

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 we agree to represent you to apply for a Canada Study Permit and Canadian permanent residence, subject to the terms and conditions of our engagement outlined below.

Our fees to represent you shall be established as follows:

**Attorney Fees:**

1st Payment	When you hire our law firm	USD 950
2nd Payment	When an application is ready for submission to an approved educational institution in Quebec or NINETY (90) days from the date of receipt of the first payment, <b><u>whichever occurs first</u></b>	USD 950
3rd Payment	When an application for Study Permit is approved by the immigration processing office	USD 950
4 <sup>th</sup> Payment	When an application for Quebec Certificate of Selection is ready for submission	USD 1650
<b>Total</b>		<b>USD 4500</b>

We trust that the foregoing will meet with your approval and look forward to representing you in the near future.

Thank you again for retaining our services.

Yours sincerely,

**LAW OFFICES OF COLIN R. SINGER**

**CONTRACT OF ENGAGEMENT**

**Canada Study Permit & Permanent Residence – PEQ**

**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 for the purposes of receiving legal counsel with respect to the preparation and submission of an application for **Canada study permit and Canadian permanent residence** (the "Relocation project");

**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 **\$4500 (United States Dollars)** which sum is to be paid in the following manner:

- a) \$950 to be paid following the signing hereof;
- b) \$950 to be paid when an application is ready for submission to an approved educational institution in the Province of Quebec or NINETY (90) days from the date of receipt of the first payment, **whichever occurs first;**
- c) \$950 to be paid when an application for Study Permit is approved;
- d) \$1650 plus applicable taxes to be paid when the application for a Quebec Certificate of Selection is ready for submission to the immigration processing office.

### **2. DUTIES OF THE ATTORNEY**

#### **Study Permit and Temporary Residence**

The Attorney shall:

- a) Assess the Client's qualifications for admission to a maximum of two (2) suitable programs of full-time study in Quebec and advise the Client accordingly.
- b) Assist the Client to secure admission into a maximum of two (2) suitable programs of study in Quebec which best reflects the Client's qualifications;
- c) Prepare an application for a study permit and temporary residence permit which best reflects the Client's qualifications and which provides the most favourable consideration under the applicable factors of assessment.

- d) Review and identify for submission, all required documentary evidence in support of the application.
- e) Prepare a detailed submission letter to the selected immigration processing office that enumerates the Client's qualifications.
- 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 promptly 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;

### **Quebec Experience Class**

- k) Assess the Client's qualifications and advise the Client on the requirements to qualify for a Quebec Certificate of Selection and Canadian permanent residence;
- l) 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;
- m) Prepare an application for Quebec Certificate of Selection and detailed submissions addressing the relevant factors of evaluation under the Quebec Economic Class in a manner which best reflects the Client's qualifications;
- n) 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;
- o) Prepare the Client where applicable, for a selection interview with the immigration processing office;

- p) 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;
- q) Assist the Client in securing professional accreditation designation by a provincial licensing authority, where applicable;
- r) 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;
- s) 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;
- t) Provide the Client with effective landing and post landing strategies to validate and preserve Canadian permanent residence;
- u) During the term of this mandate, provide timely written replies to the Client's written questions, within reason.

### **3. DUTIES OF THE CLIENT**

The Client shall:

- a) Subject to section 2(b), provide the Attorney with a minimum of 1 government approved Post-Secondary Educational program (college or university in Quebec "the Study Program"), which the client wishes to attend;
- b) Apply to the selected study program after discussion with the Attorney;
- c) Provide the Attorney with copies of all correspondence between the Client and the study program (including and without limitation, the letter(s) of admission);
- d) Forthwith provide all documentation supporting the qualifications claimed by the Client and accompanying dependants as requested by the Attorney. It is expressly understood that all documentation shall be truthful and accurate and translated into the English or French languages at the Client's expense;
- e) Forthwith advise the Attorney of any and all communications received by the Client from the study program and the immigration processing office;
- f) Attend at all interviews when first scheduled by the immigration processing office and promptly follow all instructions as communicated by the immigration processing office;

- g) During the term of this agreement, provide the Attorney with written confirmation of the Client's Intermediate-Advanced French language proficiency level (B2) or its approved equivalent;
- h) Demonstrate possession of sufficient settlement funds in accordance with the requirements of applicable government policy on settlement funds;
- 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, in relation to the relocation project;
- j) Forthwith pay all processing fees charged by the study program, immigration processing office, or related to language testing, 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/pending criminal charges or any conviction affecting the Client or the Client's accompanying dependants.

5. The Client expressly acknowledges that this mandate is being carried out by the Attorney on a fixed fee, best efforts' basis. There shall be no refund payable to the Client if during its term, the relocation project described herein does not conclude favourably. There shall be no refund payable to the Client where the Client unilaterally terminates or abandons this agreement for any reason whatsoever. In such cases, all amounts paid pursuant to this agreement shall be retained by the Attorney on behalf of CANADIAN CITIZENSHIP & IMMIGRATION RESOURCE CENTER (CCIRC) INC, without consideration for the time actually spent. As well, the Client is responsible for any fees and disbursements owing at that time.

6. The Client acknowledges that delays incurred in the processing of the submitted application(s) 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. This agreement does not constitute any guarantee that visa(s) will be obtained for the Client.

7. 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 CANADIAN CITIZENSHIP & IMMIGRATION RESOURCE CENTER (CCIRC) INC. 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 CANADIAN CITIZENSHIP & IMMIGRATION RESOURCE CENTER (CCIRC) INC. The Attorney declares that the CANADIAN CITIZENSHIP & IMMIGRATION RESOURCE CENTER (CCIRC) may earn separate fees from the Study Program.

8. Subject to the Client complying with all its obligations referenced in section 3, the Attorney agrees to provide services to the Client as described in this agreement on a best efforts' basis for a period of **Thirty-six (36) months** from the date the Attorney signs this agreement.

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 in accordance with the laws of the Province of Quebec.

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 \_\_\_\_\_ 2020.

**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** (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:

<b>INSTITUTION:</b>	Toronto Dominion Bank 2001 University Ave 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. 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/>

**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 (MM/YY): \_\_\_\_\_ / \_\_\_\_\_

\*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.

<b>INSTITUTION:</b>	Toronto Dominion Bank 2001 University Ave Montreal, QC, H3A 2A6 CANADA Fax: 514-289-1612
<b>HOLDER:</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>

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

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