

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

IMPORTANT

A payment of \$350 must be attached to this form.

SPACE RESERVED FOR STAFF AT THE COMMISSION DE LA CONSTRUCTION (CCQ)

Intervener no.	Employer no.	Date (YYYY-MM-DD)
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1. IDENTIFICATION OF THE COMPANY*

The four first elements serve to verify whether the company is identified as an intervener in our files.

Régie du bâtiment du Québec (RBQ) licence no.*	Québec enterprise no. (NEQ)*	Phone no.*
Name of the legal person (corporation), partnership, or sole proprietorship* (Give one or more names used in Québec related to your construction activities and appearing on the declaration of registration deposited with the Registraire des entreprises du Québec (REQ).)		
Name of the legal person (corporation) (Give the name appearing on the declaration of registration or on the incorporation certificate, statutes, letters patent, etc. Example: 0000-0000 Québec Inc.)		
Have you previously had a company registered with the CCQ?* <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give your employer no.	Language* <input type="checkbox"/> French <input type="checkbox"/> English
RBQ licence category code (maximum 5 according to types of work planned)*		
What is the legal form of the company?* <input type="checkbox"/> Legal person (corporation) <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietorship		
Date of establishment for a legal person or sole proprietorship or date of formation for a partnership (YYYY-MM-DD)*		
Planned date of start of work on a site (YYYY-MM-DD)*		
No. assigned by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)		
Registration number under the <i>Act Respecting the Québec Sales Tax</i>		

2. PERSON RESPONSIBLE

The person responsible is the person identified by the company to facilitate exchanges with the CCQ. This person will be authorized to obtain information and conduct certain transactions concerning your company's file.

Last name of the person responsible for your file	First name of the person responsible for your file
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3. CONTACT INFORMATION FOR THE COMPANY*

Physical address of the head office of the legal person (corporation), partnership, or sole proprietorship.

IMPORTANT: This address must not be a P.O. box. If you have more than one establishment in Québec, please send us the addresses on an attached sheet.

No.	Street	Apartment or suite no.
City	Province	Postal code
Phone no.*	Fax no.	Cell phone no.
Email		
If the mailing address is different, fill in the section below.		
No.	Street	Apartment or suite no.
P.O. box	City	Province
Postal code		

4. ACCOUNTANT*

Check here if no accountant is assigned to your file

Name of the accounting firm

Last name of the person responsible for your file

First name of the person responsible for your file

No.

Street

Apartment or suite no.

P.O. box

City

Province

Postal code

Accountant's phone no.

Accountant's fax no.

Auditing of the books (site where the registers and payroll can be examined)*

Accountant

Employer

5. IDENTIFICATION OF THE ADMINISTRATORS, PARTNERS, OR OWNER OF A SOLE PROPRIETORSHIP*

If you have more than two administrators or partners, include the information on an attached sheet.

Note: A company's administrators or partners must appear in the list of administrators or partners registered with the REQ.

CCQ client no. or social insurance number

Date of birth (YYYY-MM-DD)

Last name

First name

Residential address

No.

Street

Apartment no.

P.O. box

City

Province

Postal code

Main phone no.

Position title of director of a legal person (corporation)

President

Vice-president

Secretary

Treasurer

Administrator

Date started in position (YYYY-MM-DD)

CCQ client no. or social insurance number

Date of birth (YYYY-MM-DD)

Last name

First name

Residential address

No.

Street

Apartment no.

P.O. box

City

Province

Postal code

Main phone no.

Position title of director of a legal person (corporation)

President

Vice-president

Secretary

Treasurer

Administrator

Date started in position (YYYY-MM-DD)

6. REGISTRATION FOR AN INFORMATION SESSION FOR EMPLOYERS

Do you wish to attend an information session at your regional office (in French only)?

Yes

No

If yes, your regional office will contact you.

7. PAYMENT OF FEES*

The registration fee is \$350. If you are applying for a competency certificate for a designated representative, a supplementary \$100 fee applies (please consult section 9).

Method Cheque Money order Credit card

Credit card no.

Visa

MasterCard

Expiration date (YYYY-MM)

Name of credit card holder

Signature of credit card holder

8. SIGNATURE*

Last name of an administrator, a partner, or the owner of a sole proprietorship*

First name of an administrator, a partner, or the owner of a sole proprietorship*

Signature of an administrator, a partner, or the owner of a sole proprietorship*

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

9. DESIGNATION OF A REPRESENTATIVE

Important: The appointment of a designated representative is optional.

If the request for designation concerns a person who never obtained a competency certificate from the CCQ, please also fill out section 10. Section 11 must be signed by the new designated representative.

CCQ client no. or social insurance number	Last name of the person to be designated*	First name of the person to be designated*
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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.

