



AUTORITÉ  
DES MARCHÉS  
PUBLICS

TRANSPARENCE  
ÉQUITÉ  
SAINE CONCURRENCE

# HOW TO APPLY FOR AUTHORIZATION TO CONTRACT

Companion guide

# What's in this guide?

Important information.....	3
Where to start?.....	4
<b>Enterprises with access to AMP e-Services .....</b>	<b>6</b>
1. Make prior updates .....	6
2. Prepare the required documents.....	7
3. Complete the application form .....	10
4. Determine which business relationships to disclose .....	20
5. Disclose business relationships .....	25
6. Pay the fees related to integrity checks.....	44
7. Follow up on your application .....	45
<b>Enterprises without access to AMP e-Services .....</b>	<b>47</b>
1. Make prior updates .....	48
2. Prepare the required documents.....	49
3. Complete and submit the application form .....	52

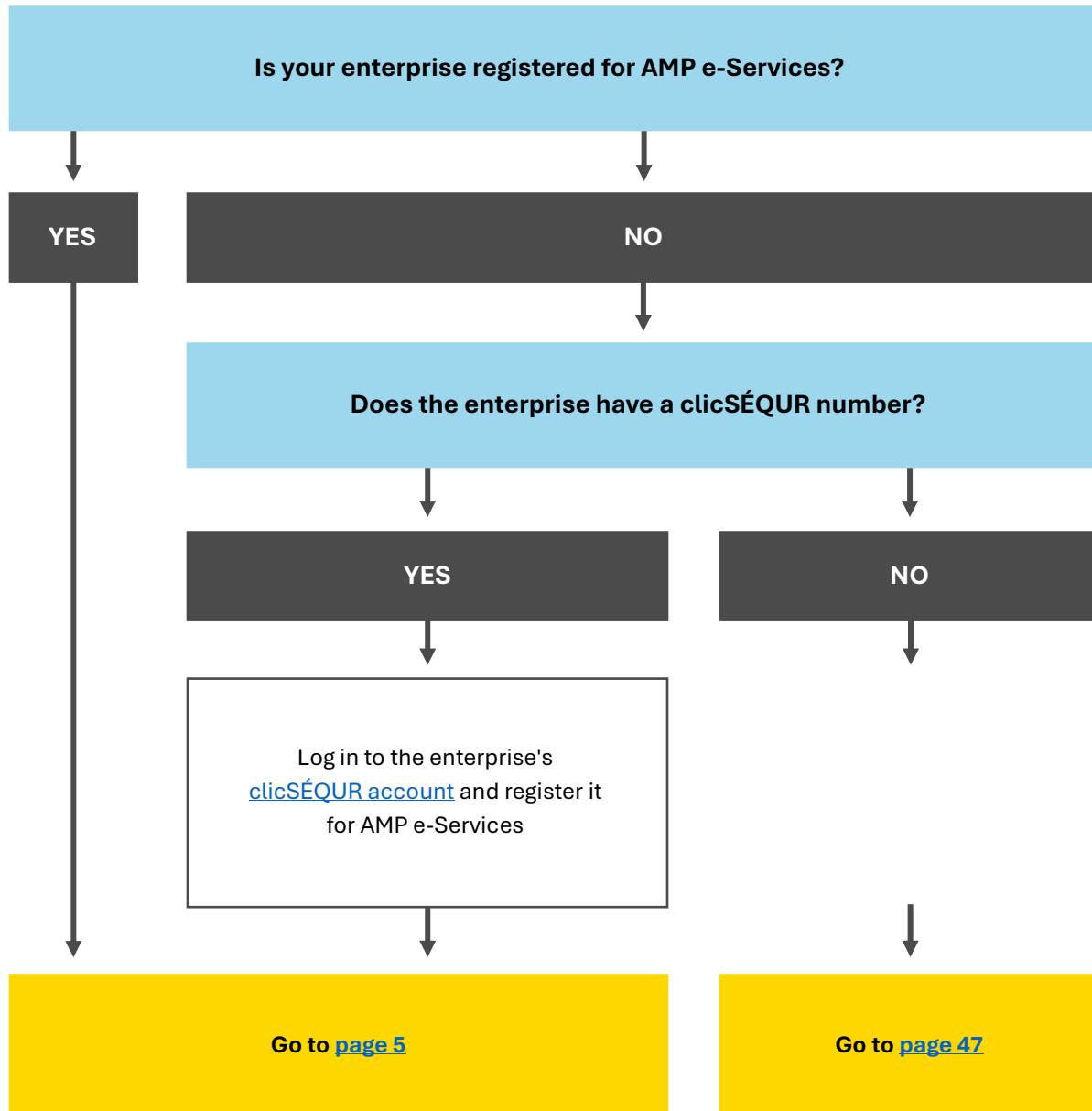
# Important information

- ▶ The authorization to contract is valid for five years.
- ▶ The application for authorization must be completed and submitted by the enterprise's respondent. A respondent who is unable to perform his or her functions may sign a power of attorney authorizing another person to communicate with the AMP as part of the application process.
- ▶ Fees are non-refundable and must be paid before your application can be processed<sup>1</sup>.
- ▶ Ensure that the names of individuals and enterprises are written the same way everywhere (business relationship, declaration form, identification document, etc.).
- ▶ When submitting documents in support of your application:
  - 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.
- ▶ 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.
- ▶ In AMP e-Services, “the applicant” refers to the enterprise applying for authorization.

---

<sup>1</sup> <https://www.amp.quebec/en/droits-frais-et-tarifs-exigibles>

## Where to start?



**Enterprises  
with access to  
AMP e-Services**

# 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>2</sup>.
- ▶ At Revenu Québec, by retrieving the enterprise's [Attestation from Revenu Québec](#)<sup>3</sup>, which is required to apply for authorization to contract. The Attestation must have been issued within 30 days prior to submitting your application.
- ▶ At the [Régie du bâtiment du Québec](#)<sup>4</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.).

---

<sup>2</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>3</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

<sup>4</sup> <https://www.r bq.gouv.qc.ca/en/licence-6/>

## 2. Prepare the required documents

Before submitting your application, make sure to have the following documents ready:

► **Tax certificate**

The enterprise's Attestation from Revenu Québec issued no more than 30 days before submitting your application for authorization.

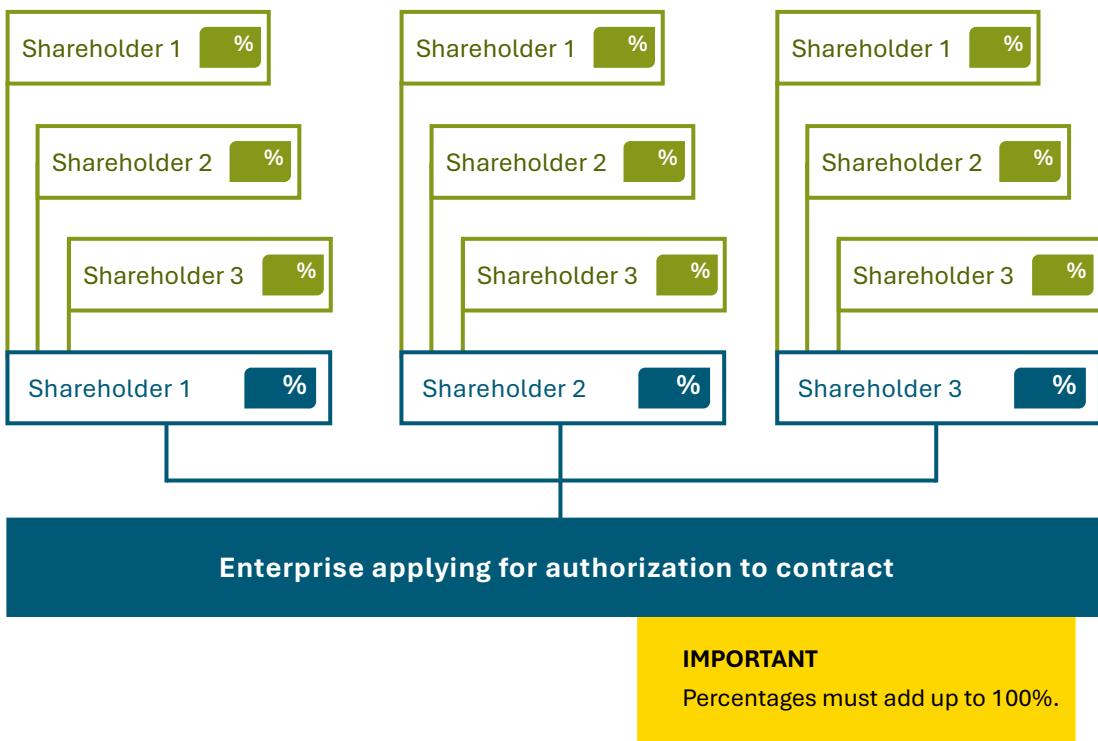
► **Governance measures**

If any, the enterprise's governance and control measures: code of ethics, code of conduct, governance committee, audit committee, training program on governance and ethics, internal policies dealing with expense reimbursement, conflicts of interest, acquisition processes, delegation of authority, etc.

