

Who must register?

The registration requirement is derived from the *Act Respecting the Legal Publicity of Sole Proprietorships, Partnerships and Legal Persons*. If necessary, please refer to the legal text, which takes precedence over this one.

Every natural person operating a sole proprietorship in Québec, whether or not it is a commercial enterprise, under a name which does not include the person's surname and given name, must register.

Note: The registration is not mandatory for natural persons operating an enterprise under a name that includes their surname and given name in full unless they operate a tobacco retail sales outlet. However, natural persons can do so voluntarily, and must keep their file up-to-date in the register of sole proprietorships, partnerships and legal persons, hereinafter called the enterprise register.

A natural person is presumed to operate an enterprise in Québec when the person has an address in Québec or when, on the person's own behalf or through a representative acting under a general mandate, the person

- has an establishment in Québec;
- has a post office box in Québec;
- has a telephone line in Québec; or
- carries on an activity in Québec for the purpose of profit.

Where to register

Natural persons can register by mail at the Ministère du Revenu (Direction du registraire des entreprises), using the mailing address below, or in person

- at one of the two Services Québec offices (see addresses below) that offer services related to the enterprise register;
- in some Clerk of the Superior Court offices (courthouse);
- at Revenu Québec offices.

Important: You must submit your declaration in triplicate.

A natural person whose registration has been cancelled upon request and who wishes to re-register must send the declaration by mail to the Direction du registraire des entreprises, at the Ministère du Revenu, using the mailing address below, or bring it in person to one of the two Services Québec offices (see addresses below) that offer services related to the enterprise register.

Method of payment and fees

Consult the fee schedule.

To contact us

By telephone	In person	By mail		
<p>Service hours: Monday to Friday: 8:30 a.m. to 4:30 p.m.</p> <p>Phone: Québec region: 418 644-4545 Montréal region: 514 644-4545 Elsewhere in Québec: 1 877 644-4545</p>	<p style="text-align: center;">Services Québec</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Québec</p> <p>Service hours: Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4 p.m. Wednesday: 9 a.m. to 4 p.m.</p> <p>Address: 787, boulevard Lebourgneuf Québec (Québec)</p> </td> <td style="vertical-align: top;"> <p>Montréal</p> <p>Service hours: Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4 p.m. Wednesday: 10:30 a.m. to 4 p.m.</p> <p>Address: 2050, rue De Bleury, RC 10 Montréal (Québec)</p> </td> </tr> </table>	<p>Québec</p> <p>Service hours: Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4 p.m. Wednesday: 9 a.m. to 4 p.m.</p> <p>Address: 787, boulevard Lebourgneuf Québec (Québec)</p>	<p>Montréal</p> <p>Service hours: Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4 p.m. Wednesday: 10:30 a.m. to 4 p.m.</p> <p>Address: 2050, rue De Bleury, RC 10 Montréal (Québec)</p>	<p>Address: Ministère du Revenu Direction du registraire des entreprises C. P. 1364 Québec (Québec) G1K 9B3</p>
<p>Québec</p> <p>Service hours: Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4 p.m. Wednesday: 9 a.m. to 4 p.m.</p> <p>Address: 787, boulevard Lebourgneuf Québec (Québec)</p>	<p>Montréal</p> <p>Service hours: Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4 p.m. Wednesday: 10:30 a.m. to 4 p.m.</p> <p>Address: 2050, rue De Bleury, RC 10 Montréal (Québec)</p>			

With your Québec enterprise number (NEQ), you can consult your file any time at www.registreentreprises.gouv.qc.ca.

All the forms produced by the enterprise registrar can be completed on this website.

Why register?

The purpose of registering sole proprietorships is to make public information that is essential to the citizens and businesses that must deal with them.

Registering allows the registrant to obtain a Québec enterprise number (NEQ). This 10-digit number is used as an identifier for natural persons operating sole proprietorships in their communications with the enterprise registrar or when they want to register for various Québec government programs and services.

After registering

Sole proprietorships registered with the enterprise register must keep their records up-to-date by producing an annual declaration during the period determined by regulation or by producing an amending declaration within 15 days after a change.

Annual updating

Updating occurs by filing an **annual declaration** with the enterprise registrar during the period determined by regulation, or an information return with Revenu Québec.

Sole proprietorships are not required to produce an annual declaration in the year of their registration.

Where the Direction du registraire des entreprises receives the annual declaration after the period determined by regulation, late filing fees may be required. Registration in the enterprise register can be automatically stricken off if you fail to produce two consecutive annual declarations.

Regular updating

Within 15 days after a change, you must file an **amending declaration** to update the information declared in the enterprise register. Note that most of the information declared is deemed to be accurate as of the date it is entered in the record, until proof of the contrary.

It is thus in a sole proprietorship's interests to keep the following information up-to-date:

- general information (name and domicile, juridical form);
- other names used in Québec;
- the addresses of establishments in Québec;
- etc.

If you discover that a declaration deposited in the register is incomplete or inaccurate, you must correct it by producing a **corrective amending declaration**.

There is no charge for filing an amending declaration or corrective amending declaration. The forms are available online at www.registreentreprises.gouv.qc.ca and at the two Services Québec offices (see addresses on the previous page) that offer services related to the enterprise register.

