This is to confirm our engagement as counsel and to provide you with information concerning the terms of our relationship. Although we do not wish to be overly formal with you, we have found it to be a helpful practice to confirm with our clients, the nature and terms of our relationship. Our mandate begins upon your returning the contract provided herein and forwarding your first portion of our counsel fees.

Following our review of your credentials and subject to the terms and conditions of our engagement outlined below, we are pleased to offer you our comprehensive assistance to relocate to Canada as a Federal Skilled Worker under Canada's Express Entry immigration system ("relocation project") http://www.immigration.ca/express-entry-immigration-2018/.

Our fees to represent you shall be established as follows:

**Attorney Fees - (Regular Payment Plan)**

| | | |
|---|---|---|
| 1st Payment | When you hire our law firm | USD 995 |
| 2nd Payment | When an application for expression of interest is ready for submission to the express entry pool or THIRTY (30) days from the date of receipt of the first payment, **whichever occurs first** | USD 995 |
| 3rd Payment | When you receive an invitation to apply for permanent residence or ONE HUNDRED EIGHTY (180) days from receipt of the first payment, **whichever occurs first** | USD 750 |
| 4th Payment | When the application is approved by the immigration processing office or FORTY-FIVE (45) days from receipt of an invitation to apply, **whichever occurs first**. | USD 610 |
| | **Total** | **USD 3,350** |

As we outlined in our previous communication, persons engaging our services will also receive the following comprehensive services:

- We will present your application and qualifications **to secure the highest rank possible** which best meets available government programs drawing upon our more than 25 years of experience in presenting cases to immigration authorities.
- We are Canada's only immigration attorneys that provide you with **credible**, direct in-house employment search consulting services through **our independently owned Global Recruiters of Montreal**, (www.grnmontreal.com) a Deloitte & Touche award winning professional transition enterprise and our in-house www.skilledworker.com, the leader in foreign recruitment.
- We will assist you in submitting your credentials to the **Canada Job Bank** for consideration under **Express Entry.**

- We will provide you with a passive, match-based employment search and placement assistance to identify prospects for potential jobs in Canada through www.immigration.ca, www.skilledworker.com and the Global Recruiters Network of Montreal (www.grnmontreal.com) under its proprietary Consulting and Placement Solutions - **CAPS**® (an employment search centric system).
- We will **train you** via a face-to-face **60-minute** live, real time tutorial on how to use LinkedIn to help you find a job in Canada.
- We will provide you with a comprehensive **Data Base** comprising **at least 500 prospective employers** who we have identified as potential hiring companies in your occupation in Canada.
- We will guide you on how to create an effective **LinkedIn profile** and provide you with a Canadian-styled Resume outlining your education, employment history and other hiring attributes in a concise format that Canadian hiring managers seek in a prospective candidate in your field.
- We will provide you with **24/7** access to our Global Recruiters of Montreal's (www.grnmontreal.com) bank of **employment tutorials** comprising of the very best training videos and power point presentations to help maximize your chances of securing employment in Canada.
- We will provide you with a **10-day FREE trial of IELTS 7** - an online preparation course which provides unlimited access to interactive lessons and practice tests in all 4 modules for Academic IELTS and General Training. Following the free trial period, candidates have the opportunity to subscribe to additional courses which includes one-to-one online tuition with an IELTS trainer.
- http://immigration.ca/en/online-ielts-courses.html
- Our **personalized services** are **user friendly** and can expedite the process - saving you time and resources.
- Our expertise and know-how will increase your chances for an **interview waiver** and minimize the chances for a selection interview.
- We are recognized for our knowledge and insight in Federal and Quebec immigration matters by the offices of the federal Department of Citizenship and Immigration, by the offices of the Department of Quebec Immigration and by immigration professionals across Canada.

***Read*** Attorney Colin Singer is an international acclaimed Canadian immigration lawyer featured on Wikipedia.

***Watch*** our latest videos of Attorney Colin Singer describing our programs:
http://www.youtube.com/user/Immigrationca

***Listen*** to our audios and podcasts of Attorney Colin Singer describing the latest developments in the immigration industry:
https://soundcloud.com/immigrationca/

***Verify*** our **numerous client references**: we know that our exceptional track record will go a long way to re-assuring your decision to hire our services. Please feel free to contact any of the numerous references dating back to 1996 which you may obtain from the following location:
http://www.immigration.ca/en/client-recommendations.html

