

Bill 96 Compliance Checklist & Timeline

Ensuring Compliance for Companies Operating or Expanding into Quebec



Since its passage in 2022, Québec's Bill 96 has introduced sweeping reforms to the Charter of the French Language, imposing strict new obligations on businesses operating or expanding into Québec.

Our **Bill 96 Compliance Checklist & Timeline** provides a comprehensive guide for businesses navigating these evolving requirements. Covering obligations already in force (2022–2024) and major new mandates effective June 1, 2025, it is designed to serve as both a practical operational tool and a strategic risk management reference.

BILL 96 Criteria

Corporate Governance and Administration

- ☐ Establish French as the language of corporate governance (board materials, resolutions, minutes).
- ☐ Submit corporate documentation to Québec authorities in French.
- ☐ Offer franchising, distribution, and commercial contracts in French.
- ☐ Ensure all corporate governance policies are bilingual where applicable.
- ☐ Confirm franchising agreements and licensing agreements are fully compliant with French-first requirements.

Customer-Facing Contracts and Communications

- ☐ Provide all standard form contracts to customers in French first.
- ☐ Translate customer service agreements, warranties, and online terms into French.
- ☐ Offer website terms and conditions, purchase agreements, and client disclosures in French.
- ☐ Confirm commercial lease agreements, consumer sales agreements, and service agreements are available in French.
- ☐ Ensure customer support services are capable of operating entirely in French.

Employment and Workplace Compliance

- ☐ **Employee Threshold (Effective June 1, 2025):**
If 25+ employees, prepare French internal communications, contracts, HR documents, and internal policies.
- ☐ Issue job offers, postings, training materials, and dismissal notices in French.
- ☐ Ensure internal workplace signage prioritizes French.
- ☐ Translate all onboarding documents, employee handbooks, and training programs into French.
- ☐ Implement a system for monitoring ongoing French communication obligations.

Public Signage and Advertising

- ☐ Ensure French is markedly predominant on public signage, posters, and advertisements.
- ☐ Audit all physical signage and marketing materials for compliance with French visibility.
- ☐ Modify brand marketing materials to give greater prominence to French elements.
- ☐ Confirm compliance with detailed rules on font size, visual layout, and positioning favoring French.



Product Packaging and Labeling

- ☐ **Effective June 1, 2025:** Only registered trademarks may appear in a non-French language.
- ☐ If a French trademark version exists, it must be used exclusively.
- ☐ Translate generic terms and product descriptions prominently into French.
- ☐ Conduct a full audit of product labeling to confirm trademark and description compliance.

Administrative Filings and Government Relations

- ☐ File all regulatory submissions to Québec authorities in French.
- ☐ Communicate with Québec government agencies in French where applicable.
- ☐ Ensure corporate filings, licenses, permits, and registrations respect French language mandates.
- ☐ Prepare internal processes for handling French-language communications with regulatory bodies.

Digital Presence

- ☐ Maintain French versions of websites, mobile applications, and e-commerce platforms.
- ☐ Ensure all customer service channels, order confirmations, and receipts are available in French.
- ☐ Translate digital marketing content, such as email campaigns and landing pages, for Québec audiences.
- ☐ Review and localize any e-commerce checkout flows to comply with French requirements.

Compliance Governance and Risk Mitigation

- ☐ Appoint an internal compliance officer responsible for Bill 96.
- ☐ Train managers and employees on language law compliance requirements.
- ☐ Establish internal escalation procedures for potential non-compliance.
- ☐ Prepare documentation and audit readiness plans for OQLF inspections.
- ☐ Track legislative updates and regulatory interpretations issued by OQLF.
- ☐ Plan regular internal audits of language compliance across all business units.
- ☐ Implement corrective action plans for non-compliance findings.



Utilizing this checklist can help your organization evaluate its preparedness for Bill 96, identify required language compliance measures, and support the implementation of solutions that promote legal compliance, mitigate risk and sustain operational efficiency within Québec.

This checklist summarizes key obligations enacted between 2022 and 2025 and is intended as a practical reference for compliance officers, in-house counsel, and corporate leadership. It is provided for informational purposes only and does not constitute legal advice.



BILL 96 Compliance Timeline

Date	Obligation	Details
June 1st, 2022	Initial Bill 96 provisions in force	- French mandatory for standard form contracts, consumer communications. - Registration for francization program if 50+ employees. - Commercial franchising contracts offered in French.
June 1st, 2022	Initial Bill 96 provisions in force	- French mandatory for standard form contracts, consumer communications. - Registration for francization program if 50+ employees. - Commercial franchising contracts offered in French.
Late 2022	Internal compliance for corporate governance	- Board minutes, resolutions, HR policies prioritized in French. - French-first offers for employment required.
2024	Preparation phase	- Audit and Revise: Product labeling, trademarks, public signage , HR documents, client contracts.
June 1st, 2025	Major new compliance deadlines	- 25+ employee threshold for French workplace rules. -Exclusive use of French versions of registered trademarks.

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