



CedarHill Immigration Consulting Inc.  
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## Initial Consultation Agreement 前期咨询协议

### Contact Information 客户联系方式

- ID and Name 编号及姓名 : First Name (p1) Last Name (p1)
- E-mail Address 电子邮件地址 : Email (p1)
- Location 所在地点 : Street Address (p1) City (p1) State (p1) Country (p1)
- Date 日期 : Today's Date (mm/dd/yyyy)

This Initial Consultation Agreement (the "Agreement") is entered into by and between Yong Yu (Frank), RCIC #706621, a Regulated Canadian Immigration Consultant ("RCIC") and employee of CedarHill Immigration Consulting Inc., located at 511 Lacolle Way, Suite 8064, Ottawa, ON K4A 5B6, and the Client identified above (the "Client").

本前期咨询协议（以下简称“协议”）由以下双方签订：Yong Yu (Frank), RCIC #706621，其为加拿大持牌移民顾问（以下简称“移民顾问”），同时为 CedarHill Immigration Consulting Inc. 的雇员，地址为 511 Lacolle Way, Suite 8064, Ottawa, ON K4A 5B6，与上述所列客户（以下简称“客户”）。

WHEREAS, the Client and RCIC wish to formalize their understanding by entering into a written agreement outlining the terms and conditions under which the RCIC will provide professional services to the Client.

鉴于，客户与移民顾问希望通过签订书面协议，明确移民顾问向客户提供专业服务的条款和条件；

AND WHEREAS, RCIC is duly licensed by the College of Immigration and Citizenship Consultants (the "College"), the regulatory authority for immigration consultants in Canada, formerly known as the Immigration Consultants of Canada Regulatory Council (ICCRC).

且鉴于，移民顾问已由加拿大移民与公民顾问监管学院（以下简称“监管学院”）授权执业，该监管学院为加拿大移民顾问的监管机构，前称为 加拿大移民顾问监管委员会（ICCRC）；

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

因此，鉴于协议中所列的相互承诺，双方特此达成如下协议：

### 1. Scope of Services 服务范围

RCIC agrees to provide the following services in exchange for the consultation fees paid by the Client:  
移民顾问同意根据客户支付的咨询费用提供以下服务：

1.1 Conduct a minimum 40-minute consultation via Zoom, WeChat, Skype, or phone as agreed upon by the parties.

1.1 根据双方约定，通过 Zoom、微信、Skype 或电话进行不少于 40 分钟的咨询；

1.2 Review information and questions provided by the Client.

1.2 审阅客户提供的信息和问题；

1.3 Deliver a summary of meeting notes to the Client following the consultation.

1.3 在咨询结束后向客户提供会议记录摘要。

1.4 Should the Client require additional services beyond those outlined above, a separate Immigration Consultant Service Agreement must be executed with the RCIC.

1.4 如客户需要超出上述范围的额外服务，则需与移民顾问签订单独的移民顾问服务协议。

## **2. Fees and Payment Terms 费用与支付条款**

2.1 The Client agrees to pay the consultation fee (CAD \$275) at the time of booking. The date, time, and duration of the consultation must also be confirmed during the booking process. For emergency consultation, the fee is CAD \$550.

2.1 客户同意在预约时支付咨询费用(275加币)，并同时确认咨询的日期、时间及时长。紧急咨询费用为 550 加元。

2.2 If the Client proceeds with further immigration services by signing a flat fee or retainer agreement with CedarHill Immigration Consulting Inc. within 90 days of the consultation payment, the consultation fee paid may be refund.

2.2 如果客户在支付咨询费用后的 90 天内，与移民顾问和/或 CedarHill Immigration Consulting Inc. 签署固定费用协议或预付协议以继续服务，则已支付的咨询费用将被退回。

2.3 Under certain circumstances, the RCIC may provide consultation services to the Client free of charge. Please note that, in such cases, all provisions of this Agreement shall remain in full force and effect except those relating to fees. The Client should also be aware that any consultation services provided by the RCIC, even if free of charge, are still subject to the regulations of the aforementioned regulatory authorities and the applicable professional standards governing the practice of RCIC.