***Contact*** our Law Society in Quebec to satisfy any questions that you may have regarding our authorized status and the professional credentials of the undersigned. Our law society has agreed to provide you with a verbal or even a written confirmation of my membership. Our law society in Montreal may be reached by dialling +1 (514) 954-3413. My membership # is 188038-1.
http://www.immigration.ca/en/authorized-by-the-government-of-canada.html

Since 1994 Immigration.ca Live & Work in Canada

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# CONTRACT OF ENGAGEMENT

**(Express Entry - Federal Skilled Worker)**

**BY AND BETWEEN:**

**Family Name** _____

**First Name** _____

**Address** _____

_____

_____

**Telephone Number** _____

**Email Address** _____

(Hereinafter referred to as the "**CLIENT**")

**AND**: **LAW OFFICES OF COLIN R. SINGER**
4999 Ste Catherine St. West
Suite 515
Montréal, Québec, Canada
H3Z 1T3

(Hereinafter referred to as the "**ATTORNEY**")

**WHEREAS** the Client wishes to settle in Canada and hereby retains the professional services of the Attorney to relocate to Canada as a Federal Skilled Worker under Canada's Express Entry immigration system.

**WHEREAS** the Attorney agrees to provide comprehensive services to the Client and his/her accompanying dependants under a best efforts' basis the whole subject to the following terms and conditions;

**NOW THEREFORE IT IS AGREED AS FOLLOWS:**

**1. FEES**

In consideration of the Attorney's services, the Client agrees and undertakes to pay the Attorney, the total sum of $3350 (United States Dollars) which sum is to be paid in the following manner:

a) $995 to be paid following the signing hereof;

b) $995 to be paid at the earlier of submission of an application for expression of interest to the **Express Entry Pool** or THIRTY (30) days from the date of receipt of the first payment, **whichever occurs first**;

c) $750 to be paid at the earlier of when the Client receives an invitation to apply for permanent residence or ONE HUNDRED EIGHTY (180) days from the date of receipt of the first payment, **whichever occurs first**;

d) $610 to be paid when the application is approved by the immigration processing office or FORTY-FIVE (45) days from receipt of an invitation to apply, **whichever occurs first**.

## 2. DUTIES OF THE ATTORNEY

The Attorney shall:

**Immigration**

a) Assess the Client's qualifications and advise the Client on the requirements to submit an application for Expression of Interest to the Express Entry Pool as a Federal Skilled Worker;

b) Inform the Client of all required documentary evidence which best reflects the Client's qualifications under all the factors of assessment including education and training, work experience, language abilities and other factors;

c) Provide the Client with a **10-day FREE trial of IELTS 7** - an online preparation course which provides unlimited access to interactive lessons and practice tests in all 4 modules for Academic IELTS and General Training;

d) Assist the Client in the preparation and submission of an application for Education Credential Equivalency Assessment of the Client's education to a designated authority in Canada;

e) Prepare and submit the Client's application for Expression of Interest to the Express Entry Pool; assist the client to submit a profile to the Canada Job Bank;

f) Upon receipt of an invitation to apply for permanent residence, prepare and submit the Client's application(s) and supporting documentation to the immigration processing office and confirm its arrival;

g) Prepare the Client where applicable, for a selection interview with the immigration processing office;

h) Effect all additional written and/or verbal follow up representations to the immigration processing office and related Canadian government agencies as is deemed necessary by the Attorney;

i) Assist the Client in securing professional accreditation designation by a provincial licensing authority, where applicable;

j) Receive communications and documentation from the immigration processing office on behalf of the Client and faithfully advise the Client of the ongoing requirements with respect to the Client's application;

k) Monitor and track the Client's submitted application throughout the process so as to ensure the processing of the application in a timely fashion within applicable processing standards;

l) Provide the Client with effective landing and post landing strategies to validate and preserve Canadian permanent residence;

m) During the term of this mandate, provide timely written replies to the Client's written questions, within reason, in the areas of immigration and employment in Canada.

n) During the term, prepare a maximum of two (2) applications (application for expression of interest) and detailed submissions addressing the relevant factors of evaluation under an applicable Economic Class program participating in the Federal Express Entry Immigration System (including **Federal Skilled Worker, Provincial Nominee, Canadian Experience, Federal Skilled Trades)** for which the client may qualify during the mandate, in a manner which best reflects the Client's qualifications.

n.1) If the first application for expression of interest does not succeed during the initial 12-month period immediately following its submission, a second application for expression of interest will be submitted for which the client may qualify during the remaining term of this agreement. The second application for expression of interest will fulfil the Attorney's duties and extinguish the Client's entitlement to additional submissions under this agreement.

