

Initial Consultation Agreement

Client Contact Information

Client ID and Name:

Client E-mail Address:

Date:

This Initial Consultation Agreement is made between Regulated Canadian Immigration Consultant **NAME** ("RCIC"), an employee of CedarHill Immigration Consulting Inc., located at 2164 Montreal Road Unit 5 Suite #8064 Ottawa, ON K1J 1G4 and the above-mentioned client ("Client").

WHEREAS Client and RCIC wish to enter into a written agreement that contains terms and conditions upon which RCIC will provide his or her services to the Client.

AND WHEREAS RCIC is a licensee of the College of Immigration and Citizenship Consultants (the "College"), the regulator in Canada for immigration consultants, which was previously called the Immigration Consultants of Canada Regulatory Council.

IN CONSIDERATION of the mutual covenants contained in this Agreement, the parties agree as follows:

1. Service Scope

In consideration of the fees paid and the matter stated above, RCIC agrees to do the following:

- a): Offer one-time communication in zoom meeting (or WeChat, Skype, Phone call if needed).
- b): Collect and review information and questions provided by Client.

Note: After the above service items are delivered, if the Client still needs further services, the Client should sign the immigration consultant service agreement with RCIC.

2. Fee and payment

The client should pay RCIC initial consultation fee upon booking, and the Client should choose and confirm the date, time, duration, and length of the initial consultation upon booking.

If the Client signs a flat fee or retainer agreement with Consultant in CedarHill Immigration Consulting Inc., the payment made by the Client in this service may be refunded. If the Client books more than one consultation, only the first consultation will be refunded.

3. Governing Law

This Agreement shall be governed by the laws in effect in the Province of Ontario and the federal laws of Canada.

4. Confidentiality

All information and documentation reviewed by RCIC, required by IRCC and all other governing bodies, and used for the preparation of the application will not be divulged to any third party other than agents and employees, without prior consent, except as demanded by law. RCIC, and all agents and employees of RCIC, are also bound by the confidentiality requirements of Article 8 of the Code of Professional Ethics.

The client agrees to the use of electronic communication and storage of confidential information. RCIC will use his or her best efforts to maintain a high degree of security for electronic communication and information storage.

5. Cancellation

If RCIC believes that the Client has no pathway to immigrate to Canada after reviewing the intake forms and other supporting documents, or the Client's short-term situation does not meet the requirements for Canada visa and immigration, RCIC reserves the right to cancel the appointment and give the Client a full refund.

6. Signing

Both parties agree that this Agreement does not need to be signed electronically or physically, and the Agreement will come into effect after the Client completes the appointment and pays the consultation fee.

IN WITNESS THEREOF, this Agreement has been duly executed by the parties hereto on the date first above written.