► **Organizational chart**

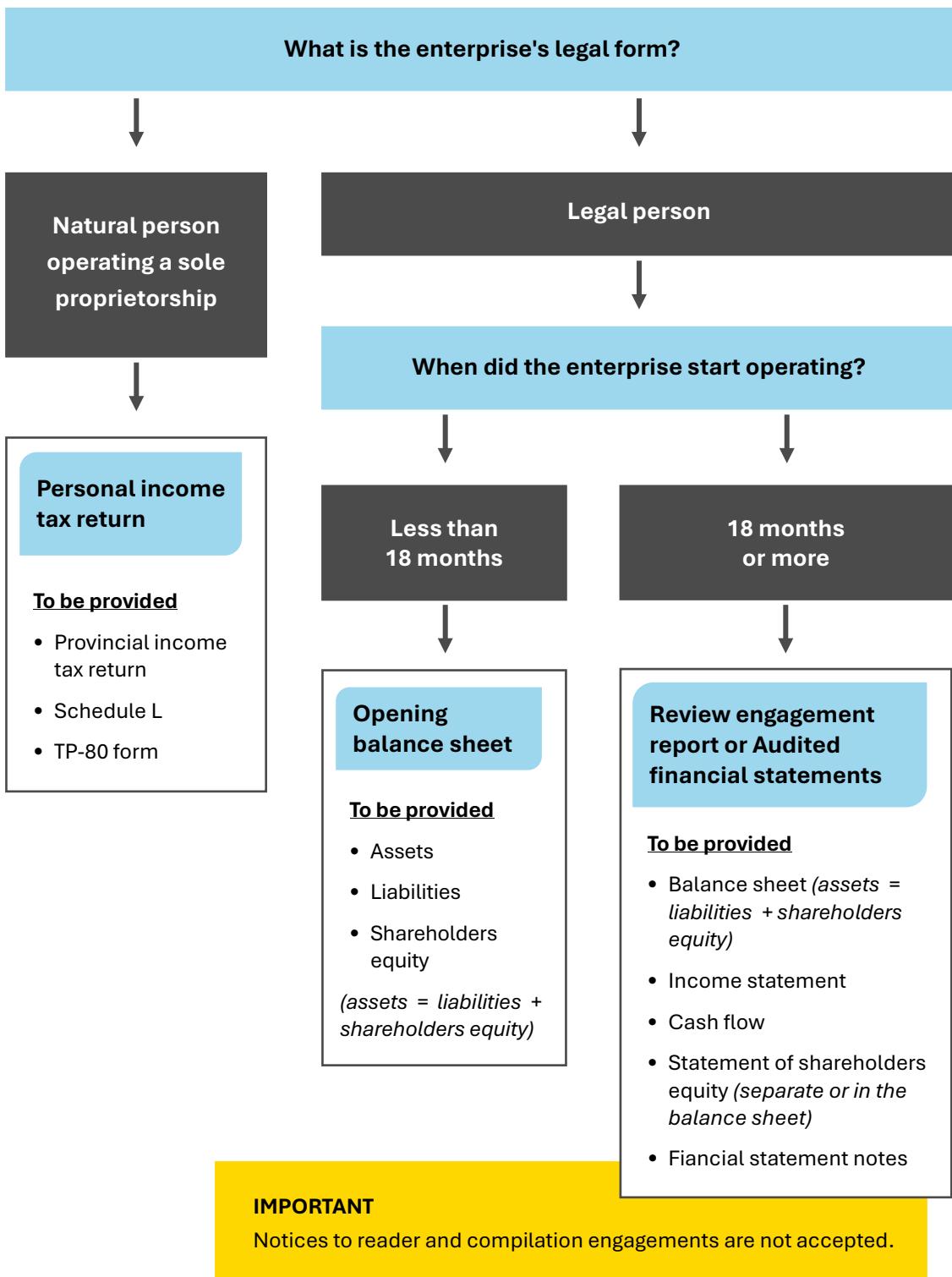
An organizational chart outlining the structure of the enterprise and including, if applicable, the names of its subsidiaries, the name of its parent company and the name of that company's subsidiaries. The organizational chart must also indicate the links between these enterprises or individuals, as well as the percentage (%) of voting shares they hold.

**Organizational chart example**



► **Financial statements for the latest fiscal year**

The following diagram shows what you need to provide.



**If the enterprise is a corporation (inc.):****► Share Ledger and Securities records**

If the enterprise is a corporation, you must provide two sections from the enterprise's minute book: the Share register and the Securities records. Combine them into a single file.

**If the enterprise's head office is not located in Quebec:****► Criminal and penal court record**

or

**► Declaration of good conduct**

A letter signed by the respondent or by an officer of the enterprise stating the following:

*We acknowledge that, over the past five years, the enterprise [name of the enterprise]:*

- *Has not been prosecuted for or found guilty of any criminal or penal offence in the course of its business (in Canada or abroad).*
- *Has not been prosecuted for or found guilty of an offence listed in Schedule 1 of the Act respecting contracting by public bodies.*

## 3. Complete the application form

The application for authorization form is divided into eight steps. The following pages will guide you through the process according to the nature of your enterprise, which is referred to as “the applicant” in AMP e-Services.

### 3.1 Identification

- From the e-Services home page, select **Public contracts**, then **Authorization**.

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

- Check the information displayed.

**Identification**

**Client information**

Client No. 000000000  
Name of firm ABCD INC.

**Mailing address**

Civic No. 123  
Street / Delivery Installation RUE DE LA TRANSPARENCE  
Municipality VAL-INTÉGRITÉ  
Country CANADA  
Suite / Apt. / Unit  
Province / State QC  
Postal code / Zip code A0A 0A0

**Buttons:**  
Back to menu (2) | Reset | Next (1) ➤

**If everything is correct:**

- Click on **Next** (1).

**If any information is incorrect:**

- Click on **Back menu** (2).
- Select **Client file**, then **Contact details** and **Consultation/Update**.

Home	Client File	Public Contracts	Other application/request
	Sign in as client		
<b>Welcome</b>			
	Secure Message Inbox		
	Contact details	Consultation/Update	

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

**Head office address**

Civic No	<input type="text" value="123"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text" value="RUE DE LA TRANSPARENCE"/>		
Municipality	<input type="text" value="VAL-INTÉGRITÉ"/>	Province / State	<input type="text" value="QC"/>
Country	<input type="text" value="CANADA"/>		
<a href="#" style="color: #0070C0;">Obtain an address</a>			
<b>Mailing address</b>			
Same as main	<input checked="" type="checkbox"/>		
Civic No	<input type="text"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text"/>		
Municipality	<input type="text"/>	Province / State	<input type="text"/>
Country	<input type="text"/>		
<b>Telephone and fax numbers</b>			
Main telephone	<input type="text" value="418 000-0000"/> <small>i</small>		
Other telephone	<input type="text"/>		
Fax	<input type="text"/>		
<b>Effective date of change</b>			
* Effective	<input type="text"/>		
<a href="#" style="color: #0070C0;">Back to menu</a>		<a href="#" style="color: #0070C0;">Back</a>	<a href="#" style="color: #0070C0; border: 1px solid #0070C0; padding: 2px 10px;">Send</a>

► Select **Public contracts**, then **Authorization** to return to the form.

<a href="#" style="color: #0070C0;">Home</a>	<a href="#" style="color: #0070C0;">Client File</a>	<a href="#" style="color: #0070C0; border: 2px solid #0070C0; padding: 2px;">Public Contracts</a>	<a href="#" style="color: #0070C0;">Other application</a>
		<a href="#" style="color: #0070C0;">Authorization</a>	
		<a href="#" style="color: #0070C0;">Annual update</a>	

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

**Client information**

Client No.	<input type="text" value="000000000"/>	Suite / Apt. / Unit	<input type="text"/>
Name of firm	<input type="text" value="ABCD INC."/>		
<b>Mailing address</b>			
Civic No	<input type="text" value="123"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text" value="RUE DE LA TRANSPARENCE"/>		
Municipality	<input type="text" value="VAL-INTÉGRITÉ"/>	Province / State	<input type="text" value="QC"/>
Country	<input type="text" value="CANADA"/>		
<a href="#" style="color: #0070C0;">Back to menu</a>			
<a href="#" style="color: #0070C0;">Reset</a>			
<a href="#" style="color: #0070C0; border: 1px solid #0070C0; padding: 2px 10px;">Next</a>			

## 3.2 Additional information

**Client information**

\* Legal form 1

Total number of shareholders (voting shares) or partners for this entity 2

\* Nature of the enterprise's activities 3

Number of Attestation from Revenu Québec 4 (000000XXXX) If you are not providing this information, please attach a document explaining why not.

Number of licence issued by the Régie du bâtiment du Québec (RBQ) 5 (00000000[00])

Over the past five years, has your enterprise had one or more business names other than the name indicated in the preceding section?

Other names (current) 6

Former names 7

**Information about the contract (if applicable)**

Number of the call for tenders 8

Title of call for tenders

Estimated value of the contract or subcontract 8

The deadline for submitting bids or the date set out in the call for tenders concerning the required authorization, whichever is latest 8

If the enterprise is part of a consortium, please state the consortium's name 9

Reset
Previous
Next
Next

- ▶ Validate that the legal form displayed (1) is correct. If not, update your file at the [Registre des entreprises du Québec \(REQ\)](#) before going any further.
- ▶ Indicate the total number of shareholders with voting shares or partners (2). In the case of a natural person operating a sole proprietorship, leave this field blank.
- ▶ Enter the nature of the enterprise's activities (3) as it appears in the REQ (economic activity codes and descriptions).
- ▶ Enter the first 10 characters of the Attestation from Revenu Québec (4), without hyphens or spaces.
- ▶ If the enterprise holds a license from the Régie du bâtiment du Québec (RBQ), enter its number (5) without hyphens or spaces.
- ▶ If the enterprise operates under names other than the one entered in step 3.1, indicate them (6).
- ▶ If, during the last five years, the enterprise has used other names that are no longer in use today, list them as well (7).
- ▶ If you are applying for authorization in order to bid on a tender, provide the requested information (8).
- ▶ When you have finished, click on **Next** (9).

### 3.3 Identity of the respondent

The respondent of the enterprise **must hold one of the following functions**: natural person operating the enterprise as a sole proprietorship, director, officer, shareholder, or partner. **If this is not your case, the enterprise must designate another person** to apply for authorization to contract.

**Respondent**

**Identification**

\* Gender  1

\* Last name

\* First name

\* Date of birth  (mm/dd/yyyy)

**\* Home address**

Civic No  Suite / Apt. / Unit  2

Street / Delivery Installation

Municipality  Province / State

Country  Postal code / Zip code  3

[Obtain an address](#)

**\* Mailing address**

Civic No  Suite / Apt. / Unit  4

Street / Delivery Installation

Municipality  Province / State  5

Country  Postal code / Zip code  6

[Obtain an address](#)

**References**

\* Personal telephone  7

E-mail  8

**\* Respondent's functions**

The choices available are based on the enterprise's legal form.

Natural person operating the enterprise as a sole proprietorship  Director  Officer  Partner 9

**Reset** 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 <span style="border: 1

## 3.4 Declaration

Please answer **Yes** or **No** to each question.

1. \* In the past five years, has the enterprise been prosecuted for or found guilty of an offence listed in Schedule I of *An Act respecting contracting by public bodies*?
2. \* In the past five years, has the enterprise been prosecuted for or found guilty of any other criminal or penal offence committed in the course of its business?
3. \* In the past five years, has the enterprise been found guilty by a foreign court of an offence which, if committed in Canada, could have resulted in criminal or penal proceedings for an offence listed in Schedule I of *An Act respecting contracting by public bodies*?
4. \* In the past two years, has the enterprise been ordered to suspend work by a decision enforceable under section 7.8 of *An Act respecting labour relations, vocational training and workforce management in the construction industry* (c. R-20)?
5. \* In the past two years, has the enterprise been ordered by a final judgment to pay a claim made under subparagraph (c.2) of the first paragraph of section 81 of *An Act respecting labour relations, vocational training and workforce management in the construction industry* (c. R-20)?
6. \* Is there any information you would like to provide which could be of interest to the *Autorité des marchés publics* in connection with your application for authorization?
7. \* Are you 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?

### If you answered Yes to questions 1, 2, or 3<sup>5</sup>

- Attach to your application, for each offense, the documents indicating:
  - The name of the law that was violated and the relevant section
  - The court file number
  - The facts and circumstances surrounding the offense

### If you answered Yes to question 4<sup>6</sup>

- Attach to your application the documents indicating:
  - The details of the conviction
  - The expiration date of the prohibition on entering into a public contract
  - If a judge has suspended the prohibition, the details of that suspension

### If you answered Yes to question 5<sup>7</sup>

- Attach a copy of the final judgment to your application.

