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 submit an application under the **Quebec Skilled Worker Program**.

ATTORNEY FEES - QUEBEC SKILLED WORKER PROGRAM

Our fees to represent you shall be established as follows:

1st Payment	When you hire our law firm	USD 950
2nd Payment	When the expression of interest is ready for submission to the Quebec immigration online system *Arrima* or FORTY-FIVE (45) days from the date of receipt of the first payment, **whichever occurs first**	USD 900
3rd Payment	When you receive an invitation to apply for a Certificate of Selection of Quebec (CSQ) or ONE HUNDRED TWENTY (120) days from receipt of the first payment, **whichever occurs first**	USD 800
4th Payment	When the application is approved by the Quebec processing office or NINETY (90) days from receipt of an invitation to apply, **whichever occurs first**	USD 800
	Total	**USD 3,450**

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

IMMIGRATION SERVICES

We will present your expression of interest under the *Arrima* online system **to secure the highest rank possible**, drawing upon our more than **90 years** of cumulative experience in presenting cases to immigration authorities.

If you receive an invitation to apply for permanent selection, we will assist you in submitting your **full application** to the Quebec immigration authorities.

If the application is approved, upon receipt of your Certificate of selection of Quebec, we will assist you in submitting an application for **permanent residence** to the federal immigration authorities.

FREE ONLINE IELTS COURSES

We will provide you with an **8-week (40 hours)** FREE online IELTS-Starter Course, including training modules, practise tests and interactive exercises to guide them through each part of the IELTS test (listening; reading; writing; speaking). The course also includes a terrific BONUS of a 100-hours Advanced English course.

EMPLOYMENT SERVICES
EMPLOYMENT ENHANCEMENT AND COACHING PACKAGE (EECP)

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, a Deloitte & Touche award winning professional transition enterprise and our in-house www.skilledworker.com, the leader in foreign recruitment.

We will provide you with an **HR package** at no additional cost to you. The package is offered through www.skilledworker.com and it includes the following services:

MODULE 1

- **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.
- **Professional Cover Letter** for you to target employers in Canada.
- **Employer Database** comprising **at least 350 prospective employers** who we have identified as potential hiring companies in your occupation in Canada. This tailor-made list based on your credentials includes complete employer information with email addresses for you to contact.

MODULE 2

- **LinkedIn Profile Creation, Optimization and Branding**. We will train you on how to use LinkedIn via face-to-face **live coaching (60 minutes)**. We will show you how to use LinkedIn to help you find a job in Canada from overseas. It includes:
  - Optimization of your LinkedIn Profile to appear in key-word searches to help you stand out
  - Identifying and strategically presenting your primary and secondary skills
  - Effectively guiding you to write and perfect a winning LinkedIn profile summary
  - Keyword density tips and strategies
  - Building endorsements
  - Identifying the best industries for you to target
  - Focusing on companies that have been recently hiring
  - Creating job alerts, and many other benefits
- **Educational Online Courses** (**up to 2 hours included)** customized to your professional needs where you will be guided by a career coach and HR specialist

MODULE 3

- **The preparation of telephone and live interviews** via educational online courses **(up to 4 hours included)** and **a face-to-face live coaching (60 minutes) with an HR specialist**
- **The creation of Video CV (One-way Video Interview)** - you will receive direct training in the creation of a visual resume for you to present to prospective employers
- You will have **full access to our Video CV platform for 1 year**

We will assist you with a passive, match-based employment search and placement assistance to identify prospects for potential jobs in Canada through our www.skilledworker.com and the Global Recruiters Network of Montreal under its proprietary Consulting and Placement Solutions - CAPS® (an employment search centric system).

Our **personalized services** are **user friendly** and can expedite the process - saving you time and resources.

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.

REFERENCES

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. They have agreed to provide you with a verbal or even a written confirmation of my membership. Our law society in Montreal may be reached at +1 (514) 954-3413. Mr. Singer's membership # is 188038-1.
http://www.immigration.ca/en/authorized-by-the-government-of-canada.html

We thank you again for engaging our service.

Sincerely,

LAW OFFICES OF COLIN R. SINGER

CONTRACT OF ENGAGEMENT

Quebec Skilled Worker Program

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 or the purposes of preparing and submitting an application under the **Quebec Skilled Worker program;**

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 **$3,450.00** (**United States Dollars**) which sum is to be paid in the following manner:

a) **$950** to be paid following the signing hereof;

b) **$900** to be paid when the expression of interest is ready for submission to the Quebec immigration online system *Arrima* or FORTY-FIVE (45) days from the date of receipt of the first payment, **whichever occurs first**;

c) **$800** to be paid when you receive an invitation to apply for a Certificate of Selection of Quebec (CSQ) or ONE HUNDRED TWENTY (120) days from receipt of the first payment, **whichever occurs first**;

d) **$800** to be paid when the application is approved by the Quebec processing office or NINETY (90) 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 qualify for a Quebec Certificate of Selection and Canadian permanent residence;

