

IDENTIFICATION OF EMPLOYEE (Block letters)

LAST NAME

FIRST NAME

CUSTOMER NUMBER

DATE OF BIRTH

PHONE NUMBER

OR
SOCIAL INSURANCE NUMBER

Year Month Day

IMPORTANT NOTE ► READ THE INFORMATION ON THE BACK OF THE FORM BEFORE FILLING IT IN

IDENTIFICATION OF DEPENDENT CHILD

LAST NAME

FIRST NAME

DATE OF BIRTH

DOES THE CHILD HAVE A SPOUSE?

IF YES, DATE WHEN COHABITATION BEGAN

Year Month Day

☐ YES ☐ NO

Year Month Day

IS HE REGISTERED WITH AN EDUCATIONAL INSTITUTION?

YES ☐ NO ☐

FILL IN PART B AND HAVE THE EDUCATIONAL INSTITUTION YOU ATTEND FILL IN PART C

FILL IN PART A ONLY IF HE HAS STOPPED ATTENDING THE EDUCATIONAL INSTITUTION

CESSATION OF SCHOOL ATTENDANCE

I HAVE STOPPED ATTENDING

REASON OF CESSATION: WITHDRAWAL ☐ END OF COURSE ☐

NAME OF EDUCATIONAL INSTITUTION

Year Month Day

DATE OF CESSATION

Year Month Day

SIGNATURE OF DEPENDENT CHILD :

DATE :

REGISTRATION AND AUTHORIZATION

I AM REGISTERED AT

NAME OF EDUCATIONAL INSTITUTION

Year Month Day

Year Month Day

FOR THE PERIOD FROM

TO

I authorize the above-mentioned educational institution to send to the Commission de la construction du Québec all information necessary to confirm my student status and my registration for courses. This authorization is valid as long as I attend the educational institution and remains in force beyond that period to verify the date on which I stopped attending the educational institution. A photocopy of this authorization has the same validity as the original.

SIGNATURE OF DEPENDENT CHILD :

DATE :

CONFIRMATION OF SCHOOL ATTENDANCE

TO BE FILLED IN BY THE EDUCATIONAL INSTITUTION AFTER COURSES BEGIN IN THE SESSION COVERED

IS REGISTERED AS A STUDENT AT OUR INSTITUTION :

NAME OF STUDENT

Year Month Day

Year Month Day

FOR THE PERIOD FROM

TO

NAME OF EDUCATIONAL INSTITUTION

ADDRESS

POSTAL CODE

PHONE NUMBER

EXTENSION NUMBER

SIGNATURE OF PERSON AUTHORIZED BY THE EDUCATIONAL INSTITUTION :

DATE :

STATUS :

FULL TIME ☐

PART TIME ☐

SEAL

EMPLOYEE SIGNATURE

I agree to notify the Commission de la construction du Québec if my child interrupt his full-time studies, if he change educational institution, or if he have a spouse.

INSURED'S EMPLOYEE SIGNATURE (MANDATORY)

DATE

NOTES

ELIGIBILITY OF THE DEPENDENT CHILD

This document is produced for information purposes. Only the Regulation respecting the complementary social benefit plans in the construction industry has legal value.

What is a « dependent child » ?

Is considered a «dependent child» a spouseless child of the insured employee or of the insured employee's spouse, most of whose support is provided by the insured employee, and who meets one of the following requirements:
1° The child is under 18 years of age
2° The child is aged 25 years or under and is a full-time student at an educational institution recognized by the ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche
3° The child became totally disabled while he was fulfilling the conditions in paragraph 1° or 2° and has remained continually disabled since
A child over whom the insured employee exerts parental authority is considered a child of the employee.
For the purposes of the provisions of the insurance plans, a child who reaches the age of 18 years between January 1 and August 31 remains a dependent child until August 31, and a child who reaches this age between September 1 and December 31 remains a dependent child until December 31. Thereafter, he remains a dependent child only if he proves that he is attending a recognized educational institution on a full-time basis.

Documents to be provided for eligibility of a « dependent child »

For a child aged 18 years or over but under 26 years, you must supply form no. 4, "Certificate of School Attendance" and a proof of birth, if this has not already been done.

As a proof of birth, a photocopy of one of the following documents is accepted: birth certificate indicating the name of the parents (the pocket-size certificate is not accepted since it does not indicate the parents names), copy of the act of birth issued by the Directeur de l'état civil, declaration of birth (generally completed at the hospital), notice of registration of birth issued by the Directeur de l'état civil or probate of adoptions notice.

Form no. 4 must be supplied twice a year. The form supplied for the winter session allows the recognition of the dependent child for the period from January to August and the form supplied for the autumn session allows the recognition of the dependent child for the period from September to December, contingent on the date of beginning of the session under review. The form must be filled in by an authorized representative of the educational institution after the beginning of the courses for the related session.

Documents to supply for eligibility of a disabled child

Whatever his or her current age, a child who becomes disabled when under 18 years of age or under 26 years of age while being a full-time student at an educational institution recognized by the ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche.

If the disability began before the child was 18 years of age, supply a medical certificate;
If the disability began when the child was 18 years or over but under 26 years, supply form no. 4, "Certificate of School Attendance" for the session during which the disability began, and a medical certificate.

WHAT IS A « SPOUSE » ?

Spouses are considered to be two individuals (of opposite sexes or the same sex):
- who are married or joined in civil union;
- who have lived in a conjugal relationship for 12 months;
- who have lived in a conjugal relationship for any amount of time and who have a child together, adopted or biological.

TO REACH US

You may contact your union or employer representative, or the staff at the CCQ's customer services:

CCQ regional offices

Abitibi-Témiscamingue:819 825-4477	Montréal:514 341-2686
Bas-Saint-Laurent-Gaspésie:418 724-4491	Outaouais:819 243-6020
Côte-Nord:418 962-9738	Québec:418 624-1173
418 589-3791	Saguenay-Lac-Saint-Jean:418 549-0627
Estrie:819 348-4115	
Mauricie-Bois-Francis:819 379-5410	Toll-free line:1 888 842-8282
CCQ Web site: www.ccq.org	
This site also provides links to the associations' Web sites.	

<u>Bureaux régionaux — Directeur de l'état civil</u>	<u>Bureaux régionaux — Régie de l'assurance maladie du Québec</u>
Montréal:514 644-4545	Montréal:514 864-3411
Québec:418 644-4545	Québec:418 646-4636
Other areas in Québec:.....1 877 644-4545 (Toll-free)	Other areas in Québec:.....1 800 561-9749 (Toll-free)
Web site: www.etatcivil.gouv.qc.ca	Web site: www.ramq.gouv.qc.ca