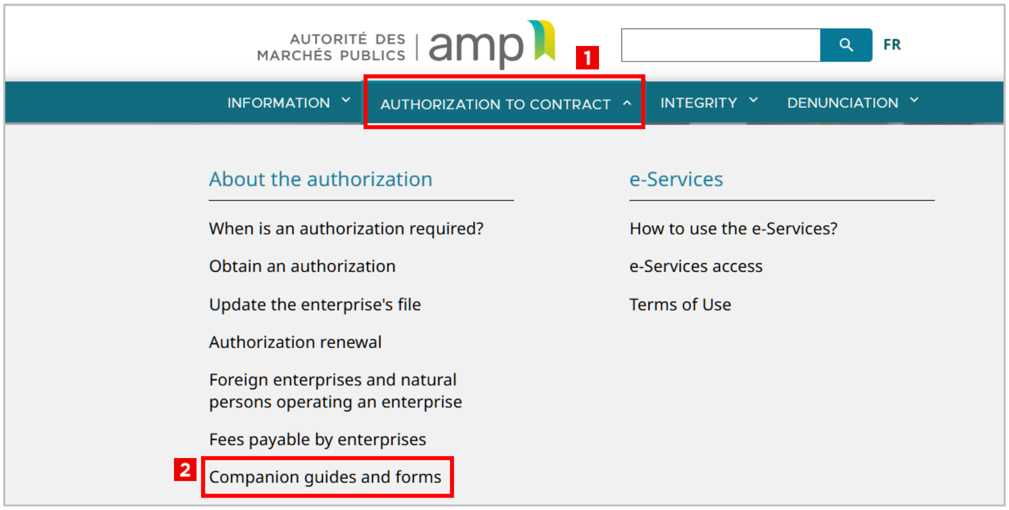

- Confirmation that your document has been added will appear at the top of the page.



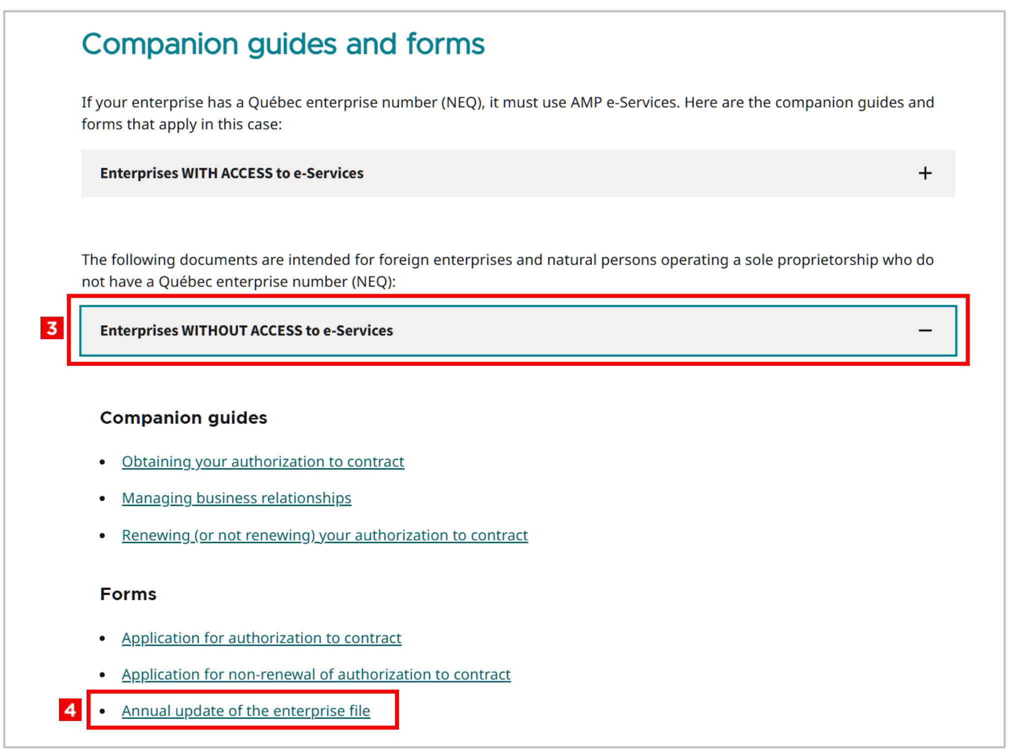
# Enterprises without access to AMP e-Services

# 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*[7] form (4).




[7] https://www.amp.quebec/form-annual-update

# 2. Complete the form

- Answer the questions on the form (you must be the respondent to carry out this task).
- If applicable, provide the requested supporting documents.

# 3. Pay the fees

- The fees payable for the annual update are indexed every year and available online in the *Fees payable by enterprises*[8] section of our website. You can pay by credit card (recommended) or cheque. Indicate your chosen payment method in section 6 of the form.

# 4. Transmit your update

- Submit your form and any additional documents, if necessary, by e-mail: autorisation@amp.quebec
- It is strongly recommended that you pay by credit card. If you wish to pay by cheque, send your documents by regular mail following the instructions provided at the end of the form.

**IMPORTANT**

- Your file names must not contain any special characters.
- The size of each file cannot exceed 35 MB.
- Accepted file formats are .pdf, .doc, .docx, .xls, .xlsx, .jpeg and .jpg.
- If you have any question, visit our website at www.amp.quebec or contact us at 1-888-335-5550.

[8] amp.quebec/en/droits-frais-et-tarifs-exigibles

AUTORITÉ
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www.amp.quebec

1-888-335-5550