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) Prepare and submit an expression of interest under the Quebec online system *Arrima*;

d) If and when the Client receives an invitation to apply for a Quebec Certificate of Selection (CSQ), prepare and submit the Client's application and detailed submissions addressing the relevant factors of evaluation in a manner which best reflects the Client's qualifications;

e) If and when the application is approved by the Quebec processing office, prepare and submit an application for permanent residence to the federal government;

f) Co-ordinate the submission of the completed application(s) and supporting documentation along with the Attorney's covering letter, at the Client's expense, 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) 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;

j) 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;

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

l) 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;

m) Provide the Client with an **8-week FREE online IELTS-Starter Course**, including training modules, practise tests and interactive exercises to guide them through each part of the IELTS test (listening; reading; writing; speaking). The course also includes a terrific BONUS of a 100-hours Advanced English course.

Employment

n) Subject to receipt of fees in section 1(b), provide the Client with **Module 1** of our employment services, including a **Canadian-styled Resume** outlining the Client's education, employment history and other hiring attributes for submission by the Client to Canadian hiring managers, a professional **Cover letter**, and a comprehensive Data Base comprising of **at least 350 prospective employers**, for the Client to contact, identified as potential hiring companies in the Client's occupation in Canada;

o) Subject to receipt of fees in section 1(c), and following a schedule to be agreed upon, provide the Client with **Module 2** of our employment services including training on how to create an effective optimized **LinkedIn profile and branding** via face-to-face **live coaching (60 minutes)** and **customized educational online courses (up to 2 hours)**.

p) Subject to receipt of fees in section 1(c), and following a schedule to be agreed upon, provide the Client with **Module 3** including insight into how to prepare for **telephone and live interviews** via **a face-to-face live coaching (60 minutes)** with an HR specialist and **educational online courses** (**up to 4 hours)** and the **creation of Video CV (One-way Video Interview)**. **Full access to video CV platform for 1 year**;

q) 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.skilledworker.com and the Global Recruiters Network of Montreal 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 all the credentials claimed by the Client and accompanying dependants as requested by the Attorney.

b) 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;

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

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

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

f) 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;

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

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

i) 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;

j) 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;

k) 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;

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

m) 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 (including driving while intoxicated), affecting the Client or the Client's accompanying dependants.

5. In the event that a decision is rendered by the Quebec 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 and the Attorney is unable to 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 *Arrima* system; b) receiving an invitation to apply for a CSQ; c) submitting a complete application to the Quebec immigration office within the required delays and d) upon approval of CSQ, submitting a completed application to the federal immigration processing office within required delays, before applicable quotas are reached, if applicable. 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. The Client expressly acknowledges and agrees that any staff member of the Law Offices of Colin R. Singer may contact the Client in the execution of this mandate. Furthermore, the Client understands that although a specific advisor will be appointed at intake, advisors may be subject to change at any time during this mandate without prior notice.

11. Notwithstanding that the Client may ultimately elect to settle anywhere in Canada, this contract shall be governed, interpreted and enforced in accordance with the laws of the Province of Quebec.

12. 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.

13. 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.

14. 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_____20___.

SIGNING PROVISIONS

On behalf of **CLIENT**

(Authorized Signature)

Title: Date:

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

(Authorized 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

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***, for each wire transfer you make.

Please use the following Bank information to make your transfer:

INSTITUTION:	Toronto Dominion Bank 2001 Boul. Robert-Bourassa Montreal, QC, H3A 2A6, CANADA, Fax: 514-289-1612
HOLDER/BENEFICIARY	Colin R. Singer, Lawyer In Trust
ACCOUNT NO:	7370633
TRANSIT NO:	47941-004
ROUTING NO:	000447941
The swift code:	**TDOMCATTTOR**
IBAN:	**479410040136073706 33**

If you are wiring funds yourself via your personal bank account interface, please note the following:

1. Please ensure that beneficiary is written “Colin R. Singer, Lawyer in Trust” and not “Colin Singer”
2. Your banking interface may require you to add a “0” in front of bank account: 07370633
3. Your banking interface may require you to use the “Routing Number” instead of the “Transit”
4. IBAN is not used in sending outgoing wires in Canadian Banking. However, the required fields of your banking interface may require you to input: 47941004013607370633
5. Please enter the beneficiary’s complete address as per below:
   4999 SAINTE-CATHERINE ST W., SUITE 515
   WESTMOUNT, QUEBEC, H3Z 1T3, CANADA

If you still receive an error message after inputting all the above then please contact your bank for a manual wire.

2. CREDIT CARD (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://securepay.immigration.ca/

Please add a 5% surcharge on the total amount due as banking fees for credit card and PayPal transactions.

The details required are:

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

*Mandatory Signature: _____

3. BANK DRAFT OR MONEY ORDER

It must be made 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. INTERAC EMAIL E-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.
Please proceed with the Interac e-transfer to the following email address: csinger@immigration.ca

***** Once you payment is completed, please, send scanned copy to accounting@immigration.ca
If you experience any problems with any of the above payment methods, please contact us: +1 (514) 487 2011.