2.3 在特定情况下，移民顾问可能会向客户提供不收取费用的咨询服务。请注意，在此类情况下，本协议中除费用有关的条款之外都将保留生效，客户也需要知晓，即使是移民顾问免费为您提供的咨询服务，也

受到上述监管机构和有关移民顾问执业条款的约束。

### **3. Governing Law 适用法律**

3.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada.

3.1 本协议受安大略省法律及加拿大联邦法律的管辖，并据其解释。

### **4. Confidentiality 保密条款**

4.1 All documentation and information reviewed by the RCIC, required by IRCC or other governing bodies, and used in preparing the Client's application shall remain confidential and will not be disclosed to third parties without the Client's prior consent, except as required by law.

4.1 移民顾问在为客户准备申请过程中审阅的所有文件和信息（包括 IRCC 或其他监管机构要求的材料）均应严格保密，未经客户事先同意，不得向第三方披露，但法律要求的情形除外。

4.2 RCIC and all associated employees are bound by the confidentiality requirements outlined in Article 8 of the Code of Professional Ethics.

4.2 移民顾问及其所有关联员工均受《职业道德守则》第 8 条 中保密规定的约束。

4.3 The Client consents to the use of electronic communication and the secure storage of confidential information. RCIC shall make every reasonable effort to maintain a high level of security for such electronic systems.

4.3 客户同意移民顾问使用电子通信方式及安全存储方式处理机密信息。移民顾问将尽合理努力确保电子系统的高度安全性。

### **5. Cancellation Policy 取消政策**

5.1 If the RCIC determines, upon review of the Client's intake forms or supporting documents, that the Client does not meet the qualifications or circumstances necessary to pursue immigration to Canada, the RCIC reserves the right to cancel the consultation and issue a full refund.

5.1 如果移民顾问在审阅客户提交的表格或支持文件后，确定客户不符合移民加拿大的条件或不具备相关资格，移民顾问保留取消咨询并向客户全额退款的权利。

5.2 If the Client wishes to cancel the consultation, they must contact the RCIC or the RCIC's designated assistant at least three business days prior to the scheduled consultation. For cancellations made within three business days of the consultation, the RCIC reserves the right to withhold any refund.

5.2 如果客户要求取消咨询，应该在咨询开始前的三个工作日与移民顾问或移民顾问指定的助理联系，在

咨询开始前三个工作日内取消的，移民顾问保留不退款的权利。

## **6. No-Show Policy 未出席政策**

6.1 If the Client fails to attend the scheduled consultation meeting, the RCIC may, at their sole discretion, offer one complimentary rescheduling of the meeting.

6.1 如果客户未能按时参加预约的咨询会议，移民顾问可自行决定是否为客户免费重新安排一次会议。

6.2 The RCIC reserves the right to decline rescheduling and to withhold a refund for fees paid in cases of non-attendance.

6.2 在客户未出席的情况下，移民顾问保留拒绝重新安排会议并扣留已支付费用的权利。

## **7. Agreement Execution 协议的执行**

7.1 In consideration of the content and value of the Agreement, and for the sake of convenience, the RCIC has signed at the bottom of this Agreement. This Agreement shall take effect upon the Client's confirmation of the appointment and payment of the consultation fee, without requiring the Client's signature.

7.1 考虑到协议的内容及金额，为简便起见，协议底部已经由移民顾问签字确认，本协议在客户确认预约并支付咨询费用后即生效，客户不需要签字。

7.2 The Agreement may be executed electronically in accordance with the terms outlined above, and such electronic execution shall have the same legal force and effect as a handwritten signature.

7.2 本协议可根据上述条款以电子方式签署，该电子签署与手写签名具有同等的法律效力。

No content below, for signature purposes only. 以下无正文内容，仅用于签字

Signature of RCIC (Yong Yu, R706621)

