

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 signing the contract provided herein and the forwarding of same to us along with the first portion of our counsel fees.

Following our review of your credentials, we believe that you are likely to qualify to sponsor your spouse / partner / relative for Canadian permanent residence under the Family Class.

Our fees to represent you shall be established as follows:

**Attorney Fees - (Monthly Instalment Plan)**

1st Payment	When you hire our law firm	USD 850
10 Monthly Payments	\$190 each month starting on the 30 <sup>th</sup> day following the signing of this agreement	USD 1900
<b>Total</b>		<b>USD 2,750</b>

**Read:** Attorney Colin Singer is an internationally acclaimed Canadian immigration lawyer featured on [Wikipedia](#). He has frequently published editorials and articles in industry-recognized [publications and law journals](#).

**Watch** our [latest videos](#) describing our programs.

**Listen** to our [audios and podcasts](#) informing you about the latest developments in the immigration industry.

**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 services.

Sincerely,  
**LAW OFFICES OF COLIN R. SINGER**

**CONTRACT OF ENGAGEMENT**

**Family Sponsorship Class**

**BY AND BETWEEN:**

**Family Name**

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_

(Hereinafter referred to as the "**SPONSOR/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 Sponsor/Client hereby retains the professional services of the Attorney for the purposes of receiving legal counsel with respect to the preparation and submission of an application for **Canadian permanent residence** (the "Application"), on behalf of the sponsor and his/her member of the Family Class (the "applicant");

**WHEREAS** the Attorney hereby accepts such mandate and agrees to provide comprehensive services 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 Sponsor/Client agrees and undertakes to pay the Attorney, the total sum of **\$2750 United States Dollars**, which sum is to be paid in the following manner:

- a) \$850 to be paid following the signing hereof;
- b) \$1900 to be paid in 10 consecutive equal monthly instalments of \$190 each commencing on the 30<sup>th</sup> day following the signing of this agreement, subject to the terms of section 5 below, payable by the Client's authorized VISA or MASTERCARD credit card facility.

**2. DUTIES OF THE ATTORNEY**

The Attorney shall:

- a) Assess the Sponsor/Client's qualifications to sponsor an application for Canadian permanent residence and advise the Sponsor/Client accordingly;
- b) Assist the Sponsor/Client in the preparation of the Canadian government application forms in a manner which best reflects the applicant's qualifications for permanent residence;
- c) Review and identify for submission, all required documentary evidence in support of the application;
- d) Identify and confirm to the Sponsor/Client the most suitable evidence which best reflects the applicant's qualifications in accordance with Canadian immigration selection criteria in order to maximize the chances for an interview waiver;
- e) Co-ordinate the submission of the completed application(s) and supporting documentation along with the Attorney's covering letter, at the Sponsor/Client's expense, to the immigration processing office and confirm its arrival;

- f) Effect all additional written and/or verbal follow up representations to the processing Visa Office and related Canadian government agencies as is deemed necessary by the Attorney;
- g) Receive communications and documentation from the Visa Office on behalf of the Sponsor/Client and faithfully advise the Sponsor/Client of the ongoing requirements by the Visa Office with respect to the application;
- h) Monitor the applicant's submitted application throughout the process so as to ensure the processing of the application in a timely fashion within applicable processing standards;
- i) During the term of this mandate, provide timely written replies to the Sponsor/Client's written questions, within reason, in the areas of immigration in Canada.

### **3. DUTIES OF THE SPONSOR/CLIENT:**

The Sponsor/Client shall:

- a) Truthfully and accurately provide all information requested by the Attorney and the processing Visa Office;
- b) Forthwith provide all supporting documentation as requested by the Attorney. It is expressly understood that all documentation provided shall be truthful and accurate;
- c) Truthfully disclose to the Attorney, all information related to any and all of the applicant's (or accompanying dependant's), current or prior criminal charges and/or convictions (including driving while intoxicated);
- d) Forthwith advise the Attorney of any and all communications received by the Sponsor/Client from the processing Visa Office;
- e) Attend at all interviews when first scheduled by the processing Visa Office and promptly follow all instructions as communicated by the processing Visa Office;
- f) Demonstrate possession of sufficient liquid funds in recognised Financial Institution in accordance with the requirements of the Canadian government's policy on minimum required income (where applicable) and settlement funds;
- g) Forthwith advise the Attorney of any change in marital, familial, education or employment status as well as any change in the Sponsor/Client's residential, mailing or Email addresses;
- h) 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;