<sup>5</sup> <https://www.legisquebec.gouv.qc.ca/fr/document/lc/C-65.1?langCont=en#sc-nb:1>

<sup>6</sup> <https://www.legisquebec.gouv.qc.ca/fr/document/lc/R-20/20240528?langCont=en>

<sup>7</sup> <https://www.legisquebec.gouv.qc.ca/fr/document/lc/R-20/20240528?langCont=en>

**If you answered Yes to question 6**

- ▶ Attach the explanatory documents to your application.

**Question 7**

- ▶ If the enterprise is not incorporated under a law of Québec and does not have its head office or principal place of business in that province, you must consent (by checking the box) to the AMP and its partners communicating the information provided here outside Québec to any local police force or local source of information, as well as to the local tax 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*<sup>8</sup>, and that they receive any information necessary for these verifications.

**When you have finished**

- ▶ Click on **Next** at the bottom right of the page.

**IMPORTANT**

- ▶ If you answered Yes to any of the questions, you can attach the requested documents in the next step (3.5 Supporting documents to be provided).
- ▶ Anyone who makes a false or misleading statement is committing an offense and is liable to a fine, as provided for in the Act respecting contracting by public bodies.

<sup>8</sup> <https://www.legisquebec.gouv.qc.ca/fr/document/rc/C-65.1,%20r.%207.4%20/?langCont=en>

## 3.5 Supporting documents to provide

This page is used to submit the documents required to process your authorization application. **The supporting documents to be provided vary depending on the type of enterprise and may therefore differ from the image below.**

<b>Other documents</b>	<b>1</b>
0 document(s) required	
<input type="checkbox"/> Other document – governance or control measures <input type="radio"/> Paper <input type="radio"/> Electronic	
<input type="checkbox"/> Other document 01 <input type="radio"/> Paper <input type="radio"/> Electronic	
<input type="checkbox"/> Other document 02 <input type="radio"/> Paper <input type="radio"/> Electronic	
<input type="checkbox"/> Other document 03 <input type="radio"/> Paper <input type="radio"/> Electronic	
<b>Documents from the enterprise</b>	
<b>2</b>	
2 document(s) required	
<input checked="" type="checkbox"/> Attestation from Revenu Québec <input type="radio"/> Paper <input type="radio"/> Electronic	
<input checked="" type="checkbox"/> Financial statements for the latest fiscal year <input type="radio"/> Paper <input type="radio"/> Electronic	
<b>Company corporate structure documents</b>	
<b>3</b>	
1 document(s) required	
<input checked="" type="checkbox"/> Organization chart outlining the structure of the enterprise <input type="radio"/> Paper <input type="radio"/> Electronic	
<input type="checkbox"/> Share register <input type="radio"/> Paper <input type="radio"/> Electronic	
<input type="button" value="Reset"/> <input type="button" value="Previous"/> <b>4</b> <input type="button" value="Next"/>	

### Other documents (1)

- If they exist within the enterprise, attach governance and control measures: code of ethics, code of conduct, governance committee, audit committee, governance and ethics training program, internal policies on expense reimbursement, conflicts of interest, procurement processes, delegation of authority, etc.
- If you answered Yes to one or more questions in step 3.4 (*Declaration*), attach the required documents here by checking **Other document 01, 02, or 03**.
- Ensure that the name of each file corresponds to what you entered in step 3.4. If you have more than three files to attach, mention it to the AMP representative who will process your application when they contact you.

### Documents from the enterprise (2)

- Provide the enterprise's [Attestation de Revenu Québec](#)<sup>9</sup>. It must have been issued within 30 days prior to the date of submitting your application for authorization.
- Also provide the enterprise's financial statements according to its legal form, as indicated in Section 2: [Prepare the required documents](#).

### Company corporate structure documents (3)

- Attach the enterprise's organizational chart here, complying with the requirements outlined in Section 2: [Prepare the required documents](#).

<sup>9</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

- If the enterprise is a legal person, you must also provide two sections from the enterprise's minute book: the *Share ledger* and the *Securities records*. Combine them into a single file.

#### When you have finished

- Click on **Next** at the bottom of the page (4).

#### IMPORTANT

- Always select 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.

## 3.6 Payment

This page details the fees payable. There are two methods of payment: by credit card (recommended) or by cheque. The other options in the drop-down menu are not available for your application and may delay processing.

### By credit card (recommended)

- ▶ In the **Method of payment** (1) drop-down menu, select **Credit card** (2), then click on **Next**.
- ▶ Follow the instructions to make your secure online payment.
- ▶ You will find your receipt in the **Secure message inbox**.

### By 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 applying for authorization.
- ▶ Send your cheque to the following address:  
Autorité des marchés publics  
525, boulevard René-Lévesque Est, 1<sup>er</sup> étage, bureau 1.25, Québec (Québec) G1R 5S9

### When you have finished

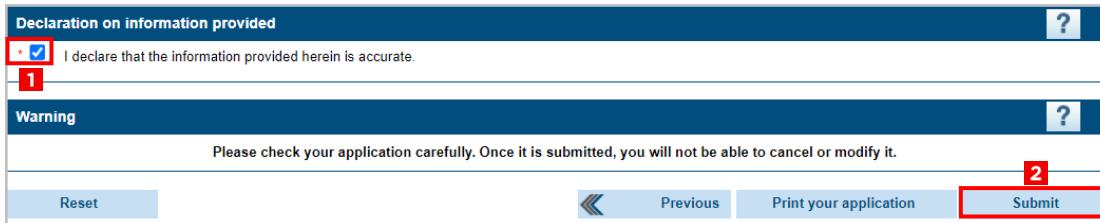
- ▶ Click on **Next** at the bottom of the page.

#### IMPORTANT

- ▶ Fees are non-refundable.
- ▶ The payment must have been received for your request to be processed.
- ▶ The fees are indexed every year and available online in the [Fees payable by enterprises](#) section of our website.
- ▶ For any questions regarding payment, call us at 1-888-335-5550.

## 3.7 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

I declare that the information provided herein is accurate.

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**

## 3.8 Confirmation

- ▶ This page confirms that your 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 be useful if you need to contact AMP.



Confirmation of delivery

Your application/request has been submitted. **1**

Client No.: 1100021262 **2**  
Application/request No.: 2400152496

Back to menu Print

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



Home	<b>Client File</b>	Public Contracts	Other application/request
Sign in as client			
<b>Welcome</b>		<b>Secure Message Inbox</b>	Contact details

## 4. Determine which business relationships to disclose

Any individual or entity that exercises control over the enterprise is a business relationship. The relationships that must be disclosed vary depending on the legal form of the enterprise. Read the following pages carefully to find out what you must disclose.

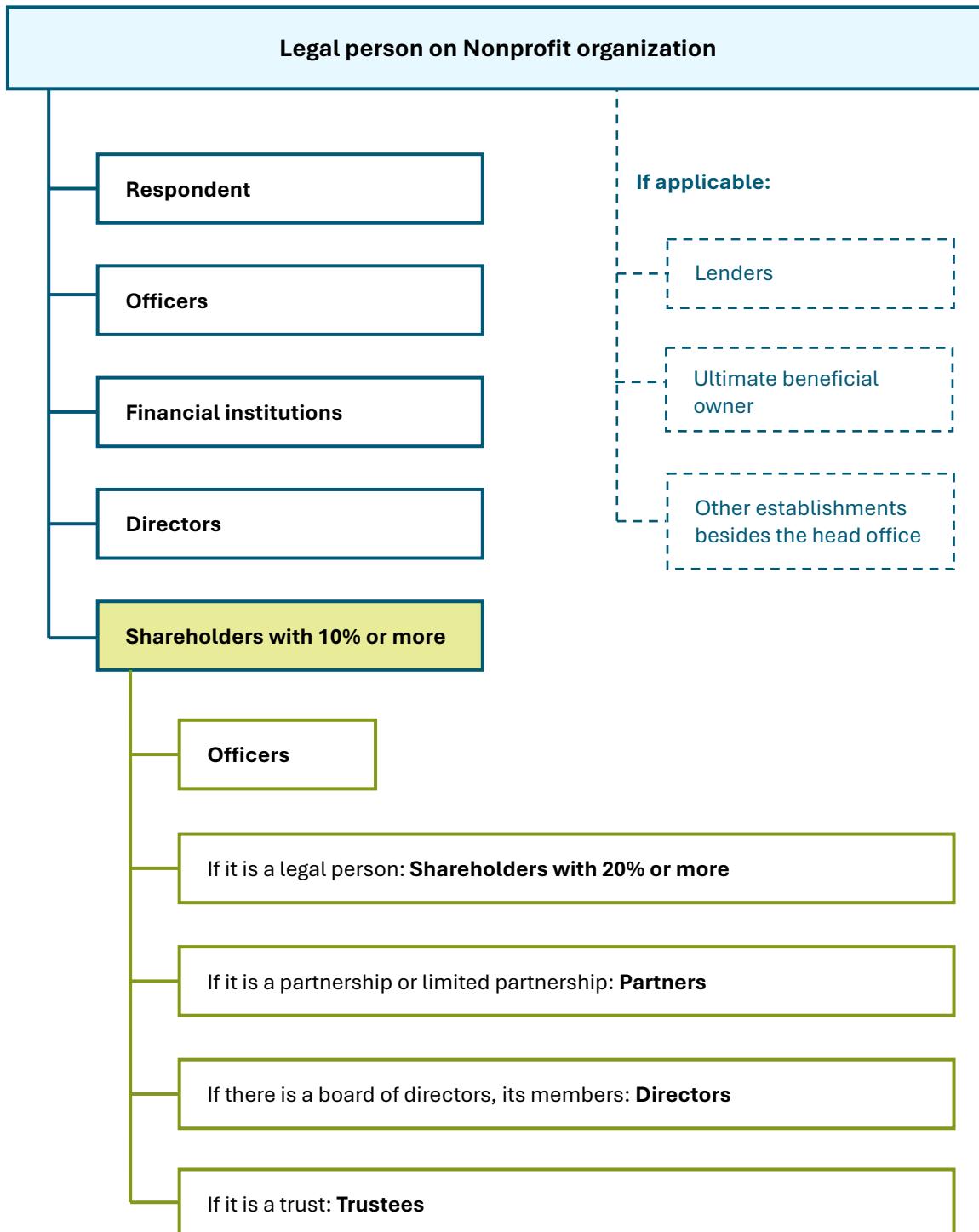
### 4.1 Type of business relationships

Business relationships applicable to all legal forms	
<b>Respondent</b>	<p>Person representing the company before the AMP: this person can submit requests to the AMP and is the AMP's point of contact.</p> <p>They must have access to all company information concerning its structure, financial statements, judicial record, business relationships (individuals and entities), current affairs, etc.</p> <p>They must hold one of the following functions within the enterprise:</p> <ul style="list-style-type: none"> <li>• Officer</li> <li>• Director</li> <li>• Shareholder</li> <li>• Partner</li> <li>• Natural person operating the enterprise as a sole proprietorship</li> </ul>
<b>Financial institution</b>	<p>Any financial institution with which the enterprise has bank accounts, lines of credit, mortgages, credit cards, etc.</p> <p><i>Financing companies (which finance equipment used by an enterprise: vehicles, truck fleets, machinery, etc.) are not financial institutions.</i></p>
<b>Lender</b>	<p>An individual or entity that has lent money to the enterprise.</p> <p>In financial statements, this may be identified, for example, as: redeemable shares, notes or bills payable, amounts due to related companies, advances from a company or individual, cash pooling, accounts payable, events after the date of the financial statements.</p> <p><i>Financial institutions and financing companies are not lenders.</i></p>
<b>Establishment</b>	<p>Except for the head office, all active addresses of the enterprise where it conducts business. For example: branch, point of service, office, warehouse, etc.</p>

