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HOW TO COMPLETE YOUR ENTERPRISE'S ANNUAL UPDATE

Companion guide | December 2025

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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.

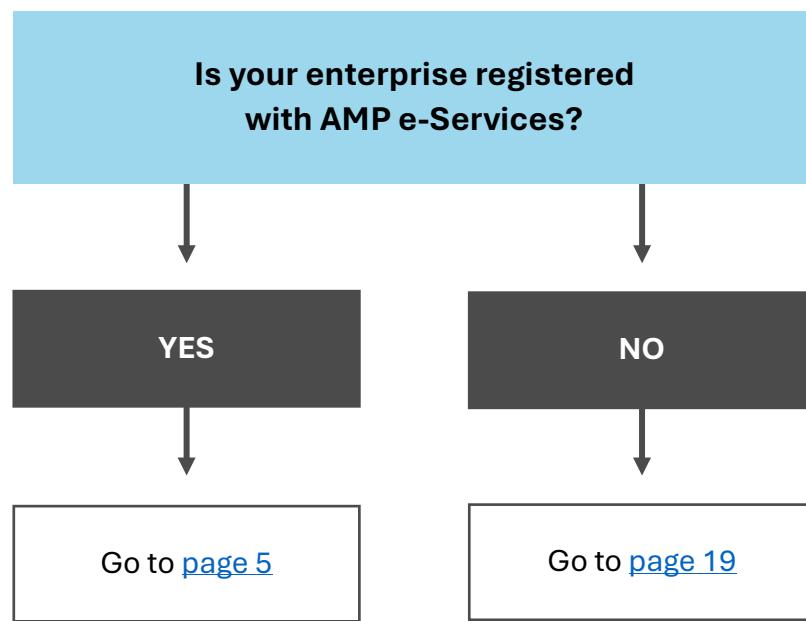
If your enterprise no longer wishes to hold an authorization to contact

- ▶ 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 contracts 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.).

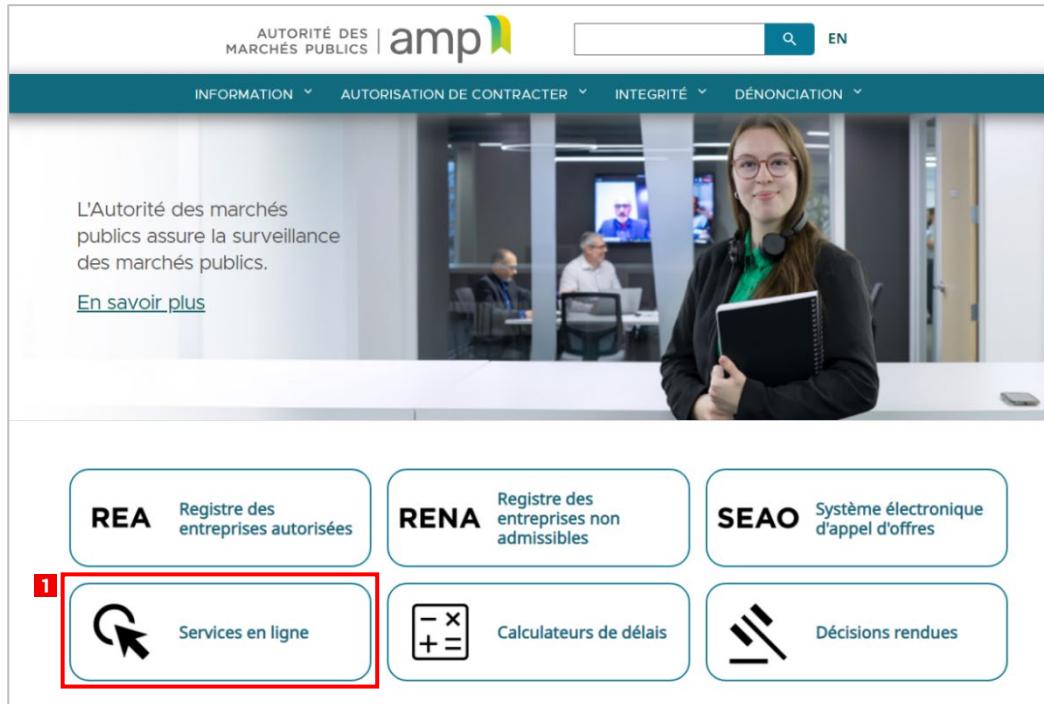
³ quebec.ca/en/businesses-and-self-employed-workers/access-entreprises-files/my-office-registre-entreprises/access

