



Initial Consultation Agreement

前期咨询协议

Contact Information / 客户联系方式

Client ID and Name / 客户编号及姓名 :

E-mail Address / 电子邮件地址 :

Address / 地址 :

Date / 日期 :

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 3-155 Terence Mathews Crescent, Ottawa, ON K2M 2A8, and the Client identified above (the "Client").

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.

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).

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

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 3-155 Terence Mathews Crescent, Ottawa, ON K2M 2A8 · 与上述所列客户 (以下简称 "客户") 。

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 ;

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) ;

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

1.1 This service constitutes a "PR Application Document Review and Risk Feedback Service" and does not constitute full representation services for a permanent residence application. The RCIC shall only conduct a limited review, risk identification, and provide written feedback based solely on the materials provided by the Client. The RCIC shall not be responsible for preparing, revising, uploading, or submitting the application on behalf of the Client, nor shall the RCIC be responsible for any subsequent communication, responses, or submission of additional documents to Immigration, Refugees and Citizenship Canada ("IRCC"), any provincial nominee program, or any other governmental authority.

1.2 This service includes the following: (1) two online consultation meetings, each not exceeding ninety (90) minutes; (2) the Client shall provide a complete set of application materials in one submission prior to the second meeting; (3) prior to the second meeting, the RCIC shall review the complete materials provided by the Client and provide written feedback, including but not limited to comments regarding document completeness, potential risks, logical inconsistencies, and general recommendations; and (4) such written feedback shall be based solely on the materials and information provided by the Client at that time and shall not

1. 服务范围

1.1 本服务属于 "PR 申请材料审核与风险反馈服务" · 并非完整的永久居民申请代理服务 · 移民顾问仅根据客户提供的材料 · 对申请文件进行有限范围内的审核 · 风险识别及书面反馈 · 不负责代表客户准备 · 修改 · 上传 · 递交申请 · 亦不负责与 IRCC · 省提名机构或其他政府部门进行后续沟通 · 答复或补件 ·

1.2 本服务包括以下内容 : (1) 安排两次线上咨询会议 · 每次不超过 90 分钟 ; (2) 客户须在第二次会议前一次性提供完整申请材料 ; (3) 移民顾问将在第二次会议前 · 对客户已提供的完整材料进行审核 · 并向客户提供书面反馈意见 · 包括但不限于材料完整性 · 潜在风险 · 逻辑问题及一般性建议 ; (4) 书面反馈仅基于客户当时已提供的材料及信息作出 · 不构成对申请结果的保证或承诺 ·

1.3 客户应自行确保所提供材料及信息真实 · 准确 · 完整 · 并在约定时间内提交全部文件 · 如客户未按要求完整提供材料 · 遗漏重要信息 · 隐瞒事实或在反馈后自行修改申请内容 · 由此产

constitute any guarantee or assurance regarding the outcome of the application.

1.3 The Client shall be solely responsible for ensuring that all materials and information provided are true, accurate, and complete, and for submitting all documents within the agreed timelines. If the Client fails to provide complete materials as requested, omits material information, conceals facts, or independently modifies the application contents after receiving feedback, any resulting risks or adverse consequences shall be borne solely by the Client. The RCIC shall have no obligation to proactively follow up, remind, or investigate information not provided by the Client.

1.4 The Client understands and agrees that the services under this Agreement shall be deemed completed upon delivery of the written feedback and conclusion of the second meeting. Except as expressly provided in this Agreement, the RCIC shall have no obligation to continue answering follow-up questions, re-review newly submitted materials, provide unlimited consultations, assist with application submission, or conduct further follow-up work. Should the Client require further consultation, additional document review, submission assistance, or full representation services, the parties shall separately arrange paid consultation services or execute a separate full retainer agreement and pay the applicable fees.

1.5 The Client understands and agrees that the authority to approve or refuse any permanent residence application rests solely with Canadian immigration authorities or other relevant governmental agencies. The RCIC provides professional opinions and limited review services only and makes no express or implied representation, warranty, or guarantee regarding application approval, processing times, or any final outcome.