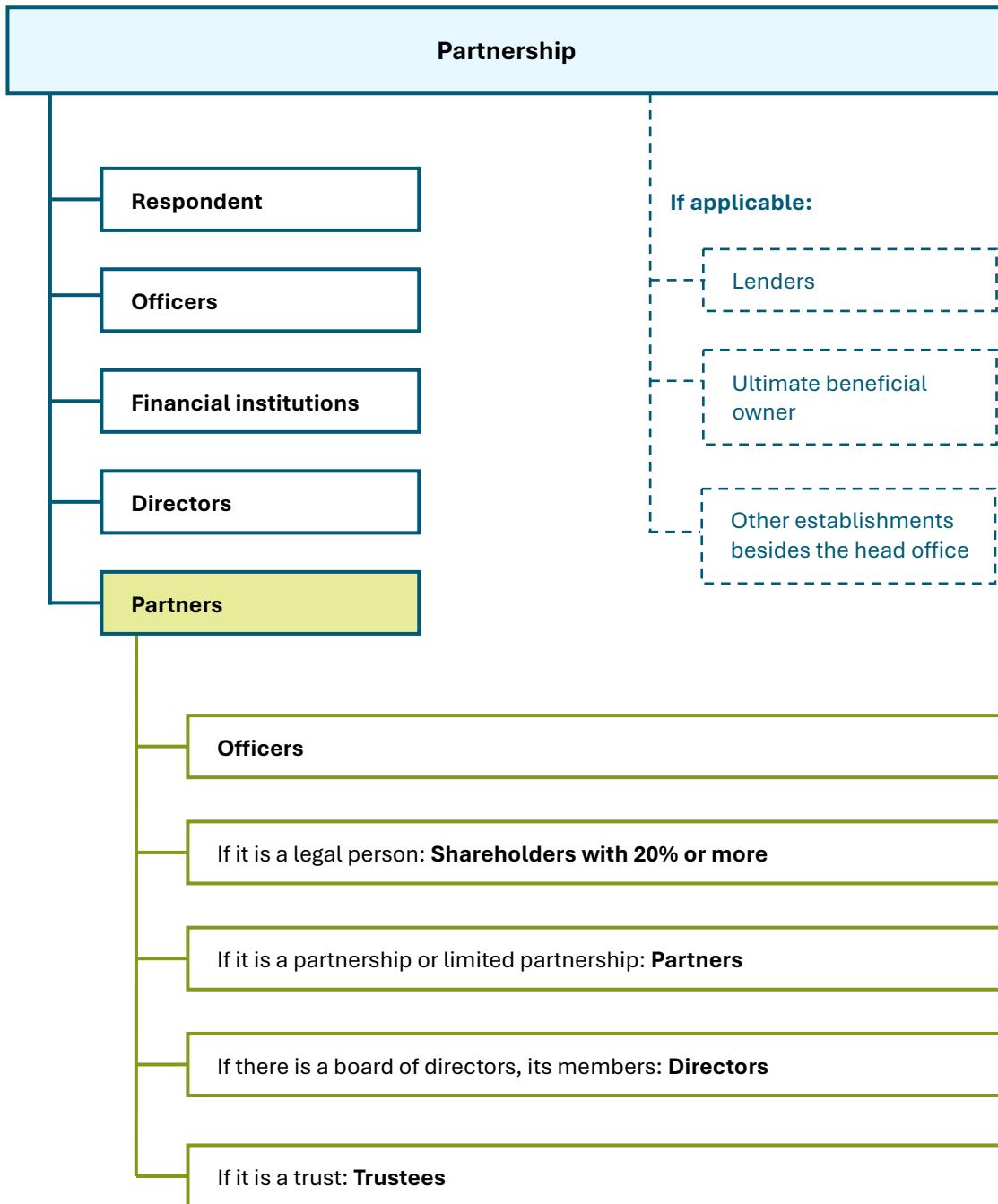
<b><u>Business relationships specific to certain legal forms</u></b>	
<b>Shareholder</b>	An individual or entity that holds voting shares in the company.
<b>Partner</b>	An individual who owns shares in a partnership, exercises decision-making power and participates in decisions relating to the enterprise's direction. In the case of a limited partnership, all limited partners and general partners are considered partners.
<b>Director</b>	Any person who is a member of the enterprise's board of directors.
<b>Officer</b>	A person who exercises decision-making authority with respect to the significant directions of the enterprise. Without limitation, the AMP considers that a person who holds one of the following positions is an executive: <ul style="list-style-type: none"> <li>• President</li> <li>• General manager</li> <li>• Chief Executive Officer</li> <li>• Chief Financial Officer</li> <li>• Chief Operating Officer</li> <li>• Any person in a decision-making position with respect to calls for tenders, bids, contracts, and subcontracts</li> </ul>
<b>Ultimate beneficial owner</b>	An individual who holds a right entitling them to receive a share of the income or assets of a company, or a right entitling them to manage or influence the activities of such a company.  This is the case, in particular, for individuals who: <ul style="list-style-type: none"> <li>• Holds 25% or more of the voting rights</li> <li>• Holds 25% or more of the market value</li> <li>• Has influence that could result in de facto control (influence over the significant directions of the company)</li> </ul> An ultimate beneficiary may also be a company if it is treated as an individual (sole proprietorship).
<b>Trustee</b>	A person who administers the assets of a trust in accordance with the terms and conditions set out in the trust deed.

## 4.2 Relationships to disclose according to legal form

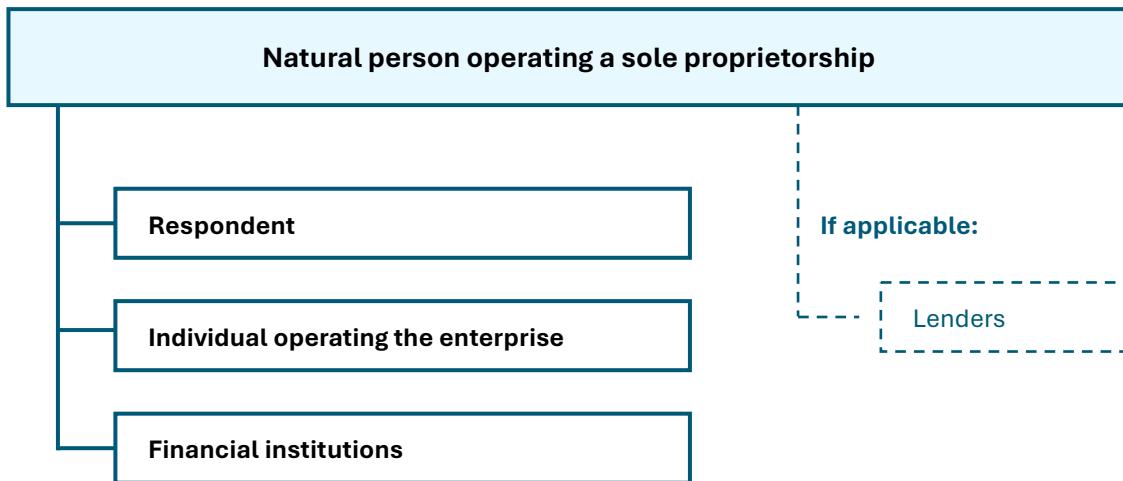
- If the enterprise is a **legal person (corporation/inc)** or a **non-profit organization (NPO)**, declare the relationships below.



- If the business is a **partnership (general partnership, limited partnership, etc.)**, declare the relationships below.



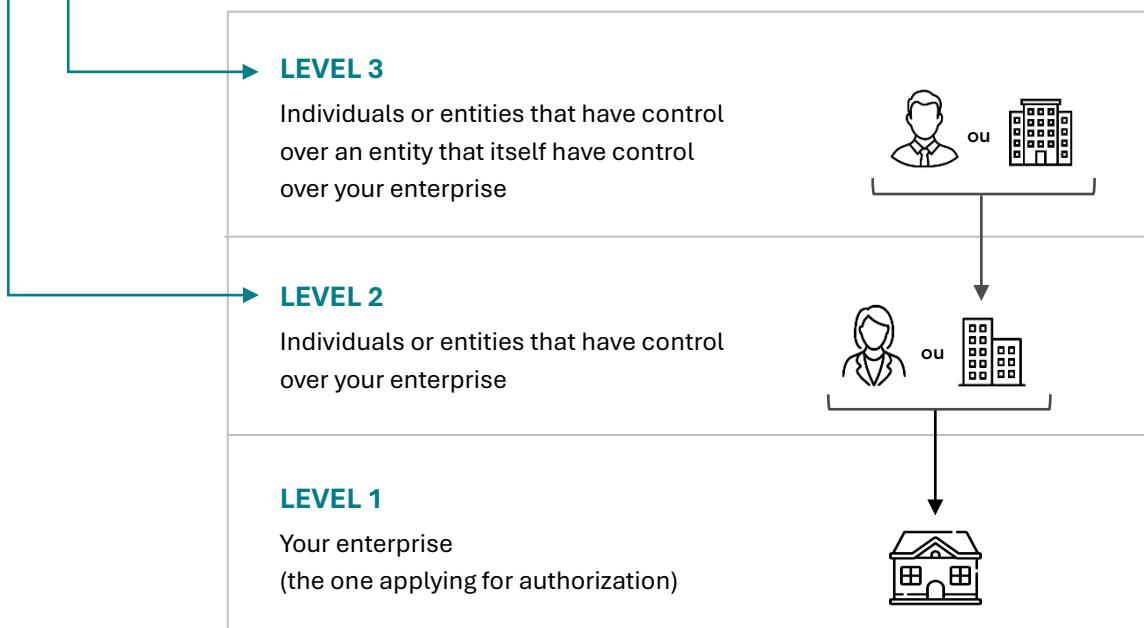
- If you are a **natural person operating a sole proprietorship**, declare the relationships below.



### 4.3 Levels of business relationships

Your enterprise (level 1) may have business relationships with individuals or entities (level 2).

If it has business relationships with entities, you also have to declare their own business relationships (level 3).



## 5. Disclose business relationships

### IMPORTANT

The next step is to disclose your enterprise's business relationships. **We will contact you as soon as you have access to this module in e-Services.**

### 5.1 Business relationships identification

- ▶ From the AMP e-Services home page, select **Client file**, then **Manage business relationships**.

