



## Legal person

Invoice #:
Date of notice of assessment:
Due date:
Licence #:

## Details of the enterprise

Please complete the following section only if some information needs to be modified.

Name of the enterprise:		
Address (number, street and city):		
Province:	Postal code:	
NEQ (Québec enterprise number):		
Telephone number:	Fax number:	Telephone number (cell phone):
Email address:	Date of change (yyyy-mm-dd):	

## Officers

### is hereby understood as:

1. a member of a society
2. an administrator
3. an executive manager
4. a shareholder at least 20% of voting shares
5. a full time manager acting as guarantor
6. a journeyman electrician acting as guarantor of the owner-builder

Fill out the section below only if any information needs to be modified.

Make photocopies if required.

Write full details. Refer to the Guide for a definition of the status of officer.

<b>Identification of officers</b>		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		
<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	Termination/commencement date (yyyy-mm-dd):	
Last name:	First name:	Date of birth (yyyy-mm-dd):
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:	Postal code:	
Telephone number:	Fax number:	Telephone number (cell phone):
<input type="checkbox"/> Shareholder   % of voting shares:	<input type="checkbox"/> Administrator <input type="checkbox"/> Executive manager <input type="checkbox"/> Full time manager <input type="checkbox"/> Journeyman electrician	

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Identification of officers			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership			
<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		Termination/commencement date (yyyy-mm-dd):	
Last name:		First name:	Date of birth (yyyy-mm-dd):
Name of the enterprise:			NEQ (Québec enterprise number):
Address (number, street and city):			
Province:			Postal code:
Telephone number:		Fax number:	Telephone number (cell phone):
<input type="checkbox"/> Shareholder	% of voting shares:	<input type="checkbox"/> Administrator <input type="checkbox"/> Executive manager <input type="checkbox"/> Full time manager <input type="checkbox"/> Journeyman electrician	

Identification of officers			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership			
<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		Termination/commencement date (yyyy-mm-dd):	
Last name:		First name:	Date of birth (yyyy-mm-dd):
Name of the enterprise:			NEQ (Québec enterprise number):
Address (number, street and city):			
Province:			Postal code:
Telephone number:		Fax number:	Telephone number (cell phone):
<input type="checkbox"/> Shareholder	% of voting shares:	<input type="checkbox"/> Administrator <input type="checkbox"/> Executive manager <input type="checkbox"/> Full time manager <input type="checkbox"/> Journeyman electrician	

## Mandatory declarations

**A.** During the past twelve (12) months, has the enterprise been convicted:

of an offence under a fiscal law?  Yes  No

of an indictable offence?  Yes  No

**B.** During the past twelve (12) months, has one of the enterprise's officers or other shareholders been convicted:

**Refer to the Guide for a definition of «Other shareholders».**

of an offence under a fiscal law?  Yes  No

of an indictable offence?  Yes  No

Write the name of the individual concerned:

**C.** During the past twelve (12) months, has one of the enterprise's officers declared personal bankruptcy?  Yes  No

Write the name of the individual concerned:

**D.** During the past twelve (12) months, was one of the enterprise's officers also an officer of another enterprise having declared bankruptcy?

Yes  No

Write the name of the individual concerned:

Write the name of the enterprise having declared bankruptcy:

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E. During the past twelve (12) months, has the enterprise been convicted of an offence under one of the following laws:

- Consumer Protection Act (OPC)?  Yes  No
- An Act respecting occupational health and safety (CNESST)?  Yes  No
- An Act respecting labour relations, vocational training and manpower management in the construction industry (CCQ)?  Yes  No

## Declaration of other shareholders

### "Other shareholder" is hereby understood as:

1. a shareholder holding less than 20% of voting shares
2. a shareholder holding non-voting shares

F. Does the enterprise have shareholders holding less than 20% of voting shares?  Yes  No

If you have answered yes to question F, fill out the following sections.

