



Companion Guide
for Enterprises

A close-up photograph of a hand holding a pen, positioned as if about to sign a document. The background is dark and slightly blurred.

Public contracts

Filing Annual Updates for Authorized Enterprises

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Introduction

Who should use this guide?

This guide is intended to help enterprises with an authorization to contract as they navigate the annual process of updating their Autorité des marchés publics (AMP) file. **This annual requirement is linked to the extension of authorizations to contract from three to five years, effective June 2, 2023.**

This guide provides detailed explanations for each step of the annual update process. It goes over how to use the AMP's E-Services platform to electronically add or modify an enterprise's business relationship information.

To familiarize themselves with the statutory and regulatory obligations of enterprises subject to the *Act respecting contracting by public bodies* (ACPB), enterprises should read:

- the [Integrity in Public Contracts Act](#)
- the [Act respecting contracting by public bodies](#)
- the [Regulation of the Autorité des marchés publics under an Act respecting contracting by public bodies](#).

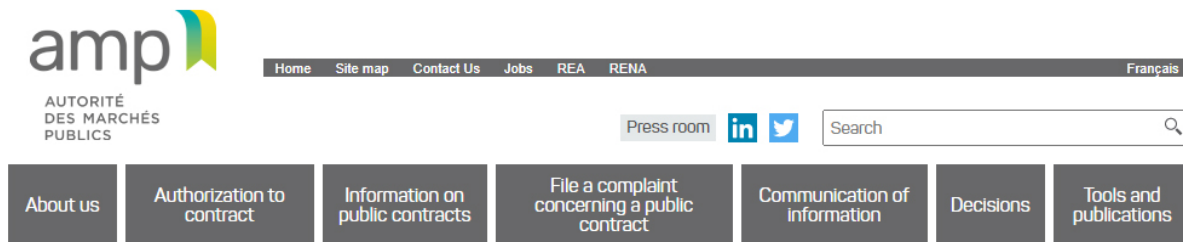
E-services

Accessing AMP E-services

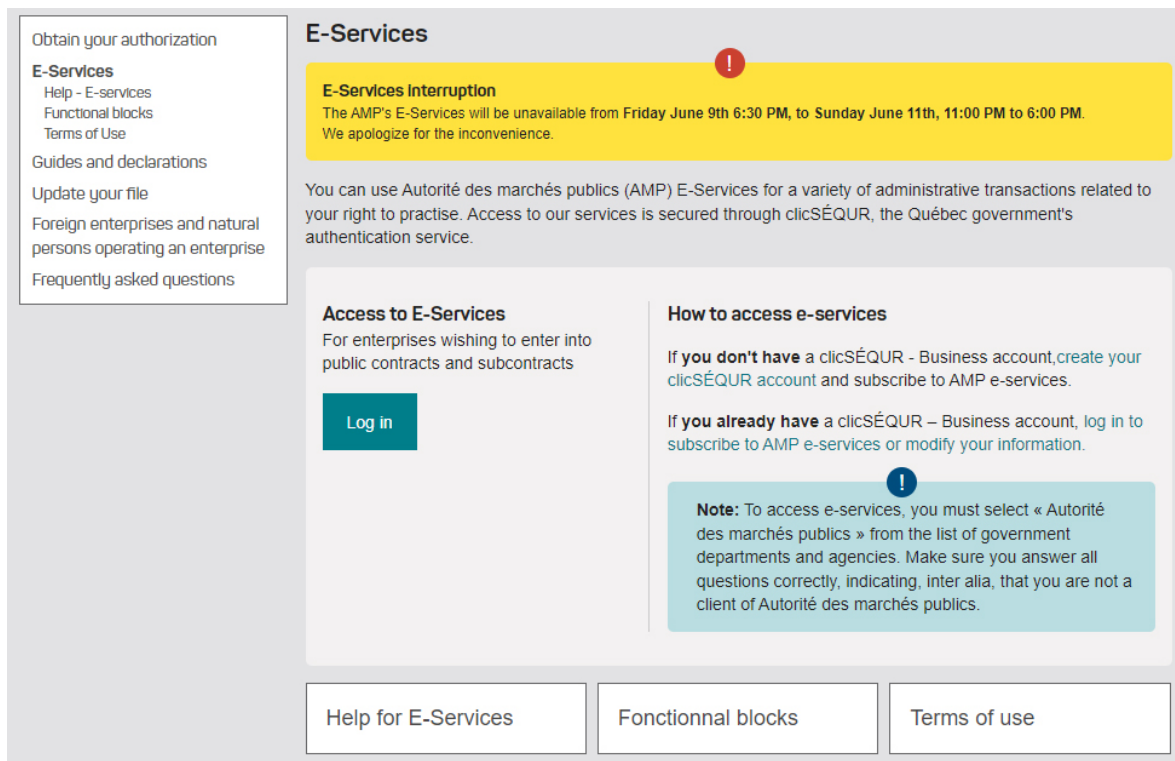
You must use AMP E-services to carry out a variety of transactions with the AMP related to your activities. Access to our services is secured through clicSÉCUR, the Québec government's authentication service.

