

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 th day following the signing of this agreement	USD 1900
Total		USD 2,750

Kindly find a summary of our firm's standard terms of engagement. Should the terms described therein meet with your approval, please sign the agreement in duplicate and return a copy to us by fax transmission or a scanned version by Email along with your initial remittance.

Our fees may be remitted by Bank Draft, Money Order or a Personal Cheque (drawn on an account in Canada or the United States) payable to the order of "COLIN R. SINGER, ATTORNEY IN TRUST"; Direct Wire Transfer; or Credit Card payment (VISA/MASTERCARD).

If you prefer to implement a direct wire transfer we would be pleased to provide you with our banking co-ordinates, upon request. If you intend to remit our fees by VISA or MASTERCARD kindly include the following information on the first page of the contract: Type of credit card; Name of issuing bank; Name of card holder; Card number; Card expiry date.

Our mandate will be formalised upon our receiving by fax transmission or a scanned version by Email of the signed agreement, along with your remittance covering the first portion of our counsel fees.

Upon receipt of your first payment, we will immediately forward to you copies of application forms, authorisation statements, a detailed list of required documentation and further instructions.

You would complete the various application forms in draft format and forward them to us for our review and preparation.

We will then prepare and complete your application within approximately two weeks following receipt of all of the required documentation and provide you with instructions regarding the actual filing procedures including payment of government processing fees and related requirements.

Subject to the terms of our contract referenced below regarding processing delays, within approximately 8-10 months following the filing of your case, we expect to receive a confirmation of application receipt and a file number.

Thus to summarise, here is how you may proceed to retain our services:

1. Print the attached contract, sign the last page and fax or scan/Email the complete contract with your signature on the last page, to our offices. (Our fax facilities comprise of a secured, dedicated fax line, accessible 24 hours, 7 days a week).
2. Forward to us, your remittance covering only the first portion of our counsel fees. We do not at this time require the government processing fees.
3. Once we receive these two items we will provide you with special access to our web site, our initiating documentation along with our signature to the contract.

We take pride in inviting you to contact our Law Society in Montreal to satisfy any concerns that you may have regarding the professional credentials of the undersigned. Our law society has agreed to provide you with a verbal or even a written confirmation of my membership. Our law Society in Montreal may be reached by dialling (514) 954-3413. My membership # is 188038-1.

You may also receive a confirmation of my standing as an Authorized Representative before the Canadian authorities on the Internet: <http://www.immigration.ca/profile-authorized.asp>.

As well, please feel free to contact any of the numerous references which you may obtain from the following location:

<http://www.immigration.ca/profile-comments.asp>

Lastly we wish to emphasise that certain documents like police certificates, employment certificates, and passports are not required at the very early stages. We will outline to you our detailed and perfected procedures once our mandate is formalised. **Our procedures will save**

you significant time and effort. Kindly proceed to formalise our mandate in the manner described in order that we may thereafter share with you our operating procedures.

We trust that the foregoing will meet with your approval and look forward to representing you in the near future. Should you have any additional questions regarding the foregoing, we invite you to communicate with us at your convenience and/or to browse our award winning World Wide Web site, which is referenced at the URL denoted below.

Thank you again for retaining our services.

Yours sincerely,

LAW OFFICES OF COLIN R. SINGER

Per: (s) Colin R. Singer
COLIN R. SINGER, B.A., LL.L. C.H.R.P.

**CONTRACT OF ENGAGEMENT
(Instalment Payment Plan)**

(Family Sponsor 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”) and the Attorney hereby accepts such mandate, the whole subject to the following terms and conditions;

NOW THEREFORE IT IS AGREED AS FOLLOWS:

In consideration of the Attorney's services, the Client agrees and undertakes to pay the Attorney, the total sum of \$2750 (USD) which sum is to be paid in the following manner:

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

1. DUTIES OF THE ATTORNEY

The Attorney shall:

- a) Assess the Sponsor's qualifications to sponsor an application for Canadian permanent residence and advise the Sponsor 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 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) Once issued, deliver to the Sponsor/Client by the Attorney's courier service, at the Client's expense, the Canadian permanent residence visa(s) for the Client and his/her accompanying dependants;
- j) Provide the applicant with effective landing and post landing strategies to validate and preserve Canadian permanent residence;
- k) During the term of this mandate, provide timely written replies to the Sponsor/Client's written questions, within reason, in the areas of immigration and employment in Canada.

2. 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;
- a) Forthwith provide all supporting documentation as requested by the Attorney. It is expressly understood that all documentation provided shall be truthful and accurate;
- b) 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;
- c) Forthwith advise the Attorney of any and all communications received by the Sponsor/Client from the processing Visa Office;
- d) Attend at all interviews when first scheduled by the processing Visa Office and promptly follow all instructions as communicated by the processing Visa Office;
- e) 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;
- f) 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;
- 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 processing Visa Office;
- i) Follow all instructions and recommendations provided by the Attorney;
- j) 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. In the event that the application proceeds to interview waiver or is favourably approved by the visa office in Mississauga or Vegreville, or if the Client delays a monthly instalment payment past the monthly due date, the Client agrees to accelerate the payment schedule outlined in section 1(b) above by remitting the full amount of outstanding counsel fees at such time.

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 Sponsor/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.

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 _____ 2019.

SIGNING PROVISIONS

On behalf of **CLIENT/SPONSOR**

(Authorised Signature)

Title:

Date:

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

(Authorised Signature)

**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:

INSTITUTION:	Toronto Dominion Bank 2001 University Ave 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. 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://secure.immigration.ca/payonline.asp>

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: ____ / ____

*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.

INSTITUTION:	Toronto Dominion Bank 2001 University Ave Montreal, QC, H3A 2A6 CANADA Fax: 514-289-1612
HOLDER:	Colin R. Singer, Lawyer in Trust
ACCOUNT NO:	308112
TRANSIT NO:	47941-004
The swift code:	TDOMCATTOR

* Once you payment is completed, please, send scanned copy to accounting@immigration.ca

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