⁴ revenuquebec.ca/en/businesses/

⁵ rbq.gouv.qc.ca/en/licence-6/

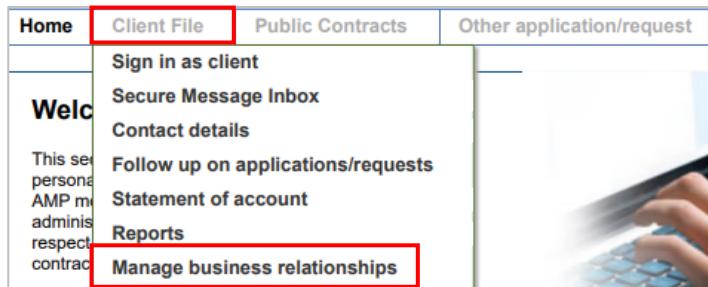
2. Verify and update business relationships

- Visit the www.amp.quebec 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.

A screenshot of a 'Disclose relationships' page. At the top, there is a search bar with the placeholder 'Add a/an Shareholder (entity) that has control over the applicant' and an 'Add' button. Below the search bar, there is a table with columns: 'Type' (with a red box and the number 1), 'Name', 'Linked to', and 'Status'. The 'Type' column is expanded, showing a list of options: 'Type: Director of the applicant', 'Type: Financial institution', 'Type: Officer who has control over the applicant', 'Type: Respondent', and 'Type: Shareholder (entity) that has control over the applicant'. The 'Type: Shareholder (entity) that has control over the applicant' row is selected, indicated by a red box with the number 2. The table also includes a row for 'Shareholder (entity) that has control over the applicant' with values: FINANCIAL XYZ INC., 0000-0000 QUÉBEC INC., and Sent. There are edit and delete buttons for this row. At the bottom right of the table, there is an 'Add...' button.

► 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](#)⁶ or call us at 1-888-335-5550.

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

A screenshot of a page footer with three buttons: 'Return to menu', 'Validate' (highlighted with a red box), and 'Next step'.

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.

- 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.

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

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

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

Total:
Added : 7
Modified : 1
Deleted : 0

► Check the box “***I declare that the information provided herein is accurate***” (1), then click on **Submit** (2).

Declaration on information provided	
<input checked="" type="checkbox"/> 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. 2	
Reset	Previous Print your application Submit

► 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.

Confirmation of delivery	
Your application/request has been submitted. 3	
Client No.: 1100195681 Application/request No.: 2400153353 4	
Back to menu	Print

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

Home	Client File	Public Contracts	Other application/request
Sign in as client Welc This se personal AMP m adminis respect contrac Secure Message Inbox 5 Contact details Follow up on applications/requests Statement of account Reports Manage business relationships			

3. Fill in the annual update form

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

Home	Client File	Public Contracts	Other application/request
		Authorization	
Welcome to AMI		Annual update	
		Renewal/Non-renewal	

- 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.

Identification			
Client information			
Client No.	00000000		
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
2 Back to menu Reset		1 Next	

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**.

Home	Client File	Public Contracts	Other application/request
	Sign in as client		
Welcome to AMI		Secure Message Inbox	
	Contact details	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.

Head office address

Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ		
Country	CANADA		

Mailing address

<input checked="" type="checkbox"/> Same as main	<input type="checkbox"/>
Civic No	
Street / Delivery Installation	
Municipality	
Country	
Province / State	QC
Postal code / Zip code	A0A

Telephone and fax numbers

Main telephone	418 000-0000	
Other telephone		
Fax		

Effective date of change

<input checked="" type="checkbox"/> Effective	<input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/>
---	---

Back to menu
Back
Send

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

For help in completing your application for renewal/non-renewal, consult the Com

entification

lient information

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

Client information

Client No.	00000000	Suite / Apt. / Unit	
Name of firm	ABCD INC.		

