

The sections and fields marked with an asterisk (\*) must be filled in.

**IMPORTANT**

A payment of \$50 is required when the designated representative is being replaced.

## 1. INFORMATION ON THE COMPANY\*

Commission de la construction (CCQ) employer no.\*

Company name\*

## 2. TERMINATING THE DESIGNATION OF THE CURRENT REPRESENTATIVE

If you already have a designated representative, fill out this section. If not, skip to section 3.

Date of termination of current designated representative (YYYY-MM-DD)\*

Last name of current designated representative\*

First name of current designated representative\*

Do you wish to terminate this person's status as company officer (partner, administrator, or shareholder)?\*  Yes  No

If yes, starting on what date (YYYY-MM-DD)?

**Note: A person who is solely a shareholder will be automatically withdrawn from the company officers. The competency certificate issued as designated representative is automatically cancelled when the designation of the representative is terminated. It must be returned with this form. If you are not able to return the competency certificate, please contact Customer Services for the steps to take.**

## 3. DESIGNATION OF A NEW REPRESENTATIVE

If the request for designation concerns a person who has never obtained a competency certificate from the CCQ, please also fill out section 4. Section 5 must be signed by the new designated representative.

CCQ client no. or social insurance number

Last name of new designated representative\*

First name of new designated representative\*

Application for issuance of a competency certificate\*

No, the new designated representative already holds a valid competency certificate.

Yes, the new designated representative needs a competency certificate (\$100 fee). Specify which one:

Apprentice, trade: \_\_\_\_\_

Occupation

*Under the Act Respecting Labour Relations, Vocational Training and Workforce Management in the Construction Industry, the designated representative is not considered an employee in the sense of this statute and thus does not have the right to the recourses or working conditions set out in the construction industry collective agreements from which employees benefit.*

Last name of an administrator or a partner\*

First name of an administrator or a partner\*

\_\_\_\_\_  
Signature of an administrator or a partner\*

\_\_\_\_\_  
In witness whereof, I have signed on (YYYY-MM-DD)\*

#### 4. INFORMATION ON THE NEW DESIGNATED REPRESENTATIVE

Social insurance number*		Permanent code <sup>1</sup> *		Date of birth (YYYY-MM-DD)*	
Last name of the new designated representative*			First name of the designated representative*		
Main phone no.*			Secondary phone no.		
Aboriginal* <input type="checkbox"/> Yes <input type="checkbox"/> No	Eye colour* <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Black				
Height, in metres or feet*		Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female		Language* <input type="checkbox"/> French <input type="checkbox"/> English	
Mailing address (the address where the new designated representative wishes to receive mail)*					
No.	Street			Apartment no.	
P.O. box	City		Province	Postal code	
Residential address (main residence of new designated representative) If the residential address is different, please fill in the section below.					
No.	Street			Apartment no.	
P.O. box	City		Province	Postal code	

<sup>1</sup>The permanent code (composed of four letters followed by eight numbers) appears on transcripts, diplomas, and other documents issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) and on various documents issued by educational institutions.

#### 5. DECLARATION AND SIGNATURE OF THE DESIGNATED REPRESENTATIVE\*

I declare that all information given above is accurate. I authorize the CCQ to verify with the organizations concerned the authenticity of the documents that I have submitted or the validity of my academic records with the MEES for the purpose of analysis for issuance of a competency certificate, admission to the provincial qualification examination, recognition of apprenticeship hours, or admission to a training activity under the Fonds de formation des salariés de l'industrie de la construction.

For this purpose, I expressly consent that the public bodies concerned may transmit to the CCQ copies of the documents that I have supplied in support of my application.

I understand that making a false declaration, falsification of a document, and use of any falsified document to obtain a competency certificate or an exemption from holding a competency certificate constitute infractions that may lead to its cancellation as well as criminal prosecution under section 119.1 of Act R-20 (CQLR, ch. 20).

The present authorization or a copy of it will be valid as long as analysis of my application lasts or as long as I hold a valid exemption or competency certificate issued or renewed by the CCQ.

I also declare that I have read the information in this form concerning an appointment of a designated representative.

