

Initial Consultation Agreement

This Initial Consultation Agreement is made this day of , 202X, between Regulated Canadian Immigration Consultant, **Kanwar Shahi of Iraj Immigration Consulting Inc.** (hereinafter referred to as “the Licensee”) and XXXXX YYYYYYY mailing address, telephone number, email address (hereinafter referred to as the “Client”).

This Initial Consultation Agreement sets forth the terms and conditions of the initial consultation meeting between the RCIC and the Client

1. Purpose:

- a) Determine the nature of your immigration inquiry based on the various streams and programs of immigration;
- b) Provide answers to your questions to the best of our ability;
- c) Identify your options and to the extent possible, analyse the costs and benefits of each;
- d) Provide you with the necessary information to assist you in what course of action you decide;
- e) To discuss our fees and terms of representation if a consultant-client relationship is to be established after the meeting; and
- f) Determine the next steps in the process, as mutually agreed upon.

2. Professional Fees:

- a) The client agrees to pay a fee of CAD\$ XX.00 (plus applicable taxes) for a duration of XX minutes;
- b) Terms & Conditions:
 - i. The aforesaid fees are payable prior to the Consultation at the time of booking an appointment;
 - ii. This fee is non-refundable under any circumstance;
 - iii. Should the Client not arrive on time for the Consultation, no extra time will be added;
 - iv. Should the Client not arrive within the first ten (10) minutes of the Consultation, this will be considered a “no show” and the Initial Consultation will be considered forfeited;
 - v. Should the services of the RCIC be retained within seven (7) days from the date of the Initial Consultation, fees paid for the Consultation will be credited towards the Service Agreement.

3. Client Obligations:

- a) The Client agrees to complete and submit the ***Immigration Assessment*** that is sent to their email at least 2 days prior to the date of Consultation;
- b) Failure to complete the assessment prior to the Consultation, may result in the Initial Consultation being canceled or may require the RCIC to complete this during the Initial

Consultation. **No additional time will be provided for the Initial Consultation as a result of the assessment not being completed.**

- c) The Client agrees to provide the RCIC with such factual information and documentation as are required to perform the consultation;
- d) The Client agrees to be accurate and honestly provide the RCIC with all information, even if negative or adverse, which might be relevant to the advice provided by the RCIC in this matter;
- e) The Client understands and acknowledges that failure to fully disclose all relevant information to the RCIC will impact the advice given by the RCIC and may void this Agreement, or seriously affect the outcome of the application of the Client or the retention of any status that the Client may obtain;

4. Limits of Engagement:

- a) This Agreement and report do not in any case engage or oblige the RCIC to any further work or representation for the Client. This agreement solely covers work as described above.
- b) The initial consultation is for information purposes only and is not intended to be for representation purposes;
- c) Further consultation beyond the allocated booking time will require a new appointment with the applicable fees paid upon scheduling the new consultation appointment.
- d) As a courtesy, the RCIC may choose to answer a maximum of two (2) follow-up questions from you via email, at our discretion. The follow up questions must be received by us within two (2) calendar days after the date of your consultation and cannot be technical in nature or require in depth research;
- e) The work done under this agreement will be limited to the duration as specified in section 2 above.
- f) Further consultation beyond the allocated booking time will require a new appointment with the applicable fees paid upon scheduling the new consultation appointment.

5. Method of Consultation:

- a) The RCIC shall provide consulting services to the Client by online communication in Google Meet (or Zoom meeting, WhatsApp, Skype and Phone call if needed)
- b) The consultation shall last for such a period of time as is necessary for the RCIC to perform the services under this agreement, but in any event, shall not extend beyond the duration as stated in section 2 above.

6. Governing Law:

This Agreement shall be governed by the laws in effect in the Province / Territory of British Columbia, and the Federal laws of Canada applicable therein.

Please be advised that **Kanwar Shahi, RCIC-IRB**, bearing the License number **R1032692** is a member in good standing of the College of Immigration and Citizenship Consultants (CICC), and as such, is bound by its By-law, Code of Professional Ethics, and Regulations.

7. Other Conditions:

- a) ***Advice current on date of consultation:*** The advice provided by the RCIC to the Client is based on the Canadian immigration law and policy current on the date of the consultation where relevant.
- b) The RCIC is not responsible or accountable for any change in government legislation or policy that may impact the processing of any subsequent application by the Client.
- c) ***No guarantee of outcome:*** The RCIC shall provide consulting services to the Client to the standard of a competent CCIC member. The RCIC does not guarantee that they will be able to assist the Client in meeting his or her business, education, employment or immigration goals.
- d) The RCIC is required to preserve the confidences and secrets of the Client. This professional obligation exists to encourage candid and complete communications between the Client and the RCIC. All information and documentation provided by the Client and reviewed by the RCIC will not be divulged to any third party, other than the RCIC's agents and employees, without prior consent, except as demanded by law.

8. No legal authority granted:

The Client agrees and understands that this agreement does not constitute an engagement of the RCIC to act as your Authorized Representative in respect of any matters relating to Immigration, Refugees and Citizenship Canada, and/or the Canada Border Services Agency.

By signing this agreement, you agree to all of the terms and conditions set forth above in this Initial Consultation Agreement and acknowledge that any further engagement of the RCIC will require further written agreement with different terms.

Client Signature: _____

Client's Full name

DDMMYYYY

Licensee Signature: _____

Kanwar Shahi, RCIC-IRB

DDMMYYYY