Mailing address

Civic No	123	Suite / Apt. / Unit	
Street / Delivery Installation	RUE DE LA TRANSPARENCE		
Municipality	VAL-INTÉGRITÉ		
Country	CANADA		
Province / State	QC		
Postal code / Zip code	A0A		

Back to menu
Reset
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 address 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.

The screenshot shows a 'Payment' screen with a 'Total payable' field containing 'XXX,XX \$'. Below it is a dropdown menu labeled 'Method of payment' with the following options:

- Credit card (selected)
- Cheque
- Cash
- Debit card
- Money order
- Certified cheque
- Postdated cheque
- Offset (use of credit on file)
- No payment

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, 1^{er} 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.

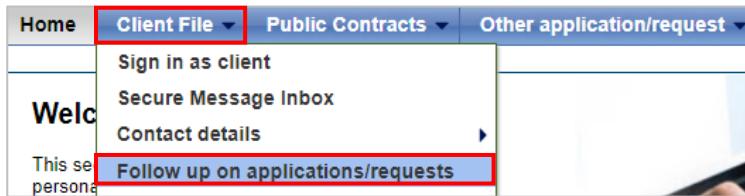
- ▶ You will also find a delivery confirmation in the **Secure Message Inbox** in e-Services.

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

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
12/11/2024	1 2400152496	2 Request for annual update of the authorized enterprise	3 Waiting for client	4 12/11/2024	5	6

- 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).

Date	Application/request No.	Type of application/requete	Status	Status update	Form submitted	Document added
12/11/2024	2400152496	Request for annual update of the authorized enterprise	Waiting for client	12/11/2024		

- 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).

Add a document

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

Document type	<input type="text" value="Financial statements for the latest fiscal year"/>	
Document location	<input type="text" value="Attestation from Revenu Québec"/> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="text" value="Financial statements for the latest fiscal year"/> </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="text" value="Organization chart outlining the structure of the enterprise"/> </div>	

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

Add a document

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

Document type	<input type="text" value="Financial statements for the latest fiscal year"/>	
Document location	<input type="text" value="Choose a"/>	
		<input type="button" value="Cancel"/> <input type="button" value="OK"/>

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

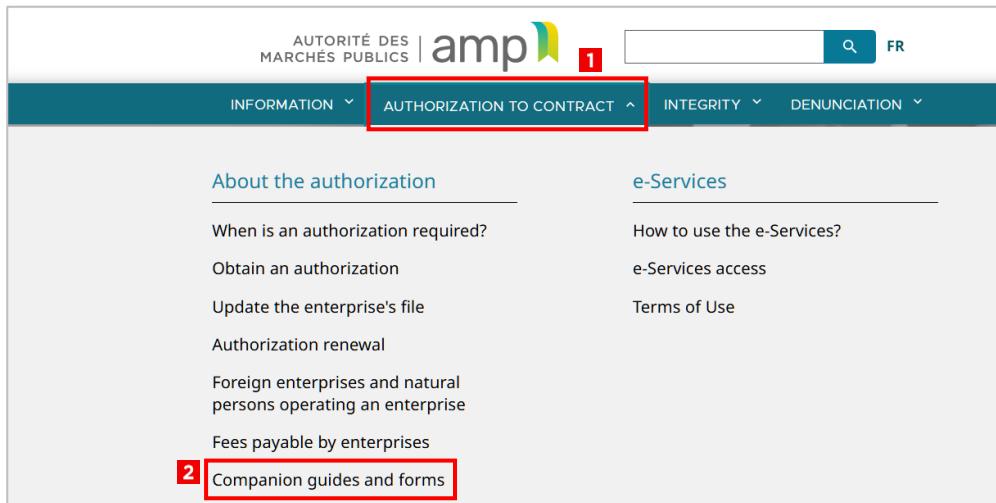
Follow up on applications/requests

- The document has been added to the application.