Sole proprietorships must also, at the request of the enterprise registrar, update the information the register contains about them by producing an amending declaration.

Cessation of activities

As soon as you cease business activities in Québec, you must present the documents required to have your registration **stricken off**.

A deceased person's registration must be stricken off upon presentation of a declaration of striking off by the liquidator of the succession within 6 months of death at the latest, unless the activity which gave rise to the registration is being continued for the benefit of the estate, and an attestatory amending declaration is produced.

For further information on this matter, please contact our customer service.

Please print.



Juridical form - Place an X in the box.		Québec enterprise number (NEQ)	<i>Do not write in this space</i>		
I am a natural person operating a sole proprietorship in Québec. <input type="checkbox"/>		If registration has been stricken off upon request, enter the previously assigned NEQ. 2 2	<i>Date of registration</i>		
			Year	Month	Day

1 - Identification - Enter your name and complete personal address.

All establishments must be reported in section 2C.

Enter the address to which you wish to have correspondence sent.

A) Natural person's name and domicile				B) Elected domicile (mailing address)			
Place an X in the appropriate box.				Addressee's name			
Ms. <input type="checkbox"/>		Mr. <input type="checkbox"/>					
Last name							
First name							
No.	Street, apartment			No.	Street, apt./suite		
Municipality/city			Province/state	Municipality/city			Province/state
Postal code		Country		Postal code		Country	

2 - General information

A) Nature of the natural person's two main fields of activity		<i>Do not write in this space</i>
1 st field of activity		<i>Activity code</i>
2 nd field of activity (if applicable)		<i>Activity code</i>
B) Number of employees in Québec Place an X in the appropriate box.		
<input type="checkbox"/> None <input type="checkbox"/> A 1 to 5 <input type="checkbox"/> C 11 to 25 <input type="checkbox"/> E 50 to 99 <input type="checkbox"/> G 250 to 499 <input type="checkbox"/> I 750 to 999 <input type="checkbox"/> K 2,500 to 4,999 <input type="checkbox"/> B 6 to 10 <input type="checkbox"/> D 26 to 49 <input type="checkbox"/> F 100 to 249 <input type="checkbox"/> H 500 to 749 <input type="checkbox"/> J 1,000 to 2,499 <input type="checkbox"/> L 5,000 or more		
C) Identification of establishments in Québec		
<ul style="list-style-type: none"> The principal establishment must be declared in the section provided. Enter the name and the full address of the facilities as well as the two main fields of activity for which they are used. 		
Principal establishment in Québec		
Name of the establishment	No.	Street, apt./suite
	Municipality/city	
	Province	Postal code
Main field of activity of this establishment		<i>Do not write in this space</i>
1 st field of activity		<i>Activity code</i>
2 nd field of activity (if applicable)		<i>Activity code</i>
→ Activity that must be declared: Mark with an X if you operate a tobacco retail sales outlet (001). <input type="checkbox"/>		

If the space provided is insufficient, attach three copies of an appendix, indicating the section to which it corresponds.

Québec enterprise number (NEQ)	
NEQ	2 2

2 - General information (cont'd)

Other establishments			
Name of the establishment	No.	Street, apt./suite	
	Municipality/city		
	Province	Postal code	
Main field of activity of this establishment			<i>Do not write in this space</i>
1 st field of activity			Activity code
2 nd field of activity (if applicable)			Activity code
→ Activity that must be declared: Mark with an X if you operate a tobacco retail sales outlet (001). <input type="checkbox"/>			
D) Other names used in Québec			
Enter all other names used in operating your enterprise. Among other names, this includes assumed names used, and the names of merchandise or services (trademarks) owned or used by the natural person in Québec. If it is a trademark, please specify. A French version is mandatory for each declared name in another language.			
Name			
Name			

3 - Power of attorney (authorized representative) - If the natural person has no domicile or establishment in Québec, enter the name and complete address of a person, resident in Québec, who represents you with power of attorney.

Name			
No.	Street		Apt./suite
Municipality/city		Province	Postal code

4 - Administrator of the property of others - If you are represented by a person entrusted with administering the whole of your assets, place an X in the box next to the person's capacity, and enter their name and complete address. This person has the rights and obligations conferred upon the natural person operating a sole proprietorship by the *Act Respecting the Legal Publicity of Sole Proprietorships, Partnerships and Legal Persons*.

CU Curator <input type="checkbox"/>	FI Fiduciary <input type="checkbox"/>	LI Liquidator <input type="checkbox"/>	LS Executor <input type="checkbox"/>	SQ Receiver <input type="checkbox"/>	SY Trustee <input type="checkbox"/>	TU Tutor <input type="checkbox"/>
If other, provide details (mandatory).						
AU Other <input type="checkbox"/>						
Name						
No.	Street					Apt./suite
Municipality/city			Province/state			
Postal code		Country				

5 - Certification

I, _____
First name and last name of the natural person or authorized person (please print)

domiciled at, _____
No., street, apartment, municipality/city, province, postal code and country

swear that I am the natural person operating the sole proprietorship or the person authorized to sign this declaration, that the information declared herein is true, and that the required payment accompanies this declaration.

Signature (mandatory)

Date (year/month/day)

One copy of this declaration will be filed with the enterprise register and another copy will be returned to you.

Sign the required number of copies and attach your payment.

Do not fax.