

**INITIAL CONSULTATION AGREEMENT***CICC Membership Number: R512398**Client File Number: Online10000*

This Initial Consultation Agreement (the “Agreement”) is made this  day of   or tap here to enter text.,  or tap here to enter text.,  or tap here to enter text.,

**BETWEEN:**

Client, &lt;&lt; Matter.Client.Name &gt;&gt;

Email: &lt;&lt; Matter.Client.Email &gt;&gt;

Address: &lt;&lt; Matter.Client.PrimaryWorkAddress &gt;&gt;

 or tap here to enter text.,  or tap here to enter text.

(Hereinafter referred to as the “Client”)

**AND:**

Regulated Canadian Immigration Consultant – R512398  
Jin Xiao of Canada Shaws Consulting Inc. (the “Company”)  
2335-4000 No. 3 Rd, Richmond, BC V6X 0J8, Canada  
+1-778-863-8880, [visaimm@canadashaws.com](mailto:visaimm@canadashaws.com)

(Hereinafter referred to as the “RCIC”)

**WHEREAS:**

- A. The RCIC is a member in good standing with the College of Immigration and Citizenship Consultants (the “College”), the regulator in Canada for immigration consultants, and as such, is bound by its By-laws, Code of Professional Conduct (the “Code”), and associated Regulations.
- B. The Client(s) and the RCIC wish to enter into a written agreement which contains the agreed upon terms and conditions upon which the RCIC will provide his/her services to the Client.

**IN CONSIDERATION** of the mutual covenants contained in this Agreement, the parties agree as follows:**1. DEFINITIONS**

- 1.1. The terms “Client”, “RCIC” and “College” shall have the meaning given to such terms in the Retainer Agreement Regulation and By-law of the College.

**2. RCIC RESPONSIBILITIES AND COMMITMENTS**

- 2.1. The Client asked the RCIC, and the RCIC has agreed, to provide the Initial Consultation Service (the “Service”). In consideration of the fees paid and the matter stated above, the RCIC agrees to do the following:
  - 2.1.1. Offer a one-time Service using Zoom or other means of communication as appropriate.
  - 2.1.2. Collect and review information and questions provided by the Client during the Service.

**3. BILLING METHOD**

- 3.1. The Client will be billed by flat fee and payment due at signing of this Agreement and the bill is paid by one of the following: Cash, China UnionPay, Credit Card, Debit Card, Email Transfer to [accounting@canadashaws.com](mailto:accounting@canadashaws.com), or Wire Transfer payable to Canada Shaws Consulting Inc.

**4. PAYMENT TERMS AND CONDITIONS**

- 4.1. The following cost is paid by the Client and subject to change upon mutual agreement of both parties:

Consultation Fee:	CAD\$ 230
Applicable Taxes:	CAD\$ 0
Total Cost:	CAD\$ 230

**5. REFUND POLICY**

- 5.1. You have the right to terminate the Service upon written notice to the RCIC. In the event of your withdrawal at any stages of the Service, all the fees you have paid is non-refundable.
- 5.2. If the Client signs a new Service Agreement with the RCIC after the completion of this Agreement, the payment made by the Client in this Agreement may be convert as a credit towards the new Service Agreement.

**6. PLANNED OR UNPLANNED ABSENCE**

- 6.1. In the event the Client is unable to contact the RCIC or the Company for over 30 days and has reason to believe the RCIC may be dead, incapacitated, or otherwise unable to fulfill his/her duties, the Client should contact the College.

**7. DISPUTE RESOLUTION RELATED TO THE CODE**

- 7.1. In the event of a dispute related to the Professional Services provided by the RCIC, the Client and RCIC are to make every reasonable effort to resolve the matter between the two parties. In the event a resolution cannot be reached, the Client is to present the complaint in writing to the RCIC and allow the RCIC 60 days to respond to the Client. In the event the dispute is still unresolved, the Client may follow the complaint and discipline procedure outlined by the College on their website: <https://college-ic.ca/>.

**CONTACT INFORMATION**

The College of Immigration and Citizenship Consultants  
5500 North Service Rd., Suite 1002  
Burlington, ON, L7L 6W6  
1-877-836-7543

**8. CONFIDENTIALITY**

- 8.1. All information and documentation reviewed by the RCIC and used for the preparation of the Service will not be divulged to any third party, other than agents and employees of the RCIC, without prior consent, except as demanded by the College or required under law. The RCIC, and all agents and employees of the RCIC, are also bound by the confidentiality requirements of Article 8 of the Code.
- 8.2. The Client agrees to the use of electronic communication and storage of confidential information. The RCIC will use his/her best efforts to maintain a high degree of security for electronic communication and information storage.

**9. FORCE MAJEURE**

- 9.1. The RCIC's failure to perform any term of this Agreement, as a result of any conditions beyond his/her control such as, but not limited to, governmental restrictions or subsequent legislation, war, strikes, or acts of God, shall not be deemed a breach of this Agreement.

**10. TERMINATION**

- 10.1. This Agreement is considered terminated upon completion of tasks identified under Section 2 of this agreement.
- 10.2. The Client is deemed considered to unilaterally withdraw from this Agreement if the Client fails to supply the RCIC with the required documents which causes the RCIC's inability to complete the tasks identified under Section 2 of this agreement.
- 10.3. The Client is deemed considered to unilaterally withdraw from this Agreement if the Client fails to adhere to the payment terms and conditions.
- 10.4. This Agreement may be terminated, upon writing, by the Client, at which time all the fees you have paid is non-refundable

**11. GOVERNING LAW**

11.1. This Agreement shall be governed by the laws in effect in the Province of British Columbia, and the federal laws of Canada applicable therein and except for disputes pursuant to Section 10 hereof, any dispute with respect to the terms of this Agreement shall be decided by a court of competent jurisdiction within the Province of British Columbia.

## 12. MISCELLANEOUS

12.1. The Client(s) acknowledges that he/she can obtain a copy of the Code can be found at the following website: <https://college-ic.ca/protecting-the-public/code-of-professional-conduct>

12.2. The Client(s) acknowledges that he/she has had sufficient time to review this Agreement and has been given an opportunity to obtain independent legal advice and translation prior to the execution and delivery of this Agreement. In the event the Client(s) did not seek independent legal advice prior to signing this Agreement, he/she did so voluntarily without any undue pressure and agrees that the failure to obtain independent legal advice must not be used as a defense to the enforcement of obligations created by this Agreement.

12.3. Furthermore, the Client(s) acknowledges that he/she has received a copy of this Agreement and the Code and agrees to be bound by the terms of this Agreement.

12.4. The Agreement is written in both English and Chinese; in case there is any conflict between the Chinese and the English version, the English version shall prevail.

THE ABOVE TERMS ARE UNDERSTOOD AND ACCEPTED BY THE UNDERSIGNED.

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Signature of the Client  
<< Matter.Client.Name >>

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Signature of the RCIC  
<< Matter.ResponsibleAttorney >>  
Canada Shaws Consulting Inc.  
Jin Xiao

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