Enterprises without access to AMP e-Services

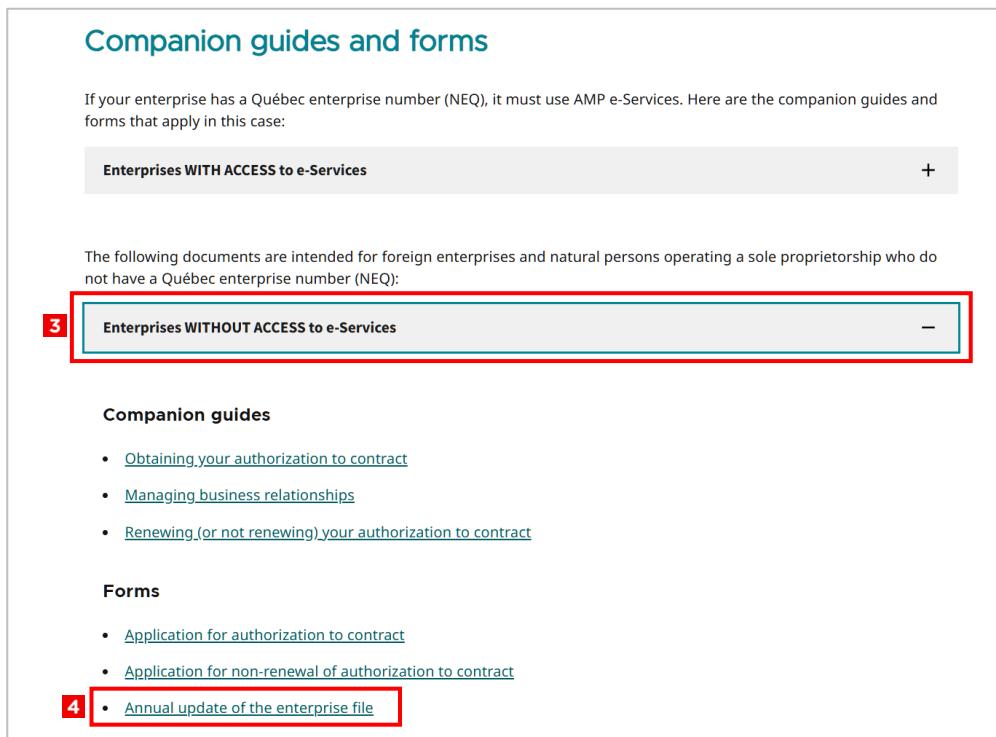
1. Download the annual update form

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



The screenshot shows the AMP (Autorité des Marchés Publics) website. The top navigation bar includes the AMP logo, a search bar, and language options (FR). Below the logo, a red box highlights the 'AUTHORIZATION TO CONTRACT' menu item. The main content area is divided into two columns: 'About the authorization' on the left and 'e-Services' on the right. The 'About the authorization' column contains links for: When is an authorization required?, Obtain an authorization, Update the enterprise's file, Authorization renewal, Foreign enterprises and natural persons operating an enterprise, Fees payable by enterprises, and Companion guides and forms (which is highlighted with a red box and labeled 2). The 'e-Services' column contains links for: How to use the e-Services?, e-Services access, and Terms of Use.

► Click on **Enterprises without access to e-Services** (3), then download the [Annual update of the enterprise file](#)⁷ form (4).



The screenshot shows the 'Companion guides and forms' page. It starts with a note that enterprises with a Québec enterprise number (NEQ) must use AMP e-Services. Below this, there are two main sections: 'Enterprises WITH ACCESS to e-Services' (which is collapsed) and 'Enterprises WITHOUT ACCESS to e-Services' (which is expanded and highlighted with a red box and labeled 3). The 'Enterprises WITHOUT ACCESS to e-Services' section contains two sub-sections: 'Companion guides' and 'Forms'. The 'Companion guides' section lists: Obtaining your authorization to contract, Managing business relationships, and Renewing (or not renewing) your authorization to contract. The 'Forms' section lists: Application for authorization to contract, Application for non-renewal of authorization to contract, and Annual update of the enterprise file (which is highlighted with a red box and labeled 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



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www.amp.quebec

1-888-335-5550