To access AMP E-services:

1. Go to the AMP [website](#), click on the “Authorization to contract” tab, then on “E-services”.



1. Click on “Log in” and enter the user code (“Code d'utilisateur”) and password (“Mot de passe”) obtained when you registered with clicSÉCUR.



Annual update

Filing your annual update

There are two **mandatory** steps that need to be completed before filing the annual update for your authorized enterprise:

STEP A

Verifying and updating your enterprise's business relationships.

STEP B

Filling out and submitting the annual update.

STEP A – Verifying and updating your enterprise’s business relationships

Enterprises that are required to file an annual update must ensure that the list of natural persons and/or entities related to the enterprise and the list of its establishments are up to date. A person related to the enterprise can be any individual or entity with which the enterprise has a business relationship.

To update your relationships, access the Manage business relationships function in your E-Services client account. All relationships previously disclosed when initially applying for or renewing an authorization will be displayed. Review your disclosed relationships and, **if required**, do the following:

- Delete any relationship that is no longer appropriate.
- Add any new missing relationship.
- Make the necessary changes to relationships where the information has changed.

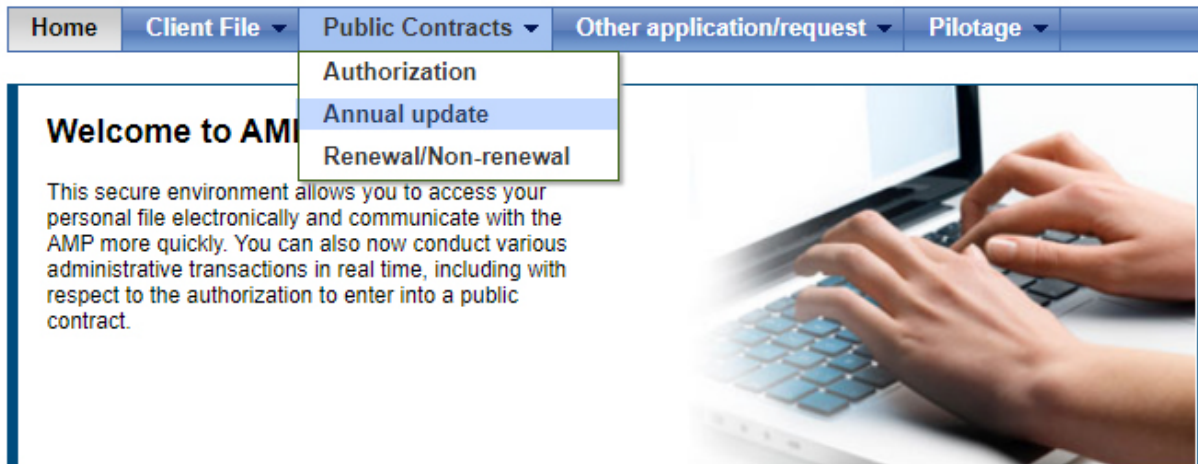


If you add a business relationship, **declarations, identification documents and good conduct certificates** (where required) must be provided.

For details about how to complete this first step of verifying and updating business relationships, **consult the document [Companion Guide – Managing Business Relationships](#)**.

STEP B – Filling out and submitting the annual update

From AMP E-Services, go to the “Public Contracts” tab, then select “Annual update.”



The annual update must be filled out and submitted **by the respondent**.

General Information

On-line help

On-line help is identified by a question mark.



This icon, which appears on each AMP E-Services page, allows you to obtain assistance from an AMP Customer Information Centre agent.

