

Public contracts

Annual update for authorized enterprises

To help you fill out this form, a Companion Guide is available on the Autorité des marchés publics (the “AMP”) website at www.amp.gouv.qc.ca.

Part 1 – Identity and contact information of the Applicant

1.1 Full name and Québec enterprise number (NEQ)

Please state the full name and the NEQ of the enterprise submitting this annual update application (the “Applicant”), as they appear in the register maintained by the Registraire des entreprises du Québec (Québec enterprise registrar). If it is a sole proprietorship, please state your last name(s) and first name(s). If the Applicant has a French and an English name, please state both names:

Applicant name

NEQ (if applicable)

1.2 Address of head office¹

No.

Street

Suite

City

Province/State

Postal code

Country

Website (optional)

Main telephone

E-mail

¹ A post office box is not a valid head office address.

Public contracts

Annual update for authorized enterprises

1.3 Mailing address

- Check this box if the mailing address is the same as the head office address. If not, please provide the mailing address.

<input type="text"/>	<input type="text"/>	<input type="text"/>
No.	Street	Suite
<input type="text"/>	<input type="text"/>	
City	Province/State	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal code	Country	Website (optional)
<input type="text"/>	<input type="text"/>	
Main telephone	E-mail	

1.5 Legal form

Please state the legal form of the Applicant (only check one):

- Legal person Partnership Natural person operating a sole proprietorship Other

Part 2 – Declaration of the Applicant

Section I – Declaration

Please answer the following questions:

1. Do you have any changes to make to your business relationships?
For example: Add a director, change an officer's domicile or email address, remove a shareholder or associate, change a respondent, etc. Yes No

If "Yes," consult the Companion Guide – Managing Business Relationships and declare those relationships using the required forms.

Public contracts

Annual update for authorized enterprises

2. In the past five years, has your enterprise been the subject of an order of the Minister of the Environment, the Fight Against Climate Change, Wildlife and Parks under legislation they are responsible for enforcing? Yes No

If "Yes," please provide the following details:

For the list of orders, consult the AMP website.

3. Do you have other information or changes to declare to the AMP? For example: Change to the enterprise's name, merger, or information on civil action or criminal or penal prosecution. Yes No

If "Yes," please provide the following details:

You may attach supporting documents to your application.

Name of respondent

Signature

Date (dd/mm/yyyy)

Public contracts

Annual update for authorized enterprises

Part 3 – Signature

I declare that I have read and understood the questions and statements in this application.

I declare that all information provided herein is true and complete.

I understand that making a false or misleading declaration is an offence under section 27.5 of the *Act respecting contracting by public bodies*.

Name of respondent

Signature

Date (dd/mm/yyyy)

Part 4 – Additional consent

In the case of 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 conducts its activities, the following consent is required:

I agree that the Associate Commissioner for Audits may communicate the information provided herein to any local police force or local source of information as well as to the local fiscal authorities mentioned in section 5 of the Regulation, and receive all information necessary for the audits. The location of the enterprise and the persons concerned is the Canadian province or territory or other jurisdiction where the enterprise primarily conducts its activities or, in the case of a natural person, where they are domiciled.

Name of respondent

Signature

Date (dd/mm/yyyy)

Part 5 – Submitting the form

Please email this completed form to:

autorisation@amp.quebec

If you have any questions regarding this form, please contact an information centre agent by phone at 1-888-335-5550.