- i) Forthwith pay the processing fees levied by the processing Visa Office;
- j) Follow all instructions and recommendations provided by the Attorney;
- k) Forthwith pay the Attorney's fees for professional services as set forth in this agreement.

4. In the event that the Sponsor/Client's submitted application is rejected by the visa office and the Attorney is unable to overturn such decision, and **save and except** for a conclusion by the visa office that the relationship is not genuine, a medical or security inadmissibility, an unfavourable modification to current selection criteria which occurs subsequent to the date of this agreement, or the failure by the Client to adhere to all of the terms and conditions of this agreement, the Attorney undertakes to provide a FULL refund to the Sponsor/Client of the fees paid by the Sponsor/Client to the Attorney, excluding processing fees levied by the processing Visa Office.

5. There shall be no refund payable to the Sponsor/Client where the Sponsor/Client unilaterally terminates or abandons this agreement. In such case, all amounts paid pursuant to this agreement shall be retained by the Attorney for services validly rendered to-date. As well, the Sponsor/Client is responsible for any fees and disbursements owing at that time. The Attorney may exercise all rights of retention until outstanding fees are paid.

6. In situations where this Mandate presents specific difficulties, or when the services to be rendered require special competence and diligence, or in the pursuit of an exceptional result, we reserve the right to claim over and above our professional fees stated in this Mandate, just and reasonable additional fees.

7. The Client expressly acknowledges that the residence project described herein is to be carried out by the Attorney on a best efforts' basis for a period of **Twenty-Four (24) months** from the date the Attorney signs this agreement.

8. The Sponsor/Client acknowledges that delays incurred in the processing of the submitted application may vary in accordance with various factors outside the control of the Attorney including and without limitation, the increase or decrease in the volume of applications filed at the processing Visa Office subsequent to the filing of the application, changes in personnel configurations at the processing Visa Office and changes in policy by the government of Canada. There shall be no refund payable to the Client for any reason related to any delay incurred in the processing of the submitted application.

9. 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.

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

11. This contract shall be governed, interpreted and enforced in accordance with the laws of the Province of Quebec.

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 \_\_\_\_\_ 20\_\_\_\_.**

**SIGNING PROVISIONS**

On behalf of <b>CLIENT/SPONSOR</b>	
(Authorized Signature)	
Title:	Date:

On behalf of <b>LAW OFFICES OF COLIN R. SINGER</b>	
(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**.

Please use the following Bank information to make your transfer:

<b>INSTITUTION:</b>	Toronto Dominion Bank 2001 Boul. Robert-Bourassa Montreal, QC, H3A 2A6, CANADA, Fax: 514-289-1612
<b>HOLDER/BENEFICIARY</b>	Colin R. Singer, Lawyer In Trust
<b>ACCOUNT NO:</b>	308112
<b>TRANSIT NO:</b>	47941-004
<b>The swift code:</b>	<b>TDOMCATTOR</b>
<b>IBAN:</b>	<b>4794100401360308112</b>

### 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 MONEY TRANSFER (for client 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.

<b>INSTITUTION:</b>	Toronto Dominion Bank 2001 Boul. Robert-Bourassa Montreal, QC, H3A 2A6, CANADA, Fax: 514-289-1612
<b>HOLDER/BENEFICIARY</b>	Colin R. Singer, Lawyer In Trust
<b>ACCOUNT NO:</b>	308112
<b>TRANSIT NO:</b>	47941-004
<b>The swift code:</b>	<b>TDOMCATTOR</b>
<b>IBAN:</b>	<b>4794100401360308112</b>

\* Once you payment is completed, please, send scanned copy to [accounting@immigration.ca](mailto:accounting@immigration.ca)

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