Automatic logout

If there has been no activity for an extended period of time, the system will automatically log you out and any unsaved information will be lost. To save the information you have entered, simply proceed to the following page by clicking on “Next.” To access AMP E-Services again after having been logged out, you will have to re-enter your user code and password.

Step 1 of 7 – Identification

The system automatically fills out the information in this step. The enterprise's mailing address should be displayed.

If the address is incorrect, make the necessary changes to your file by clicking on "Client File" and selecting "Contact information and preferences," then "Consultation/Update."

Application for the annual update of the authorized enterprise ?

1 2 3 4 5 Step 1 of 5 : Identification

i To accelerate the processing of your annual update, ensure that your enterprise's file is up to date with the Commission de la construction du Québec (CCQ), the Régie du bâtiment du Québec (RBQ) and the Registraire des entreprises du Québec (REQ).
If you need help filling up the form, you can consult our companion guide available in the Guides and déclarations section of the AMP website.

Identification ?

Client information

Client No.

Name of firm

Mailing address

Civic No Suite / Apt. / Unit

Street / Delivery Installation

Municipality Province / State

Country Postal code / Zip code

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Step 2 of 5 – Declaration

The application for the annual update of the authorized enterprise must be submitted together with the applicant's declaration.

Application for the annual update of the authorized enterprise ?

1 2 3 4 5 Step 2 of 5 : Statement

i You must answer all questions. If you leave any question unanswered, you will not be able to go on to the next step. If you answer "yes" to one of the questions, please answer the subquestions that follow in order to provide the required additional information.

* Mandatory field

Statement ?

1. * Do you have any changes to make to your business links? Yes No
For example: Add a director, change nominative information (postal or email address of a natural person or an entity); change in ownership or control of the enterprise; change of respondent, etc.

To proceed with the update to the business relationships, go to the 'client file' tab, then select 'Manage business relationships'.
Once your application to add/change business relationships has been sent to the AMP come back to the Annual update form to complete it.

I hereby confirm having updated my business links on(date):

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 climatiques, de la Faune et des Parcs? Yes No

3. * Do you have any other information or change you want to disclose to the AMP? Yes No
For example : Change of the enterprise's name, a merger, information about offenses, etc.

If you answer "Yes" to one of the questions, answer the subquestions that follow in order to provide the required additional information.

Question 1

If you made changes to your business relationships in Step 1, answer "Yes" to this question and enter the date when you submitted your application to add or modify business relationships in the provided field. If your business relationships are up to date, answer "No."

* If you answered "Yes" but an application to add or modify your business relationships was not submitted to the AMP, an error message will be displayed when you click on "Next" at the end of the questionnaire.

Application for the annual update of the authorized enterprise ?

1 2 3 4 5 Step 2 of 5 : Statement

- Before completing your application for annual update, you must update your business relationships and then submit an application to add/change business relationships

Question 2

For the list of orders issued by the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs this question refers to, visit the "Authorization to contract" section of the AMP website and click on "Update your file".

Step 2 of 5 – Declaration (cont'd)

Question 3

If you want to disclose other information to the AMP, you may do so by answering “Yes.” A text field will be displayed for this purpose.

3. * Do you have any other information or change you want to disclose to the AMP?
For example : Change of the enterprise's name, a merger, information about offenses, etc.

* Specify:

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After filling out the application, click on “Next” to continue to the next step.


Under the ACPB, persons who make a false or misleading statement and enterprises that fail to notify the AMP of any change to any information previously provided for the purpose of obtaining an authorization are guilty of an offence and liable to a fine as stipulated in the relevant sections.


Step 3 of 5 – Supporting documents required

While annual updates do not require any supporting documents, you may submit documents to the AMP by attaching them electronically in this step.

Application for the annual update of the authorized enterprise ?

1 2 **3** 4 5 Step 3 of 5 : Supporting documents required

 **Credit Card** – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMP.

 Use this page of the form to send supporting documents related to your application if needed.

Supporting documents required ?

Other document - If applicable

Other supporting documents Receipt received Paper Electronic

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You may attach up to five documents by clicking on “Attach” once the previous document has been attached.

Click on “Next” to continue to the next step.

Step 4 of 5 – Transmission

Print your annual update application by clicking on the “Print your application” button. Check it carefully. Once it has been sent, you will not be able to cancel or modify it.

