

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, you are eligible to apply for Canadian Study Permit.

Our fees to represent you shall be established as follows:

Attorney Fees - (Regular Payment Plan)

1st Payment	When you hire our law firm	USD 700
2nd Payment	When one of two (1 of 2) applications are ready for submission to qualified educational institutions in Canada or SIXTY (60) days from the date of receipt of the first payment, <u>whichever occurs first</u>	USD 700
3 rd payment	When an application for Study Permit or an application for a Quebec Certificate of Acceptance is ready for submission to the immigration processing office, <u>whichever occurs first</u>	USD 500
4th Payment	When the application for study permit is approved	USD 500
Total		USD 2,400

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,

COLIN R. SINGER, B.A., LL.L., C.H.R.P.

CONTRACT OF ENGAGEMENT

Canadian Study Permit & Temporary Residence 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 study in Canada and hereby retains the professional services of the Attorney to relocate to Canada as a temporary resident;

WHEREAS the Attorney agrees to provide comprehensive services to the Client 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 \$2400 (United States Dollars) which sum is to be paid in the following manner:

- a) \$700 to be paid following the signing hereof;
- b) \$700 When one of two (1 of 2) applications are ready for submission to qualified educational institutions in Canada or SIXTY (60) days from the date of receipt of the first payment, **whichever occurs first**
- c) \$500 when an application for Study Permit or an application for a Quebec Certificate of Acceptance is ready for submission to the immigration processing office **whichever occurs first**;
- d) \$500 the application for study permit and temporary residence visa (if applicable) is approved.

2. DUTIES OF THE ATTORNEY

The Attorney shall:

- a) Prepare an application for a study permit and temporary residence visa (if applicable) which best reflects the Client's qualifications and which provides the most favourable consideration under the applicable factors of assessment.
- b) Review and identify for submission, all required documentary evidence in support of the application.
- c) Prepare a detailed submission letter to the selected immigration processing office that enumerates the Client's qualifications.
- d) Co-ordinate the submission of the completed application(s) and supporting documentation along with the Attorney's covering letter, to the immigration processing office.

- e) Prepare the Client for an interview with the immigration processing office.
- f) 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.
- g) Receive communications and documentation from the immigration processing office on behalf of the Client and faithfully advise the Client of the ongoing requirements by the immigration processing office with respect to the Client's application.
- h) Monitor 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.
- i) During the term of this mandate, provide timely written replies to the Client's written questions, within reason, in the areas of temporary residence and study in Canada.

3. DUTIES OF THE CLIENT

The Client shall:

- a) Truthfully and accurately provide all information requested as by the Attorney and by the educational institution(s) and the immigration processing office.
- b) Forthwith provide all supporting documentation, including with limitation, acceptance to a government accredited study institution, 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 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 all educational institutions and the immigration processing office.
- e) Attend at all interviews when first scheduled by the immigration processing office and promptly follow all instructions as communicated by the immigration processing office.
- f) Attain sufficient knowledge of the English or French languages which is commensurate with an assessment by the immigration processing office that applicant speaks, understands, reads and writes with moderate proficiency in the English or French languages.
- g) Demonstrate possession of sufficient liquid funds in recognised Financial Institution in accordance with the requirements of the Canadian government's policy on settlement funds.

- 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 the processing fees levied by the immigration processing office.
- k) Follow all instructions and recommendations provided by the Attorney.
- l) Forthwith pay the Attorney's fees for professional services as set forth in this agreement.

4. There shall be no refund payable to the Client where the Client unilaterally terminates or abandons this agreement. In such case, all amounts paid pursuant to this agreement shall be retained by the Attorney on behalf of Colin R. Singer, Attorney IN TRUST. As well, the Client is responsible for any fees and disbursements owing at that time.

5. The 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 immigration processing 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.

6. 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 **Twelve (12) months** from the date the Attorney signs this agreement.

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 Attorney. Subsequent sums paid in virtue of sections 1(b), and 1(c) 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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

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
2001 Boul. Robert-Bourassa
Montreal, QC, H3A 2A6, CANADA, Fax: 514-289-1612

HOLDER/BENEFICIARY Colin R. Singer, Lawyer In Trust

ACCOUNT NO: 308112

TRANSIT NO: 47941-004

The swift code: **TDOMCATTOR**

IBAN: **4794100401360308112**

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/>

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

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.

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: 308112

TRANSIT NO: 47941-004

The swift code: **TDOMCATTOR**

IBAN: **4794100401360308112**

* 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.