

MACLANDERS

IMMIGRATION CONSULTING

INITIAL CONSULTATION AGREEMENT

This Initial Consultation Agreement is made for the consultation purchased online at MacLanders Consulting's [website](#) between Regulated Canadian Immigration Consultant (RCIC) Lingnan Cai, Membership number: R731349 and Client _____ for the purpose stipulated on the type of the consultation chosen by the Client.

Limits of Engagement

The services to be provided under this Agreement are limited to a single consultation on the matter described above. The RCIC shall not provide further information or advice to Client unless the Client and the RCIC have expressly agreed to a continuation with respect to this and other matters, and a separate written agreement concerning those other matters has been entered into by Client and RCIC.

This agreement does not obligate the RCIC to act for Client in any application or proceedings. Should client require further advice or representation from the RCIC following this initial consultation, Client must sign a separate service agreement.

Method of Consultation

Initial consultations are provided on Google Meet (or other method selected by the Client during scheduling that is feasible for both parties). The consultation shall last for the duration chosen by the Client.

Fees Payable

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

If the Client signs a service agreement with RCIC at *MacLanders Immigration Consulting Corp.* ("MacLanders") on the same matter, the payment for this initial consultation would be deducted in the service agreement. If the Client books more than one consultation, only the first consultation fee will be deducted.

Fee Schedule (includes all applicable tax):

Initial Consultation: 30 minutes: \$110, or one hour: \$190

Study in Canada Consultation: 30 minutes: \$80

Refund Policy

Fees shall be earned by the RCIC immediately upon the commencement of provision of professional advice. Fees that have been earned under this agreement are non-refundable.

Late Cancellations/No-Shows/New Appointment

A cancellation is considered late when the appointment is cancelled less than 24 hours before the appointed time. A no-show is when a client misses an appointment without cancelling or requesting a reschedule 24 hours prior to the appointment. In either case, no refund will be issued. The RCIC permits one (1) time rescheduling of the consultation, free of charge. If the Client wishes to make a new appointment, they can book for a new date after paying the fee stipulated on the fee schedule.

Client Responsibility

Client must provide the RCIC with such information and documentation as are required to perform the consultation. Client must be accurate and honest. Client must inform the RCIC of all information, even if negative or adverse, which might be relevant to the advice provided by the RCIC in this matter. Failure to fully disclose all relevant truthful 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 Client or the retention of any status that Client may obtain.

Advice Current on Date of Consultation

The advice provided by the RCIC to Client is based on the Canadian immigration law and policy current on the date of the consultation where relevant. 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 Client.

Confidentiality

All information and documentation reviewed by the 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. The RCIC is also bound by the confidentiality requirements of Section 28 of the *Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees*. The Client agrees to the use of electronic communication and storage of

confidential information. The RCIC will use their best efforts to maintain a high degree of security for electronic communication and information storage.

Applicable Law

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

Lingnan Cai is a member in good standing of the College of Immigration and Citizenship Consultants (CICC), and as such, is bound by By-Law, Code of Professional Conduct, and Regulations.

Client Information:

Name: _____ E-mail: _____

Phone number: _____

Address: _____



RCIC Information:

Lingnan Cai

Nanaimo, BC, Canada, V9R 6S2

lora@maclanders.ca

By confirming the online consultation, I understand and agree to the terms above.

Client Signature

RCIC Signature

Date: _____

Date: _____