Then click on the check box “I declare that the information provided herein is accurate” and on “Submit.”

Application for the annual update of the authorized enterprise ?

1 2 3 **4** 5 Step 4 of 5 : Transmission

i Use this page of the form to send your application to the AMP. Please read the statement, then tick the box to confirm that the information you provided is accurate.
Before submitting your application, print out a copy and review it. Keep the printed copy for your files.
When you have completed your application and reviewed it to ensure that all information is accurate, click on Submit.
* Mandatory field

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

Step 5 of 5 – Confirmation of delivery

This step confirms that your annual update application has been sent to the AMP. The system will display your client number and application number. Please print and keep this information. It will be useful if you need to contact the AMP.

Application for the annual update of the authorized enterprise ?

1 2 3 4 **5** Step 5 of 5 : Confirmation of delivery

Confirmation of delivery ?

Your application/request has been submitted.
Depending on the type of application or request, the client may or may not be notified personally by mail..

Client No.: 3001315611
Application/request No.: 2300013485

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After you have submitted your application, an acknowledgement of receipt will be sent to your Secure Message Inbox.

Following up on an application

Following up on an application

At any time after submitting an application, an enterprise can follow up on it and view its contents.

To access an application that has been submitted through AMP E-Services, go to the “Client File” tab and select “Follow up on applications/requests.”



The “Follow up on applications/requests” page will appear.

Follow up on applications/requests

Warning: Credit Card – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMP. Instead, under Client File, use the Statement of account/Payment tab, or send your payment by mail.

Info: The “status” column indicates the current status of your application/request. For more details, consult the Companion Guide on the AMP website.

Sort applications

AMP unit

Date	Application/request No.	Type of application/request	Status	Status update	Form submitted	Document added
5/4/2023		Application for authorization to enter into a public contract/subcontract	Being analyzed	5/4/2023		

Displaying items 1 - 1 of 1

Obtaining the status of your application

The “Status” column shows the status of your application.

Being analyzed: This status means that your application is still being processed. Processing times vary based on the nature of the application.

Waiting for client: This status means that the application is incomplete due to missing information, documents or payment. The missing item must be provided so the AMP can complete its analysis.

Pending verification This status means that the application could not be completed because it is currently undergoing integrity verifications.

Processed: This status indicates that your application has been processed and a decision has been entered in your file. The result will be sent to you shortly by secure e-mail or regular mail.

Viewing applications submitted

To view the information that has been submitted in an application, click on the magnifying glass icon in the “Form submitted” column. Note that applications that have been submitted are read-only.

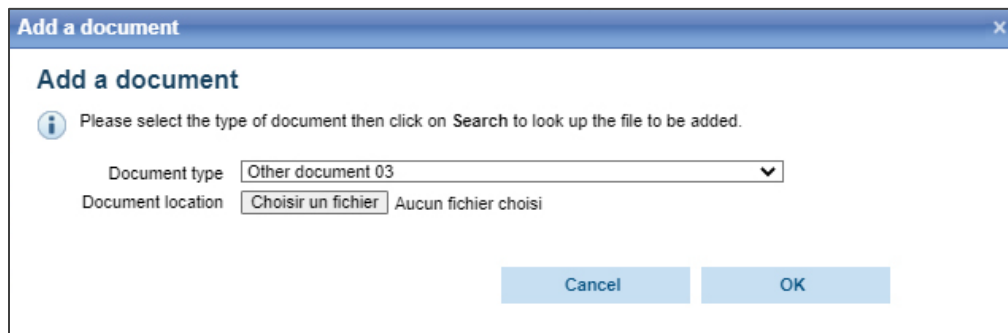
Adding a document to an application

To add a document to an application that has been submitted to the AMP, click on the icon of a sheet of paper with “+” symbol in the “Add a document” column.

You can add a document if you forgot to include it when you submitted your application or if the AMP asks for one or more additional documents when analyzing your application. Adding a document here will automatically transfer it to the AMP for analysis.

To add a document to an application:

1. Click on the “Add a document” icon for the application to which the document must be added.
2. A new window will open.



3. From the drop-down list, select the type of document to be added.
4. Click on “Browse...” (“*Choisir un fichier*”) and find the file to attach.
5. Click on “OK.”