**Employment**

o) Subject to receipt of fees in section 1 b), provide the Client with a **Self-Directed Employment** search including a comprehensive **Data Base** comprising **at least 500 prospective employers** (including company mailing and street addresses, contact names and titles, telephone and fax numbers and other relevant information for each company), identified as potential hiring companies in the Client' occupation in Canada;

p) Subject to receipt of fees in section 1 b), provide guidance to the Client on how to create an effective **LinkedIn profile**, and prepare a **Canadian-styled Resume** outlining the Client's education, employment history and other hiring attributes for submission by the Client to Canadian hiring managers;

q) Subject to receipt of fees in section 1 b), provide the Client with 24/7 access to our bank of employment tutorials comprising of training videos and power point presentations to help maximize the Client's chances of securing employment in Canada.

r) During the mandate, assist the Client, under a passive, match-based employment search, to identify and locate employment prospects and introductions to potential hiring(s) in Canada through www.immigration.ca, www.skilledworker.com and the Global Recruiters Network of Montreal (www.grnmontreal.com) and submit the Client's

credentials to Global Recruiters Network of Montreal's Consulting and Placement Solutions - CAPS® (an employment search centric system);

## 3. DUTIES OF THE CLIENT

The Client shall:

a) Forthwith provide all supporting documentation to corroborate the credentials claimed by the Client and accompanying dependants, as requested by the Attorney. It is expressly understood that all documentation provided shall be truthful and accurate and translated into the English or French languages at the Client's expense;

b) Provide the Attorney with proof of education recognized by the designated education credential accreditation authorities in Canada and in the country of issue;

c) Demonstrate possession of sufficient settlement funds in accordance with the requirements of applicable government policy on settlement funds;

d) Provide the Attorney with proof of language abilities in accordance with the Client's stated abilities;

e) Truthfully disclose to the Attorney, all information related to any and all of the Client's (or accompanying dependant's), current or prior criminal charges and/or convictions;

f) Forthwith advise the Attorney of any and all communications received by the Client from the immigration processing office;

g) Attend at all interviews when first scheduled by the immigration processing office and promptly follow all instructions as communicated by the immigration processing office;

h) Forthwith advise the Attorney of any change in marital, familial, education or employment status as well as any change in the Client's residential, mailing or Email addresses;

i) Agree that the address of the Attorney shall at all times be used as the mailing address for the purposes of receiving any and all communications from the Government of Canada or applicable provincial government as the case may be, relating to this application;

j) Forthwith pay all processing fees levied by the immigration processing office, or related to education credential assessments, vocational licence accreditation assessments, or medical examinations as may be required;

k) Promptly follow all instructions and reasonable recommendations provided by the Attorney;

l) Forthwith pay the Attorney's fees for professional services as set forth in this agreement.

4. The Client expressly confirms that there are no prior or existing medical conditions or prior criminal charges and/or convictions' affecting the Client or the Client's accompanying dependants.

5. In the event that a decision is rendered by the immigration processing office refusing or returning the application which results from a failure by the attorney to respect the Attorney's duties in this agreement or in the event the application for expression of interest does not give rise to an invitation to apply for permanent residence which results from a failure by the attorney to respect the Attorney's duties in this agreement and the Attorney is unable to administratively overturn such decision, and **save and except** for i) a medical or security inadmissibility; ii) an unfavourable modification to the current pass-mark, the current demand list or selection criteria or an unfavourable modification of immigration policy which occurs subsequent to the date of this agreement; iii) failure by the Client to adhere to all of the terms and conditions of this agreement, or iv) if the Client withdraws the application or terminates the mandate, the Attorney undertakes to provide a **FULL REFUND** to the Client of the fees paid by the Client to the Attorney, excluding processing fees levied by the government of Canada. Any refund due to the Client is restricted to counsel fees received by the Attorney.

6. The Client expressly acknowledges that the relocation project described herein is dependent on the Client a) submitting an application for Expression of Interest to the Express Entry Pool; b) receiving an invitation to apply for permanent residence and c) submitting a completed application to the immigration processing office within required delays, before applicable quotas are reached. The Client acknowledges that securing a qualified sponsoring employer may be an essential condition to qualify for admission to Canada under current rules. This agreement does not constitute any guarantee that a qualified sponsoring employer will materialize and/or that visa(s) will be obtained for the Client.