Identification of the shareholder				
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Legal person/partnership	%	Date of birth (yyyy-mm-dd):
Last name:			First name:	
Name of the enterprise:			NEQ (Québec enterprise number):	
Address (number, street and city):				
Province:			Postal code:	
Telephone number:		Faxnumber:		Telephone number (cell phone):

Identification of the shareholder				
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Legal person/partnership	%	Date of birth (yyyy-mm-dd):
Last name:			First name:	
Name of the enterprise:			NEQ (Québec enterprise number):	
Address (number, street and city):				
Province:			Postal code:	
Telephone number:		Faxnumber:		Telephone number (cell phone):

Identification of the shareholder				
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Legal person/partnership	%	Date of birth (yyyy-mm-dd):
Last name:			First name:	
Name of the enterprise:			NEQ (Québec enterprise number):	
Address (number, street and city):				
Province:			Postal code:	
Telephone number:		Faxnumber:		Telephone number (cell phone):

G. Does the enterprise have shareholders holding non-voting shares?  Yes  No

If you have answered yes to question G, fill out the following sections.

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Identification of the shareholder		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last name:	First name:	
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Faxnumber:	Telephone number (cell phone):

Identification of the shareholder		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last name:	First name:	
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Faxnumber:	Telephone number (cell phone):

Identification of the shareholder		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last name:	First name:	
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Faxnumber:	Telephone number (cell phone):

## Identification of the lenders

Each lender must fill out Schedule 1, Declaration of the lender.

Refer to the Guide for a definition of the lender.

H. Does the enterprise have lenders?  Yes  No

If you have answered No to question H, go directly to the end of the form, to the section entitled "Signature".

If you have answered Yes to question H, fill out the following sections.

Identification of the lender		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last Name:	First Name:	
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Faxnumber:	Telephone number (cell phone):

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Identification of the lender		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last Name:	First Name:	
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Faxnumber:	Telephone number (cell phone):

Identification of the lender		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last Name:	First Name:	
Name of the enterprise:	NEQ (Québec enterprise number):	
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Faxnumber:	Telephone number (cell phone):

## Signature

**The signatory must be designated by the enterprise and be a guarantor.**

I hereby declare that the information provided with this declaration is accurate and complete, and that it reflects the current and actual situation of the enterprise. I hereby commit myself to notice the Régie du bâtiment du Québec (RBQ), without delay, of any and all modifications affecting the information contained with this Declaration.

Last name:	First name:
Mandatory signature:	Date of signature (yyyy-mm-dd):

**Making a false statement constitutes an offence liable to a fine of \$650 and up to \$15,000 where there is repeated offence. Subject to annual cost of living adjustment.**

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## Section 1 – Declaration of the lender

### Section to be filled out by the lender.

Photocopy and add pages if required..

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last Name:		First Name:
Name of the enterprise:		NEQ (Québec enterprise number):
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Fax number:	Telephone number (cell phone):

During the period of five (5) years preceding the date the loan was contracted, have you been convicted:

of an offence under a fiscal law?  Yes  No

of an indictable offence?  Yes  No

If the lender is a legal person or a partnership, you must also fill out section 2 for each one of your officers. If this is not your case, go directly to the section entitled "Signature".

## Section 2 - Identification of the lender's officers

### If legal person or partnership

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person/partnership		Date of birth (yyyy-mm-dd):
Last Name:		First Name:
Name of the enterprise:		NEQ (Québec enterprise number):
Address (number, street and city):		
Province:		Postal code:
Telephone number:	Fax number:	Telephone number (cell phone):

During the period of five (5) years preceding the date the loan was contracted, has this officer of the lender been convicted:

of an offence under a fiscal law?  Yes  No

of an indictable offence?  Yes  No

## Signature

I hereby declare that the information given does reflect the lender's real and current situation.

Last name:		First name:	
Signature of the lender or of his/her officer:			Date of signature(yyyy-mm-dd):

Making a false statement constitutes a serious offence.

The RBQ may at any time verify and obtain the necessary information for the purpose of the enforcement of the Building Act. To this end, the RBQ has entered into agreements with the Sûreté du Québec and Equifax Canada Inc.

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### LICENCE FILE UPDATE form

On December 4, 2009 a law was adopted providing for specific measures in order to fight crime within the construction industry. This law imposes more stringent conditions for the maintenance or delivery of the contractor's or owner-builder's licence. In particular, the RBQ must ensure that the contractors, their officers, shareholders and lenders have no criminal or tax evasion background, such as defined within the newly enacted statutory dispositions. The body of regulations enclosing these dispositions has taken effect as of June 24.