10. INFORMATION ON THE DESIGNATED REPRESENTATIVE

To fill out only if the person has never obtained a competency certificate from the CCQ

Social insurance number*	Permanent code ¹ *	Date of birth (YYYY-MM-DD)*
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Last name of the designated representative*	First name of the designated representative*
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Main phone no.*	Secondary phone no.
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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
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Height, in metres or feet*	Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female	Language* <input type="checkbox"/> French <input type="checkbox"/> English
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Mailing address (the address where the designated representative wishes to receive mail)*

No.	Street	Apartment no.
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P.O. box	City	Province	Postal code
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Residential address (main residence of the designated representative)

If the mailing address is different, fill in the section below.

No.	Street	Apartment no.
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P.O. box	City	Province	Postal code
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¹ 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.

11. DECLARATION AND SIGNATURE OF THE DESIGNATED REPRESENTATIVE*

I declare that all information given above is accurate. I authorize 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 the designated representative*

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

<p>How to register at the CCQ The first step is to obtain, if required², a Québec enterprise number (numéro d'entreprise du Québec – NEQ). To do this, you must contact the Registraire des entreprises du Québec (REQ). For more information, go to registreentreprises.gouv.qc.ca/en.</p> <p>The second step is to obtain, if required³, a licence from the Régie du bâtiment du Québec (RBQ). For more information, go to rbq.gouv.qc.ca/en/home.</p> <p>Then, to register with the CCQ, you must fill out the present form and return it to one of our regional offices and pay the \$350 fee, payable by cheque or money order to the order of the CCQ or by Visa or MasterCard credit card. This fee is non-refundable. For more information, go to the CCQ's website, ccq.org.</p>	<p>How to obtain a competency certificate To obtain a competency certificate, the person who will act as designated representative must:</p> <ul style="list-style-type: none"> • Have taken and passed the course <i>Santé et sécurité générale sur les chantiers de construction (SSGCC)</i> or be qualified with the RBQ in safety management on construction sites • Have filled out and signed the required sections of the attached form • 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 • Pay the \$100 fee required for issuance of a competency certificate
<p>The designated representative 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>For a person to act as a designated representative, the company and the person selected must meet the conditions listed below.</p>	<p>Which competency certificate the designated representative must obtain</p> <ul style="list-style-type: none"> • Apprentice: the employer must have in its employ a journeyman for the trade covered by the application • Journeyman: the person must meet the requirements for the trade concerned. For more information, go to the CCQ's website, ccq.org • Occupation: the person may practise one of the occupations set out in the collective agreements
<p>The company must:</p> <ul style="list-style-type: none"> • Be a partnership or a legal person (corporation) • Hold an RBQ licence, if required • Be registered with the CCQ • Fill out and sign sections 9 and 10 (as needed) of the present form <p>The person who will act as designated representative must:</p> <ul style="list-style-type: none"> • Be an administrator (must appear in the «List of administrators» section declared to the REQ; or • Be a partner (must appear in the «Partners» section declared to the REQ); or • Be a shareholder holding at least one voting share (the person must present supporting documentation; see the section "Documents and fees required" of the present form) <p>and</p> <ul style="list-style-type: none"> • Hold a competency certificate or present an application for a competency certificate to the CCQ 	<p>When the designation comes into effect 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>Documents and fees required You must also attach the required documents, if applicable:</p> <ul style="list-style-type: none"> • 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. 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. • 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 7). This amount will cover the fees related to issuance of the competency certificate.

² Owners of a sole proprietorship are not required to register with the REQ if they do business under their own complete name.

³ For certain work, there is no licence at the Régie du bâtiment du Québec. The RBQ will inform you if the work to be done requires a licence or not.

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.

Abitibi-Témiscamingue

518 Rue Giguère
Val-d'Or, Québec J9P 6M4
Fax: 819 825-2192

Bas-Saint-Laurent-Gaspésie

188 Rue des Gouverneurs
Rimouski, Québec G5L 8G1
Fax: 418 725-3182

Côte-Nord

598 Boulevard Laure, Suite 112
Sept-Îles, Québec G4R 1X7
Fax: 418 962-7321

Estrie

2700 Rue Galt Ouest
Sherbrooke, Québec J1K 2V8
Fax: 819 565-5023

Mauricie-Bois-Francis

125 Rue des Forges, 5th Floor
Trois-Rivières, Québec G9A 2G7
Fax: 819 693-5625

Montréal

1201 Boulevard Crémazie Est
Montréal, Québec H2M 0A6
Fax: 514 341-4025

Outaouais

225 Montée Paiement
Gatineau, Québec J8P 6M7
Fax: 819 243-6018

Québec City

700 Boulevard Lebourgneuf, Ground Floor
Québec City, Québec G2J 1E2
Fax: 418 623-9234

Saguenay-Lac-Saint-Jean

1299 Rue des Champs-Élysées, Suite 101
Saguenay, Québec G7H 6P3
Fax: 418 698-4715