Home	Client File	Public Contracts	Other application/request
Wel...	<a href="#">Sign in as client</a> <a href="#">Secure Message Inbox</a> <a href="#">Contact details</a> <a href="#">Follow up on applications/requests</a> <a href="#">Statement of account</a> <a href="#">Reports</a> <a href="#">Manage business relationships</a>		

- ▶ The first time you access this section, only the "Respondent" link appears. By clicking on the arrow, you can view the information entered in step 3.3 (*Identity of the respondent*).

Disclose relationships				
<input type="text" value="Add a/an"/> <input type="button" value="▼"/> <input type="button" value="Add"/>				
<input type="button" value="▼"/> <input type="button" value="▶"/>				
<input type="button" value="▲ Type X"/>				
Type	Name	Linked to	Status	
<input type="button" value="▼ Type : Respondent"/>	<u>CUPIDON, LUC</u>	LES POIVRES ROUX INC.	Add	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## DISCLOSE THE RESPONDENT

- In the drop-down menu (1), select the function of the respondent within the enterprise, then click **Add** (2). If the respondent has multiple functions, you can add them later by repeating the operation.

Disclose relationships

1 Add a/an Shareholder (entity) that has control over the applicant

2 Add

Type		Status
Director of the applicant	Add	
Director of the applicant	Add	

- In the new window that appears on your screen, click **Select**.

Identification

Select an entity already disclosed or enter its information below.

Select

- Then click on the name of the respondent to pre-fill certain fields.

Select a person

Last name	First name	Date of birth
CUPIDON	LUC	02/22/1980

### IMPORTANT

The names you disclose must be written the same way everywhere (business relationship, declaration form, identity document, etc.).

► The type of business relationship (1) appears in the dark blue area and determines the information to be provided.

**Shareholder (entity) that has control over “TEST - LES POIVRES ROUX INC.”**

**1**

**Identification**

Select an entity already disclosed or enter its information below.

**2**

\* Name

NEQ  (May not be mandatory in certain cases)

**3**

**+ Main address**

Civic No	<input type="text" value="5555"/>	Suite / Apt. / Unit	<input type="text"/>
Street / Delivery Installation	<input type="text" value="RUE STANLEY"/>		
Municipality	<input type="text" value="STE-CATHERINE-DE-LA-J-CARTIER"/>	Province / State	<input type="text" value="QC"/>
Country	<input type="text" value="CANADA"/>	Postal code / Zip code	<input type="text" value="G3N 2R9"/>

**Obtain an address**

**4**

**References**

**+ Personal telephone**

**E-mail**

**+ Functions**

Description of functions

**+ Control**

Description of control (number of shares, % of voting rights, value of partnership units, etc.)

► If it is not there yet, enter the email address (2).

► In the **Functions** field (3), enter the type of business relationship (1).

- If the type of relationship is *Officer*, specify the job title and the nature of what is being managed. For example: Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Financial Controller, etc.

► In the **Control** field (4):

- If the type of relationship is *Shareholder* or *Partner*, describe the control that the person has over the enterprise: number of shares, percentage of voting rights, value of the share, etc.
- In all other cases, enter the type of business relationship again (1).

**PLEASE READ THE NEXT QUESTION CAREFULLY**

It concerns relationships with another entity **that would have been prosecuted or found guilty of an offense**

In the **past five years**, have you been a shareholder, director, partner or officer of another enterprise, or have you directly or indirectly had legal or de facto control over **another enterprise that was prosecuted for or found guilty** of an offence listed in Schedule 1 of the *Act respecting contracting by public bodies*?

Yes  No

► **Check Yes if:**

The individual mentioned in the business relationship has held control<sup>10</sup> over another enterprise

**and**

that other enterprise **has been prosecuted or convicted of an offence** under Schedule 1 of the *Act respecting contracting by public bodies*.

► **Check No if:**

The individual mentioned in the business relationship did not have control over another enterprise

**or**

had control over another enterprise, but that other enterprise **was not prosecuted or convicted of an offence** under Schedule 1 of the *Act respecting contracting by public bodies*.

<sup>10</sup> Having control means having been a shareholder, director, partner or officer of such a enterprise, or having had, directly or indirectly, legal or de facto control over it.

## Supporting documents to provide (natural person)

Two documents are required at all times: the declaration (1) and a valid proof of identity (2). If the person is not domiciled in Québec, he or she must also provide a document certifying his or her criminal and penal record (3).

**Declaration** 1

1 document(s) required

Declaration (Level 2 natural person) 4  
 Paper  Electronic 5  
Attach

**Valid ID** 2

1 document(s) required

ID 4  
 Paper  Electronic

**Prior criminal and penal offences** 3

0 document(s) required

Good conduct certificate 4  
 Other equivalent document 4  
 Police certificate 4  
 Verification of prior criminal and penal offences 4  
 Paper  Electronic

**Other document**

0 document(s) required

Document 4  
 Paper  Electronic

### Declaration (1)

- ▶ This document is **mandatory at all times**, even if there are no offences to report.
- ▶ Download the [\*Declaration of the individual related to the enterprise\*](#)<sup>11</sup> form.
- ▶ The person concerned by the business relationship must read it carefully, complete it, and sign it. Then save the form in electronic format.
- ▶ Click on **Electronic** (4) and select your file.
- ▶ Once it has been added, click on **Attach** (5) to send it to the AMP.

### Valid ID (2)

- ▶ This document is **mandatory at all times**.
- ▶ You must attach a **photo ID** issued by a government or one of its departments or agencies, showing the **name** and **date of birth** of the individual who signed the declaration. Expired documents are not accepted: the ID must be **valid** at the time of application.
- ▶ Save the ID in electronic format.
- ▶ Click on **Electronic**, select your file, then click on **Attach** to send it.

<sup>11</sup> <https://www.amp.quebec/form-declaration-individual>

### Prior criminal and penal offences (3)

- ▶ If the individual mentioned in the business relationship does not reside in Québec, this document is mandatory, even if there are no prior offences to report.
- ▶ It may be a police certificate or a certificate of good conduct from a private firm specializing in criminal background checks.
- ▶ It must have been issued within six months before the filing of the application for authorization.
- ▶ Scan and save the document in electronic format.
- ▶ Click on **Electronic** and select your file.
- ▶ Once it has been added, click on **Attach** to send it to the AMP.

#### IMPORTANT

- ▶ Always select 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.

### When you have attached all the required supporting documents

- ▶ Click on **Save and Return** at the bottom of the screen to return to the *Disclose relationships* page.



### If the respondent holds several functions within the enterprise

- ▶ Repeat step 5.1 for each function that must be declared.

### When all of the respondent's business relationships are declared

- ▶ You must now declare your enterprise's other business relationships, depending on its legal form.
- ▶ These relationships may involve individuals or entities (level 2).
- ▶ If there are entities at level 2, their own business relationships (level 3) must also be declared.
- ▶ If necessary, refer back to the diagram showing the levels of business relationships.

## DISCLOSE ANOTHER INDIVIDUAL RELATED TO THE ENTERPRISE

The procedure is similar to that used to declare the functions of the respondent.



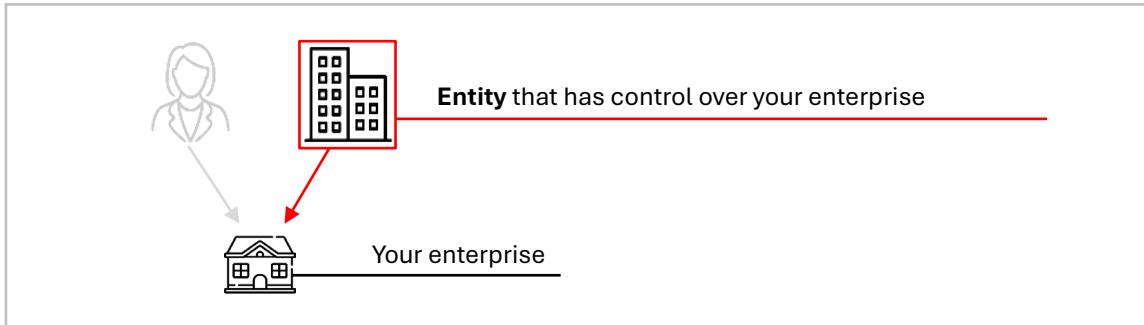
- ▶ From the drop-down menu (1), select the function that the individual holds within the enterprise, then click on **Add** (2).

Disclose relationships		
1	Add a/an	Director of the applicant
		Director of the applicant
		Establishment
	Type	Financial institution
		Lender (entity)
	Type	Lender (natural person)
<b>▼ Type: Director of the applicant</b> <ul style="list-style-type: none"> <li>Officer who does not have control over the applicant</li> <li>Officer who has control over the applicant</li> <li>Other entity that has control over the applicant</li> <li>Other natural person who has control over the applicant</li> <li>Respondent</li> </ul>		
	Director of the applicant	Shareholder (entity) that has control over the applicant
	Director of the applicant	Shareholder (natural person) who has control over the applicant
		Add
		Add

- ▶ Then provide the requested information, as for the respondent.
- ▶ If you have any questions, please contact us at 1-888-335-5550.

## DISCLOSE AN ENTITY RELATED TO THE ENTERPRISE

The procedure is similar to that for declaring an individual, but the documents to provide are different.



- In the drop-down menu (1), select the entity's relationship to the enterprise and click on **Add** (2).

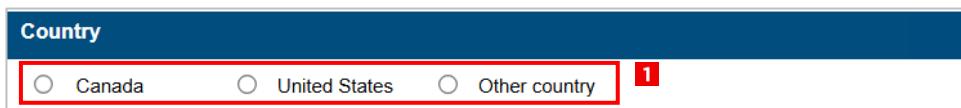
The screenshot shows a software interface titled 'Disclose relationships'. A red box labeled '1' highlights a dropdown menu with the option 'Shareholder (entity) that has control over the applicant'. A red box labeled '2' highlights the 'Add' button. The interface includes a list of relationship types on the left and a table on the right for adding details.

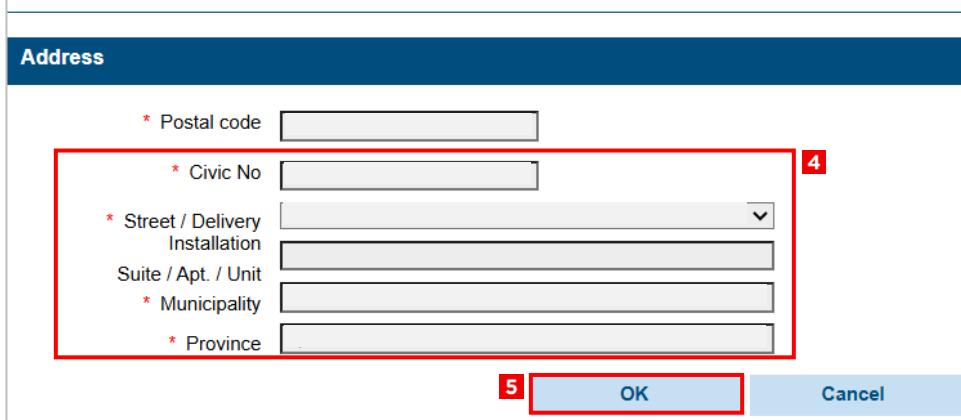
- The type of business relationship appears in the dark blue area at the top of the form (3) and determines the information to provide.