This guide is designed to follow you through and help you fill out the form entitled "Licence file update " so that you may comply with these new statutory dispositions. We have defined below the meaning of some of the terms employed in this form.

## Officer

Indicate only the new officers, or the ones that are no longer part of the enterprise, accordingly.

For every one of these persons, indicate his/her full details and status within the enterprise. You must specify if the officer is retiring from the enterprise or joins it, by checking the appropriate box and by indicating the date of commencement or termination of duties, accordingly.

## Status of officer

<b>Associate:</b>	A person who is a member of the society and holds shares from it.
<b>Shareholder:</b>	A person who holds shares from a legal person.
<b>Administrator:</b>	A member of the Board of Directors of a legal person, whether the former is or not a member of the executive (President, Vice-President, Secretary or Treasurer).
<b>Officer:</b>	Specifically, a person named by the shareholders or by the Board of Directors, i.e. a person who is a member of the executive of the Board of Directors (President, Vice- President, Secretary or Treasurer) or the Chief Executive Officer (or an equivalent). It is required that the designation of this person be written down in the legal person's records, registers or minutes.
<b>Full time manager:</b>	A person taking part in the management, the administration, the direction or the business organization of an enterprise, provided that the working hours of this person within this enterprise correspond to the work shift and workweek as set out within this enterprise. The identification of this officer is mandatory only if he/she is required to be guarantor.
<b>Journeyman electrician:</b>	A person who is the holder of the certificate of qualification or competency which this person needs in order to practice the trade of electrician. The journeyman electrician can be considered an officer providing he/she meets the following three (3) criteria: he/she has practiced his/her trade for at least two (2) years and is able to produce a certificate of qualification or competency attesting to it; he/she is a full time salaried worker for the account of the owner-builder; he/she provides leadership of the electrical installation works for the account of the owner-builder.

## Mandatory declarations

You must answer every question from this section by checking off the appropriate box.

<b>The tax laws referred to are, namely:</b>	<ol style="list-style-type: none"> <li>1 At the federal level: the Income Tax Act and the Excise. Tax Law (GST);</li> <li>2. At the provincial level, the Taxation Act; the Tax Administration Act; and respecting the Québec sales tax.</li> </ol>
<b>Criminal acts:</b>	Any and all criminal acts the person has been declared guilty of must be indicated, whether related or not to the construction industry.

## Declaration from the other shareholders

- Other shareholder:** A shareholder holding less than 20% of voting shares or holding non-voting shares.
- The new measures set out that any shareholder of a contractor or an owner -builder is henceforth concerned by the provisions related to the previous convictions, regardless of the percentage or nature of the shares held.
- An exception to this rule:** If the contractor or the owner-builder is an issuer of security liable to the Securities Act.

## Identification of lenders

The contractor and owner-builder must provide to the RBQ the list of his/her lenders. He/she must also attach to this list a declaration from each lender whereby the latter gives the name of his/her officers\* and indicates if him/herself or his/her officers have been found guilty, during the period of five (5) years preceding the date of the loan, of an offence under any tax law or under any criminal act.

- Lender:** A person who grants a loan of money, which excludes loans of property.
- The loan which is provided according to the new dispositions concerns only the lending of money and not the lending of property.
- You must identify all your lenders, for the purpose of loans of money, other than banking institutions, Caisses populaires and credit unions, insurance companies, trust companies or saving societies. Furthermore, this disposition does not concern buyer accounts of suppliers of services and materials, shareholder advances, credit lines and cards, nor financial leases.
- Signature:** The signatory of the application must be a person assigned by the enterprise and be one of the guarantors.
- By his/her signature, the signatory declares formally that the information supplied is accurate and complete, and that it reflects the current and actual situation of the enterprise.

## Schedule 1 – Declaration of the lender

Each lender must fill out a Declaration of the lender. If the lender is a legal person or a partnership, the section "Identification of the lender's officers" must also be filled out, and the lender shall further indicate if anyone one of his/her officers has been declared guilty, during the period of five (5) years preceding the date of the loan, of an offence under any tax law or under any criminal act.

- Signature:** The Declaration of the lender must be signed by the lender. If the lender is a legal person or a partnership, this Declaration must be signed by the officer (see definition of officer in the Update form) of the legal person or the partnership. This Declaration must then be returned to the guarantor, who shall enclose it with the Update form sent.