7. The Attorney agrees to provide services to the Client, as described in this agreement on a best efforts' basis for a period of up to **Twenty-Four (24) months** from the date the Attorney signs this agreement.

8. The initial fee paid in virtue of section 1 (a) of this agreement shall be made to the order of and retained by Colin R. Singer, Attorney IN TRUST until release by the Attorney of the application materials and detailed instructions to the Client and said sum shall thereafter be

disbursed to the Attorney. Subsequent sums paid in virtue of sections 1(b), 1(c) and 1(d) of this agreement shall be made to the order of Colin R. Singer, Attorney IN TRUST and upon receipt shall be disbursed to the Attorney.

9. The Attorney shall at all time preserve the confidences and personal information of the Client and shall treat such information as a privileged Attorney-Client communication.

10. Notwithstanding that the Client may ultimately elect to settle anywhere in Canada, this contract shall be governed, interpreted and enforced exclusively in the Province of Quebec and by the laws therein.

11. For the purposes of this agreement and until written notification to the contrary, the addresses of each party are the ones contained in this agreement. If a party omits to notify the other party of an address change, it will have deemed to elect domicile at the office of the clerk of the Superior Court of Montreal up until the time it advises the other party of its new address in writing.

12. This contract shall consist of two duly executed copies all of which shall be equally valid and a copy of which shall be kept by each of the parties hereto.

13. The parties hereto expressly agree that this agreement be written in the English language. Les parties aux présentes conviennent expressément que cette convention soit rédigée en anglais.

**EXECUTED IN MONTREAL, CANADA THIS _____ DAY OF _____**2018.

**SIGNING PROVISIONS**

On behalf of **CLIENT**

(Authorised Signature)

Title: Date:

On behalf of **LAW OFFICES OF COLIN R. SINGER**

(Authorised Signature)

Title: Managing Partner: Colin R Singer Date:

**Note: This offer shall remain open for acceptance for a period of 10 days.**
**Kindly advise us of your ongoing efforts to formalise our mandate.**

1. **Wire transfer** (below banking coordinates)

Please be sure to indicate your name as the ordering party. Please note there is a **bank service fee** charged by all banks. When paying our fees by wire transfer, you must ensure to include your bank service fees **plus** a fixed amount of ***$30.00*** for our ***administrative handling fee***. Please use the following Bank information to make your transfer:

| | |
|---|---|
| **INSTITUTION:** | Toronto Dominion Bank<br>2001 University Ave<br>Montreal, QC, H3A 2A6<br>CANADA<br>Fax: 514-289-1612 |
| **HOLDER/BENEFICIARY** | Colin R. Singer, Lawyer In Trust |
| **ACCOUNT NO:** | 308112 |
| **TRANSIT NO:** | 47941-004 |
| **The swift code:** | **TDOMCATTTOR** |
| **IBAN:** | **479410040136030811 2** |

2. **Visa, MasterCard, American Express OR Paypal** (please write the details below to be faxed/emailed/posted). You may also call our offices OR submit your details to our secure website using the following link: https://secure.immigration.ca/payonline.asp

***Credit Card Handling fee: please add a 5% surcharge on the total amount due for credit card transactions.***

The details required are:

1. Your Credit Card Number: _____
2. Name of Cardholder: _____
3. CSV Number: _____
4. Expiry Date: _____ / _____

*Mandatory Signature: _____

3. **Bank draft or money order** (payable to "Colin R. Singer, Attorney in Trust") and forwarded to the following mailing address:

Canadian Citizenship Resource Center (CCIRC) Inc.
515-4999 Ste-Catherine St. West
Montreal, Canada H3Z 1T3

4. **Interact Email Money Transfer (for clients within Canada)**: All you need is access to online banking through a participating financial institution, and you can send money with an email address and a bank account in Canada.

| | |
|---|---|
| **INSTITUTION:** | Toronto Dominion Bank<br>2001 University Ave<br>Montreal, QC, H3A 2A6<br>CANADA<br>Fax: 514-289-1612 |
| **HOLDER:** | Colin R. Singer, Lawyer In Trust |
| **ACCOUNT NO:** | 308112 |
| **TRANSIT NO:** | 47941-004 |
| **The swift code:** | **TDOMCATTTOR** |

***** Once you payment is completed, please, send scanned copy to **accounting@immigration.ca**

**Note**: If you experience any problems with any of the above payment methods, please contact us: +1 (514) 487 2011.