The screenshot shows a software interface for a 'Shareholder (entity) that has control'. A red box labeled '3' highlights the title 'Shareholder (entity) that has control'. A red box labeled '4' highlights the 'Name' field containing 'POTATO INC.' and the 'NEQ' field containing '7777777777'. A red box labeled '5' highlights the 'Obtain an address' button.

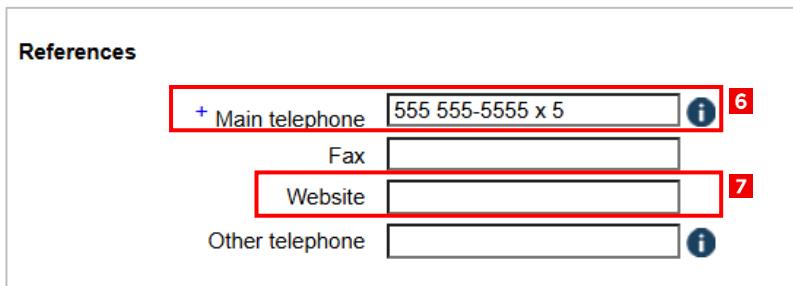
- Enter the name of the entity and its Québec enterprise number (NEQ) if it has one (4).
- Then click on **Obtain an address** (5). A new window will open.

► Select the country (1).





- If the address is in Canada, enter the postal code (2), then click on **Search** (3). Enter the requested information and confirm the address.
- If the address is outside Canada, fill in the **Address** section (4).
- Then click on **OK** (5) to return to the form.
- In the **References** section, enter the entity's main telephone number (6). To determine the format to use for each country, click on the small *i* in a circle. If the entity has a website, enter it as well (7).



► Then select the legal form of the entity from the drop-down menu: **Legal person** (corporation/Inc.), **Partnership** (general partnership, limited partnership, etc.), **Other legal form** (natural person operating a sole proprietorship, non-profit organization/NPO, cooperative, etc.), or **Trust**.

+ Legal form

Indicate the entity's legal form

Legal persons	▼
Legal persons	
Partnership	
Other legal form	
Trust	

► The next questions concern the control exercised by the entity over the enterprise applying for authorization to contract.

► First, indicate how many shareholders or partners this entity has (1).

► Then indicate how many shares or partnership units **of the enterprise applying for authorization** are held by the entity (2).

+ Control

Total number of shareholders (voting shares) or partners for this entity?

Description of control (number of shares, % of voting rights, value of partnership units, etc.)

1

2

**PLEASE READ THE NEXT QUESTION CAREFULLY**

It concerns relationships with another entity **that would have been prosecuted or found guilty of an offence**.

In the **past five years**, has the entity been a shareholder or partner of another 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 offence listed in Schedule 1 of the *Act respecting contracting by public bodies*?

Yes  No

► **Check Yes** if:

The entity mentioned in the business relationship has held control<sup>12</sup> over another enterprise

**and**

that other enterprise **has been prosecuted or convicted of an offence** under Schedule 1 of the *Act respecting contracting by public bodies*.

► **Check No** if:

The entity mentioned in the business relationship did not have control over another enterprise

**or**

had control over another enterprise, but that other enterprise **was not prosecuted or convicted of an offence** under Schedule 1 of the *Act respecting contracting by public bodies*.

<sup>12</sup> Having control means having been a shareholder, director, partner or officer of such a enterprise, or having had, directly or indirectly, legal or de facto control over it.

## Supporting documents to provide (entity)

**Supporting documents**

**Declaration**  
1 document(s) required  
 Declaration (level 2 entity)

**Prior criminal and penal offences**  
0 document(s) required  
 Criminal and penal court record of the enterprise  
 Other equivalent document

**Other document**  
0 document(s) required  
 Document

Paper  Electronic **Attach**

Paper  Electronic **Attach**

Paper  Electronic

### Declaration (1)

- ▶ This document is **mandatory, even if there are no offences to report.**
- ▶ Download the [Declaration of the entity related to the enterprise](#)<sup>13</sup> form. The respondent of the entity must read it carefully, complete it, and sign it.
- ▶ Save the form in electronic format. Click on **Electronic** (2) and select your file.
- ▶ Once it has been added, click on **Attach** (3) to send it to the AMP.

### Prior criminal and penal offences (4)

- ▶ This document is **mandatory if the entity's head office is not located in Quebec.**
- ▶ The document to be provided is a **declaration of good conduct**, that is, a letter signed by the respondent or by an officer of the enterprise stating the following:  
*We acknowledge that, over the past five years, the enterprise [name of the enterprise]:*
  - *Has not been prosecuted for or found guilty of any criminal or penal offence in the course of its business (in Canada or abroad).*
  - *Has not been prosecuted for or found guilty of an offence listed in Schedule 1 of the Act respecting contracting by public bodies.*
- ▶ Save the form in electronic format, then click on **Electronic** (5) and select your file.
- ▶ Once it has been added, click on **Attach** (6) to send it to the AMP.
- ▶ When you have finished, click on **Save and return** at the bottom of the screen.

### Other document

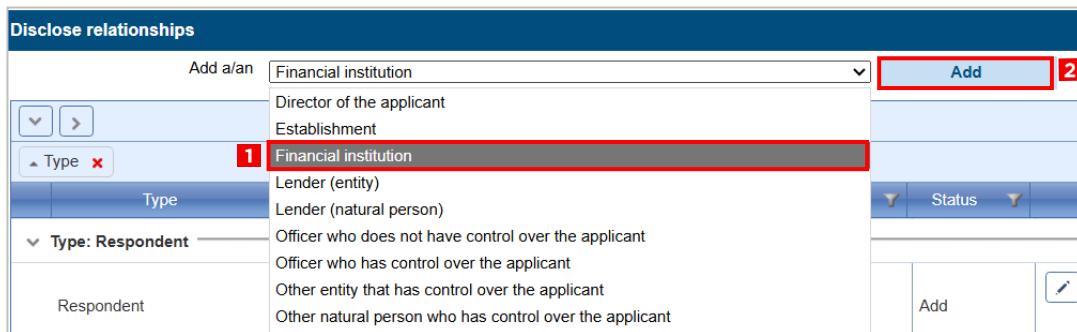
- ▶ You may disregard this section as there are no documents to provide here.

<sup>13</sup> <https://www.amp.quebec/form-declaration-entity>

## DISCLOSE A FINANCIAL INSTITUTION

You must disclose **at least one** financial institution of the enterprise requesting an authorization. If there are several, repeat the sequence below.

- From the drop-down menu, select **Financial institution** (1) and click on **Add** (2).



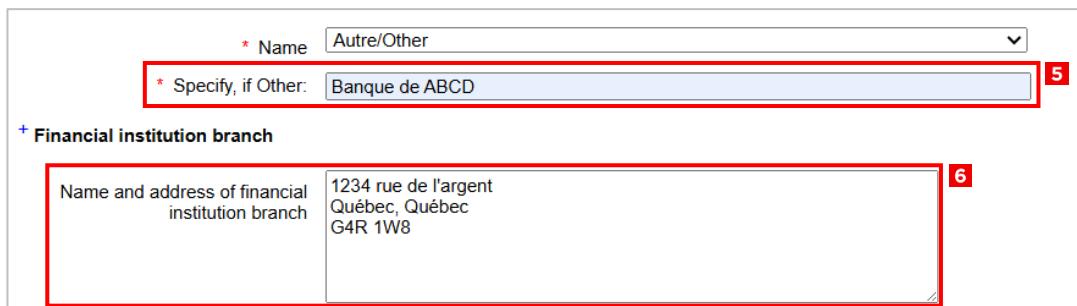
The screenshot shows a search interface with a dropdown menu set to 'Financial institution'. A red box highlights the 'Add' button in the top right corner. A red number '1' is placed over the 'Financial institution' option in the dropdown list, and a red number '2' is placed over the 'Add' button.

- To the right of the **Name** field, click on the arrow (3) and select the financial institution.



The screenshot shows a dropdown menu for selecting a financial institution branch. The 'Name' field is highlighted with a red box, and the dropdown arrow is also highlighted with a red box. A red number '3' is placed over the arrow. A red box highlights the 'Autre/Other' option at the bottom of the list, and a red number '4' is placed over it.

- If it does not appear in the list, click on **Other** (4), enter its name in the **Specify** field (5), then enter the name and address of the branch (6).



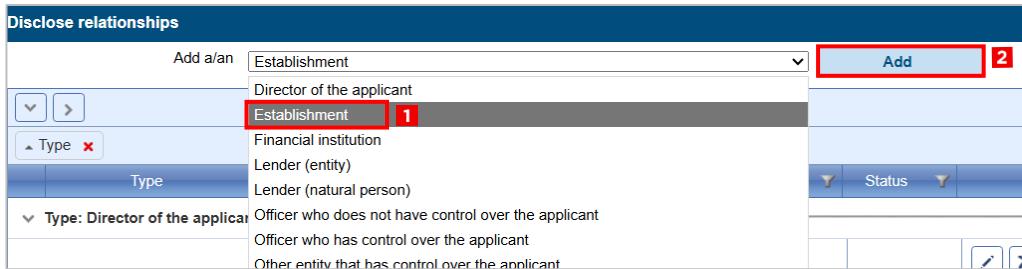
The screenshot shows a form for entering a financial institution branch. The 'Name' field is set to 'Autre/Other' and highlighted with a red box. The 'Specify' field contains 'Banque de ABCD' and is highlighted with a red box. A red number '5' is placed over the 'Specify' field. A red box highlights the 'Name and address of financial institution branch' field, and a red number '6' is placed over it.

- Then click on **Save and return** at the bottom of the page.

## DISCLOSE AN ESTABLISHMENT

You must now disclose your enterprise's establishment(s).

- ▶ From the drop-down menu, select **Establishment** (1) and click on **Add** (2).



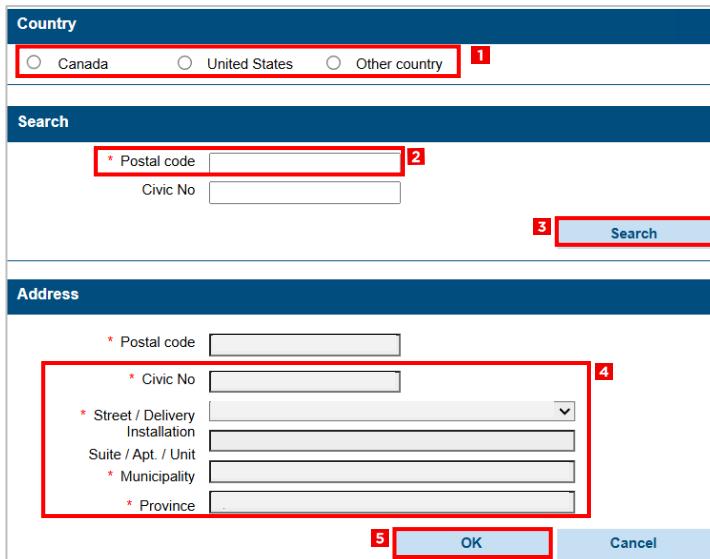
The screenshot shows a dropdown menu with 'Establishment' selected. To the right of the dropdown is a blue 'Add' button with a red box around it, labeled with a red '2'. The dropdown also lists 'Director of the applicant' and 'Financial institution'.