1.6 Any opinions or feedback provided by the RCIC are based solely on the information provided by the Client, publicly available policies, legislation, and standard processing practices in effect at the relevant time. The RCIC shall not be liable for any loss, refusal, or delay resulting from policy changes, changes in processing standards, governmental discretion, issues relating to the authenticity of third-party documents, or decisions independently made by the Client.

1.7 In the event of scheduling conflicts or unforeseen circumstances, the RCIC reserves the right to reschedule any previously booked consultation to another date and time mutually agreed upon by the parties.

1.8 The RCIC may, based on professional judgment, assign this consultation matter to another licensed Regulated Canadian Immigration Consultant ("RCIC") within the firm who is more familiar with the Client's issues or possesses greater expertise in the relevant area. Such assignment shall not affect the validity or enforceability of this Agreement and shall only occur after prior notice to and confirmation from the Client.

1.9 The Client shall provide true and accurate personal information and, upon request by the RCIC, shall disclose complete details of all prior immigration or visa applications.

生的风险或不利后果由客户自行承担。移民顾问无义务主动追踪、催促或调查客户未提供的信息。

1.4 客户理解并同意，书面反馈发送及第二次会议结束后，本协议项下服务即视为完成。除本协议明确约定内容外，移民顾问无义务继续回答客户后续问题、重复审核新增材料、提供无限次咨询、协助递交申请或进行后续跟进。如客户需要进一步咨询、追加材料审核、申请递交协助或完整代理服务，双方应另行预约付费咨询服务或重新签署完整代理协议并支付相应费用。

1.5 客户理解并同意，永久居民申请的审批权完全属于加拿大移民部门或相关政府机构。移民顾问仅提供专业意见与有限审核服务，不对申请是否获批、审理时间或任何最终结果作出明示或默示保证。

1.6 移民顾问提供的意见及反馈仅基于客户提供的信息及现行公开政策、法规和常规审理标准。因政策变化、审理标准调整、政府自由裁量、第三方文件真实性问题或客户自行决定导致的任何损失、拒签或延误，移民顾问不承担责任。

1.7 若因时间冲突或不可预见的情况，移民顾问有权将已预约的咨询调整至双方另行协商一致的日期和时间。

1.8 移民顾问亦可根据其专业判断，将本次咨询转交给本公司其他更熟悉客户问题或在相关专业领域更具专长的加拿大持牌移民顾问 (RCIC) 处理。此类指派不影响本协议的效力，并将在事前通知客户并获得客户的确认再进行。

1.9 客户需提供真实个人信息并在 RCIC 要求下，提供完整的过往申请经历，如因提供虚假/错误信息导致的问题，客户应承担 responsibility。

The Client shall be solely responsible for any consequences arising from the provision of false, inaccurate, incomplete, or misleading information.

2. Fees and Payment Terms

2.1 The Client agrees to pay the consultation fee (CAD \$1000) at the time of booking. The date, time, and duration of the consultation must also be confirmed during the booking process.

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.

2.3 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. 费用与支付条款

2.1 客户同意在预约时支付咨询费用(1000 加币) · 并同时确认咨询的日期、时间及时长。

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 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

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. 适用法律

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

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.

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

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. 保密条款

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 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 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

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.

5.2 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. 取消政策

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 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

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. 未出席政策

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. Special Provisions (Prior Representation)

If the RCIC becomes aware that the Client has already entered into a service agreement with another immigration consulting company or legal representative regarding the same or substantially similar matter, the RCIC reserves the right to cancel the consultation in order to avoid any potential conflict of interest or inadvertent provision of assistance to a competitor. In such cases, the RCIC shall issue a full refund of any consultation fees paid by the Client.

7. 特别条款 (先前委托)

如果移民顾问获悉客户已经就同一事项或实质相同的事项与其他移民公司或法律代表签订了服务协议，移民顾问有权取消本次咨询，以避免任何潜在的利益冲突或无意中向其他同行提供协助。在此情况下，移民顾问应向客户全额退还已支付的咨询费用。

8. Agreement Execution

8.1 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.

8.2 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.

No content below, for signature purposes only.

8. 协议的签署

8.1 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。

8.2 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。

以下无正文内容，仅用于签字。

Signature of RCIC (Yong Yu, R706621)