\_\_\_\_\_  
Signature of new designated representative\*

\_\_\_\_\_  
In witness whereof, I have signed on (YYYY-MM-DD)\*

#### 6. PAYMENT OF FEES, IF APPLICABLE (replacement of current designated representative and competency certificate)

If the current designated representative is being replaced, a \$50 fee applies. If you are requesting a competency certificate for a new designated representative, a supplementary \$100 fee applies.

Method <input type="checkbox"/> Cheque <input type="checkbox"/> Money order <input type="checkbox"/> Credit card		
Credit card no.	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Expiration date
Name of credit card holder	Signature of credit card holder	

<p><b>The designated representative</b> The designation of a representative is optional. The first designation is free of charge, and a fee of \$50 is required for all subsequent designations. There can be only one designated representative at a time.</p>	<p><b>Which competency certificate the designated representative must obtain</b></p> <ul style="list-style-type: none"> <li>• <b>Apprentice:</b> the employer must have in its employ a journeyman for the trade covered by the application</li> <li>• <b>Journeyman:</b> the person must meet the requirements for the trade concerned. For more information, go to the CCQ's website, ccq.org</li> <li>• <b>Occupation:</b> the person may practise one of the occupations set out in the collective agreements</li> </ul>
<p>For a person to act as a designated representative, the enterprise and the person selected must meet the conditions listed below.</p> <p>The <b>company</b> must:</p> <ul style="list-style-type: none"> <li>• Be a partnership or a legal person (corporation)</li> <li>• Hold an RBQ licence, if required</li> <li>• Be registered with the CCQ</li> <li>• Fill out and sign the required sections of the present form</li> </ul>	<p><b>When the designation comes into effect</b> The designation will come into effect when the CCQ receives the duly signed form and the documents and fees required (see below). A file is considered complete when the company and the new designated representative fulfil the conditions mentioned above.</p>
<p>The person who will act as <b>designated representative</b> must:</p> <ul style="list-style-type: none"> <li>• Be an administrator (must appear in the «List of administrators» section declared to the Registraire des entreprise du Québec (REQ))</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Be a partner (must appear in the «Partners» section declared to the REQ)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Be a shareholder holding at least one voting share (the person must present supporting documentation; see the section “Documents and fees required” in the present form)</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Hold a competency certificate or present an application for a competency certificate to the CCQ</li> </ul>	<p><b>Documents and fees required</b> You must also attach the required documents, if applicable:</p> <ul style="list-style-type: none"> <li>• Documentation proving that the designated representative of a company is a shareholder holding at least one voting share. You must attach: 1) a) A photocopy of a share certificate, duly filled out, or b) A photocopy of a resolution of the board of directors authorizing the issuance (or the assignment) of the voting share; and 2) A copy of the articles of incorporation accompanied by a description of the share capital. <b>We reserve the right to reject the designation of the representative if the documentation supplied is not satisfactory. We also reserve the option to accept any other documentation judged satisfactory and to require any other document for the purpose of analyzing the application.</b></li> <li>• If you replace a designated representative who holds a competency certificate for this purpose, note that this person's certificate will be automatically cancelled once the designation as representative ends. It must be returned with this form. If you are not able to return the competency certificate, please contact Customer Services for the steps to take.</li> <li>• If your new designated representative presents an application for a competency certificate, you must attach a cheque or money order for \$100 made out to the order of the CCQ or make your payment by credit card (write your card number in section 4). This amount will cover the fees related to issuance of the competency certificate.</li> <li>• If you are replacing a designated representative, you must also attach a cheque or money order for \$50 made out to the CCQ or make your payment by credit card (write your card number in section 4).</li> </ul>
<p><b>How to obtain a competency certificate</b> To obtain a competency certificate, the person who will act as designated representative must:</p> <ul style="list-style-type: none"> <li>• Have taken and passed the course <i>Santé et sécurité générale sur les chantiers de construction (SSGCC)</i> or be recognized as qualified by the RBQ in safety management on construction sites</li> <li>• Have filled out and signed the required sections of the attached form</li> <li>• Provide a photocopy of an official recognized document (Québec driver's licence, health insurance card, birth certificate, or passport). The complete list of official documents is available at ccq.org</li> <li>• Pay the \$100 fee required for issuance of a competency certificate</li> </ul>	

To reach Customer Services: 1 877 973-5383

Please return this form with the supporting documentation, if applicable, to the regional office in your region.

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