- ▶ Then click on **Obtain an address**.



The screenshot shows an address form with fields for 'Civic No' (5555), 'Street / Delivery Installation' (RUE STANLEY), 'Municipality' (STE-CATHERINE-DE-LA-J-CARTIER), 'Country' (CANADA), 'Province / State' (QC), and 'Postal code / Zip code' (G3N 2R9). Below the form is a blue 'Obtain an address' button with a red box around it.

- ▶ A new box will then open. First select the country (1).



The screenshot shows a 'Country' section with radio buttons for Canada (1), United States, and Other country. Below it is a 'Search' section with 'Postal code' (2) and 'Civic No' fields. The 'Address' section (3) contains fields for 'Postal code', 'Civic No' (4), 'Street / Delivery Installation', 'Suite / Apt. / Unit', 'Municipality', and 'Province'. At the bottom are 'OK' and 'Cancel' buttons, with 'OK' highlighted with a red box (5).

- ▶ If the address is in Canada, enter the postal code (2) and click on **Search** (3). Complete the information provided, then confirm the address.
- ▶ If the address is outside Canada, complete the **Address** section (4).
- ▶ Then click on **OK** (5) to return to the form.

► In the **Telephone references** section, enter the telephone number of the establishment (6). For the format to be used depending on the country, click on the small *i*.

6

+ Main telephone  i

Fax

\* Status of establishment

Principal establishment  7

Other establishment

Former address

8

Save and return Save and new Cancel

► Mark the status of the establishment (7), then click on **Save and return** (8).

► If there are several establishments to declare, repeat the above sequence.

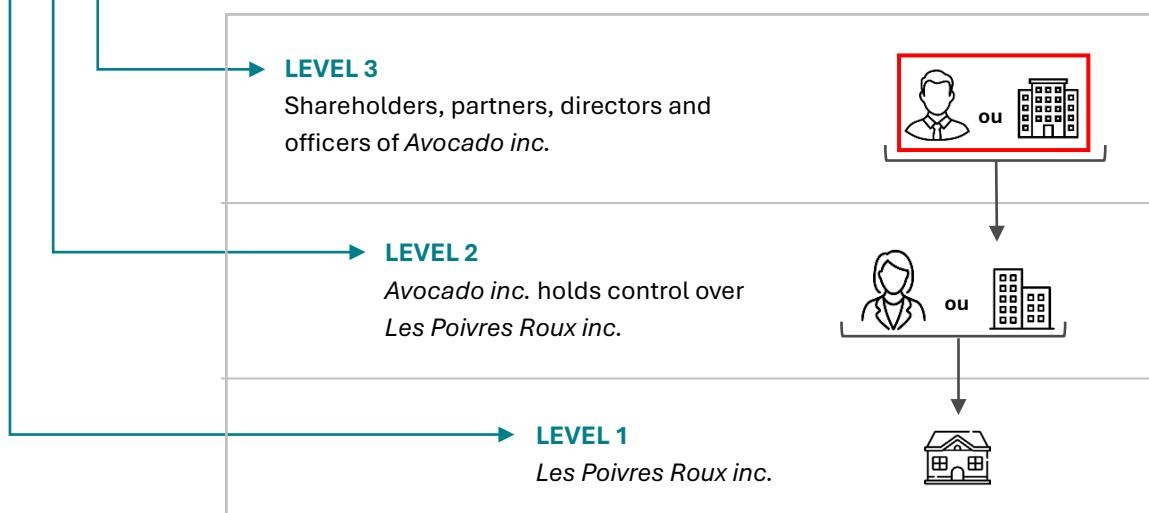
## DISCLOSE LEVEL 3 BUSINESS RELATIONSHIPS

In the following screenshots:

**Les Poivres Roux inc.** is the entreprise applying for authorization (level 1).

**Avocado inc.** is an entity that holds shares in *Les Poivres Roux inc.* (level 2 relationship).

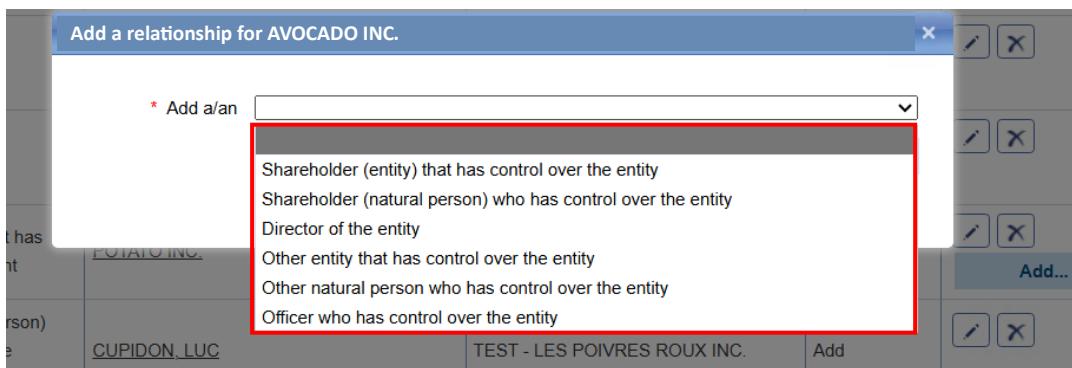
**The shareholders or partners, directors and officers of Avocado inc.** are level 3 relationships, which must be declared.



- On the *Disclose relationships* home page, click on **Add** next to the name of the level 2 entity to declare its own shareholders, directors, or officers (level 3 relationships).

The screenshot shows the 'Disclose relationships' application interface. The 'Add a/an' field is set to 'Shareholder (entity) that has control over the applicant'. The 'Type' dropdown is set to 'Respondent'. The table shows a respondent named 'CUPIDON, LUC' linked to 'TEST - LES POIVRES ROUX INC.'. The 'Shareholder (entity) that has control over the applicant' table shows 'AVOCADO INC.' circled in red, with an 'Add...' button also circled in red.

► Then select the type of control held over the level 2 entity (Avocado inc. here).



The screenshot shows a dialog box titled "Add a relationship for AVOCADO INC." with a dropdown menu open under the label "Add a/an". The dropdown contains the following options, with the first one highlighted by a red box:

- Shareholder (entity) that has control over the entity
- Shareholder (natural person) who has control over the entity
- Director of the entity
- Other entity that has control over the entity
- Other natural person who has control over the entity
- Officer who has control over the entity

► Then proceed in the same way as for previous relationships. Repeat the disclosure for each entity involved in a level 3 relationship.

► Once all business relationships have been disclosed, click on the **Validate** button at the bottom of the screen.

► If there are any errors or missing information, they will be displayed in red at the top of the page. Make any necessary corrections, then click on **Validate** again.

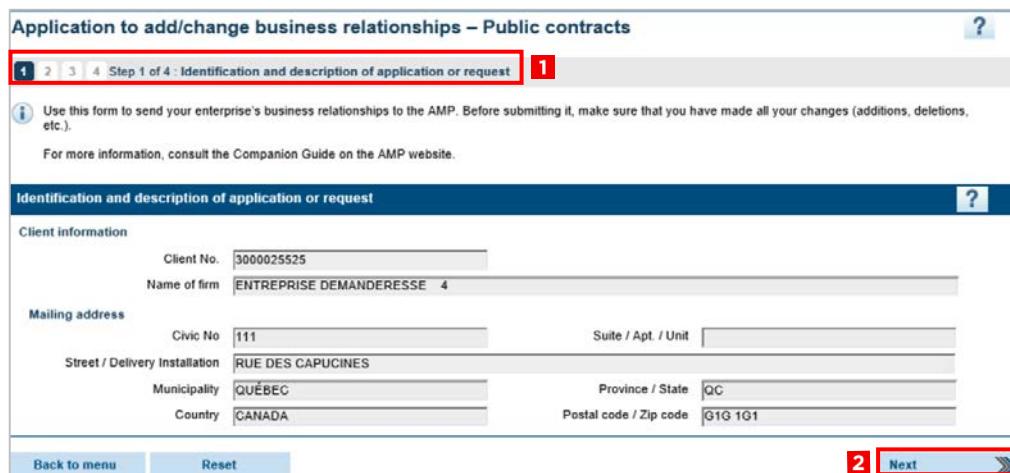


► When everything is correct, a confirmation message appears.



► Click on **Next step** at the bottom of the screen.

► You will then return to the Identification page (1). Click on **Next** (2) to continue.



The screenshot shows the "Application to add/change business relationships – Public contracts" form. The top bar indicates "Step 1 of 4 : Identification and description of application or request" with a red box around the "1" button. The form includes sections for "Client information" (Client No.: 3000025525, Name of firm: ENTREPRISE DEMANDERESSE 4) and "Mailing address" (Civic No.: 111, Street / Delivery Installation: RUE DES CAPUCINES, Municipality: QUÉBEC, Country: CANADA, Suite / Apt. / Unit: [empty], Province / State: QC, Postal code / Zip code: G1G 1G1). At the bottom, there are "Back to menu" and "Reset" buttons, and a "Next" button with a red box around it.

## 5.2 Summary of business relationships

This page displays a summary of the business relationships you are about to submit to the AMP.

Summary			
Type	Added	Modified	Deleted
Director of the applicant	3	0	0
Director of the entity	1	0	0
Officer who has control over the applicant	1	0	0
Officer who has control over the entity	1	0	0
Respondent	1	0	0
Shareholder (entity) that has control over the applicant	1	0	0
Shareholder (natural person) who has control over the entity	1	0	0

Displaying items 1 - 7 of 7

**Total**  
Added : 9  
Modified : 0  
Deleted : 0

1 2

Reset Previous Next

- If there is anything to validate or change, click on **Previous** (1).
- If everything is correct, click on **Next** (2).

## 5.3 Transmission

Ensure that you have disclosed all required information. Once your business relationships have been submitted, you will not be able to cancel or modify your application.

Declaration on information provided	
<input checked="" type="checkbox"/> 1	I declare that the information provided herein is accurate.
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

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

## 5.4 Confirmation

Confirmation of delivery

Your application/request has been submitted. **1**

Client No.: 1100021262 **2**  
Application/request No.: 2400152496

Back to menu Print

- ▶ This page confirms that your 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 be useful if you need to contact us.
- ▶ You will also find a delivery confirmation in the **Secure Message Inbox** in e-Services.

