

Our recent communication refers. The purpose of this letter is to confirm our engagement as counsel to represent you and to provide you with information concerning the terms of our mandate. 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 this letter and the forwarding of same to us by facsimile transmission.

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 apply for **Temporary Resident Visa (TRV)** to Canada.

Our fees to represent you shall be established as follows:

ATTORNEY FEES – Temporary Resident Visa (visitor visa)

1st Payment	When you hire our law firm	USD 750
2nd Payment	When your application is ready for submission to the appropriate immigration office.	USD 750
Total		USD 1,500

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.

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: <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. My 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

Temporary Resident Visa (TRV) / Visitor Visa

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 retain the professional services of the Attorney for the purposes of preparing and submitting an application for a **temporary resident visa** (the "Application");

WHEREAS the Attorney agrees to provide 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 **\$1,500 (United States Dollars)**, excluding government processing fees, which sum is to be paid in the following manner:

- a) **\$750** to be paid following the signing hereof;
- b) **\$750** to be paid when the application is ready for submission at the appropriate immigration office.

2. DUTIES OF THE ATTORNEY

The Attorney shall:

- a) Assess the Client's qualifications and advise the Client on the eligibility requirements under the applicable regulations.
- b) Inform the Client of all required documentary evidence which best reflects the Client's qualifications under all the factors of assessment, including but not limited to financial means, education and training, work experience, language abilities and other factors;
- c) Co-ordinate the submission of the completed application and supporting documentation at the Client's expense, to the government processing office and confirm its arrival;
- d) Effect all additional written and/or verbal follow up representations to the government processing office as is deemed necessary by the Attorney;
- e) Receive communications and documentation from the government processing office on behalf of the Client and faithfully advise the Client of the ongoing requirements with respect to the Client's application;
- f) 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.
- g) During the term of this mandate, provide timely written replies to the Client's written questions, within reason, in the area of immigration to Canada.

3. DUTIES OF THE CLIENT

The Client shall:

- a) Forthwith provide all supporting documentation to corroborate all the credentials claimed by the Client (financial means, education, work experience, language proficiency, etc.) 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, if necessary;
- c) 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;
- d) Forthwith advise the Attorney of any and all communications received by the Client from the government processing office;
- e) Attend at all interviews when first scheduled by the government processing office and promptly follow all instructions as communicated by the government processing office and those provided by the Attorney;
- f) 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;
- g) 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;
- h) Forthwith pay the processing fees levied by the immigration processing office and all expenses related to the immigration project described in this agreement (including but not limited to language tests, medical examinations, translations of documents, etc.);
- i) 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. The Client expressly acknowledges that the fees under this mandate, once paid, are non-refundable in the event that the Client decides to abandon the project described herein, or decides, for any reason, not to proceed forward or continue with our services, at any stage of our mandate. In such case, all amounts paid pursuant to this agreement shall be retained by the Attorney for services rendered to date irrespective of time spent. As well, the 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. The Client acknowledges that the project described herein is dependent on the Client submitting a fully supported application to the applicable immigration processing office that in the Attorney's sole evaluation, meets the requirements of the program. The Attorney does not guarantee processing times and the 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 immigration processing office subsequent to the filing of the application, changes in personnel configurations at the immigration processing office and changes in policy by the government of Quebec and Canada.

7. The Client expressly acknowledges that the services described herein is to be carried out by the Attorney on a best efforts' basis for a period of **twelve (12) months** from the date the Attorney signs this agreement OR until a decision is rendered in your application.

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) 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 Attorney may contact the Client in the execution of this mandate.

11. This contract shall be governed, interpreted and enforced exclusively in the Province of Quebec and by the laws therein.

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 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: **TDOMCATTOR**

IBAN: **47941004013607370633**

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.