Home Client File Public Contracts Other application/request

Sign in as client

Welcome Secure Message Inbox **2**  
Contact details

### ONCE YOUR BUSINESS RELATIONSHIPS HAVE BEEN SUBMITTED

- ▶ The **Manage business relationships** section of your e-Services **will be accessible in read-only mode**. You will be able to view the information that has been disclosed, but you will no longer be able to add, delete, or modify information.
- ▶ While reviewing your request, **if we find that certain information is inaccurate, incomplete, or missing**, we will contact the respondent to make the necessary corrections.

## 6. Pay the fees related to integrity checks

Once you have submitted the enterprise's business relationships, the AMP must verify the integrity of each person or entity reported:

- Respondent
- Officer
- Director
- Shareholder
- Partner
- Natural person operating a sole proprietorship
- Trustee
- Ultimate beneficial owner

Fees related to integrity checks are payable only once per individual or entity declared, even if their name appears in several business relationships.

The fees payable will be sent to you via an invoice deposited in the **Secure Message inbox** of the enterprise's e-Services.

Fees are indexed annually: <https://www.amp.quebec/en/droits-frais-et-tarifs-exigibles>

### IMPORTANT

- Fees are non-refundable.
- No authorization to contract can be issued until the fees have been paid.

## 7. 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 Application for authorization to contract	3 Waiting for client	4 12/11/2024	5	6 7

- 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/request	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="background-color: #ccc; padding: 2px 5px; display: inline-block;"> <input type="text" value="Financial statements for the latest fiscal year"/> </div> <div style="background-color: #ccc; padding: 2px 5px; 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. Make prior updates

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

- ▶ At the [Registre des entreprises du Québec](#)<sup>14</sup>.
- ▶ At Revenu Québec, by retrieving the enterprise's [Attestation from Revenu Québec](#)<sup>15</sup>, which is required to apply for authorization to contract. The Attestation must have been issued within 30 days prior to submitting your application.
- ▶ At the [Régie du bâtiment du Québec](#)<sup>16</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.).

---

<sup>14</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>15</sup> <https://www.revenuquebec.ca/en/businesses/sector-specific-measures/attestation-de-revenu-quebec/>

<sup>16</sup> <https://www.r bq.gouv.qc.ca/en/licence-6/>

## 2. Prepare the required documents

Before submitting your application, make sure to have the following documents ready:

► **Tax certificate**

The enterprise's Attestation from Revenu Québec issued no more than 30 days before submitting your application for authorization.

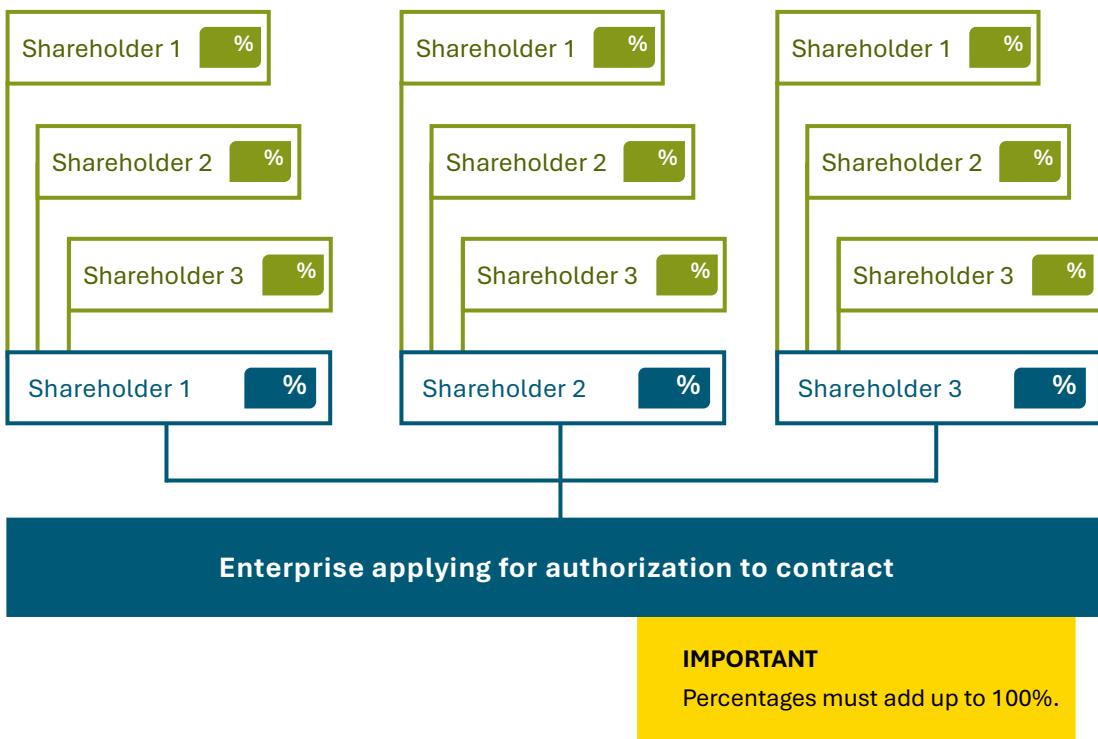
► **Governance measures**

If any, the enterprise's governance and control measures: code of ethics, code of conduct, governance committee, audit committee, training program on governance and ethics, internal policies dealing with expense reimbursement, conflicts of interest, acquisition processes, delegation of authority, etc.

► **Organizational chart**

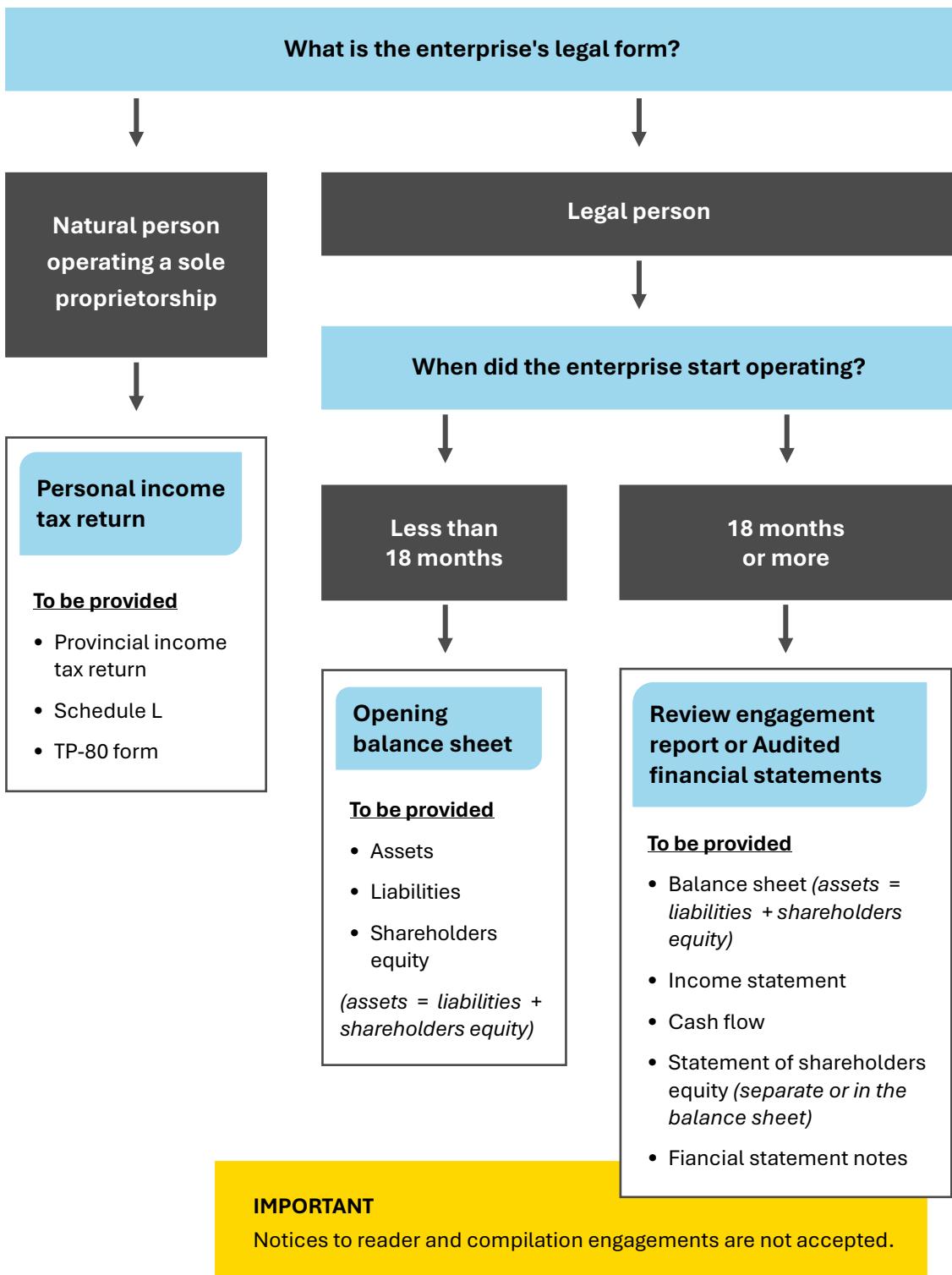
An organizational chart outlining the structure of the enterprise and including, if applicable, the names of its subsidiaries, the name of its parent company and the name of that company's subsidiaries. The organizational chart must also indicate the links between these enterprises or individuals, as well as the percentage of voting shares they hold.

**Organizational chart example**



► **Financial statements for the latest fiscal year**

The following diagram shows what you need to provide.



**If the enterprise is a corporation (inc.):****► Share Ledger and Securities records**

If the enterprise is a corporation, you must provide two sections from the enterprise's minute book: the Share register and the Securities records. Combine them into a single file.

**If the enterprise's head office is not located in Quebec:****► Criminal and penal court record**

or

**► Declaration of good conduct**

A letter signed by the respondent or by an officer of the enterprise stating the following:

*We acknowledge that, over the past five years, the enterprise [name of the enterprise]:*

- *Has not been prosecuted for or found guilty of any criminal or penal offence in the course of its business (in Canada or abroad).*
- *Has not been prosecuted for or found guilty of an offence listed in Schedule 1 of the Act respecting contracting by public bodies.*

### 3. Complete and submit the application form

- ▶ Go to AMP's website and download the *[Application for authorization to contract](#)*<sup>17</sup> form.
- ▶ Complete and sign the application form.
- ▶ Send it back by email, with the required attachments, to the following address: [autorisation@amp.quebec](mailto:autorisation@amp.quebec).

#### **IMPORTANT**

- ▶ Fees are non-refundable and no authorization to contract can be issued until the fees have been paid.
- ▶ Fees are indexed annually (<https://www.amp.quebec/en/droits-frais-et-tarifs-exigibles>).
- ▶ The names you disclose must be written the same way everywhere
- ▶ 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.**

---

<sup>17</sup> <https://www.amp.quebec/form-application-authorization>



AUTORITÉ  
DES MARCHÉS  
PUBLICS

TRANSPIRENCE  
ÉQUITÉ  
SAINNE CONCURRENCE

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

1-888-335-5550