INITIAL CONSULTATION AGREEMENT

OFFICIAL - FOR SIGNATURE

This Initial Consultation Agreement (the "Agreement") is entered into between the Licensee and the Potential Client identified below for an initial consultation concerning Canadian immigration, citizenship and/or Immigration and Refugee Board matters. **This Agreement is limited to the initial consultation described below and does not constitute a Service Agreement or retainer for ongoing representation.**

1. LICENSEE INFORMATION

Licensee Name	QIANG WANG
Professional Designation	RCIC-IRB
CICC Licence / Registration No.	R1055332
Business / Firm Name	CANTRIA IMMIGRATION CONSULTING INC.
Business Address	Suite 113, 234-5149 Country Hills Blvd NW, Calgary, Alberta, T3A5K8, Canada
Telephone / Email	+1 4039180269 | Info@cantria.ca

The Licensee is a Regulated Canadian Immigration Consultant licensed and regulated by the College of Immigration and Citizenship Consultants (CICC or the College). As an RCIC-IRB, the Licensee is authorized, subject to applicable legislation, regulations, professional requirements and the scope of the Licensee's licence, to provide Canadian immigration and citizenship consulting services and to practise before the Immigration and Refugee Board of Canada.

2. POTENTIAL CLIENT INFORMATION

Full Legal Name: _____
Residential Address: _____
Telephone: _____
Email: _____

Additional Potential Client, if applicable

Full Legal Name: _____
Residential Address: _____
Telephone: _____
Email: _____
Relationship to Primary Potential Client: _____

Where more than one person will receive professional immigration or citizenship advice during the consultation, each such person should be identified as a Potential Client. A person who merely accompanies the Potential Client but does not receive professional advice is not, solely for that reason, considered an Additional Potential Client.

3. CONSULTATION / ADVICE DETAILS

Consultation / Advice Date: _____
Scheduled Start Time: _____
Scheduled Duration: ☐ 30 minutes ☐ 60 minutes ☐ 90 minutes ☐ Other: _____

Method of Consultation

☐ **In-Person Consultation**
Location: _____

☐ **Online Video Consultation**
Platform, if known: _____

☐ **Telephone Consultation**
Telephone number to be used: _____

☐ **Internet-Based Voice / Audio Consultation**
Platform, if known: _____

☐ **Other Mutually Agreed Consultation Method**
Description: _____

INITIAL: _____

The parties may mutually agree to change the consultation method without changing the substantive purpose and scope of this Agreement. For remote consultations, the Licensee will take reasonable steps consistent with applicable professional obligations to preserve confidentiality and to confirm the identity of the person or persons participating.

4. LANGUAGE OF CONSULTATION AND GOVERNING AGREEMENT

Language of Consultation: ☐ English ☐ French ☐ Mandarin Chinese ☐ Other: _____

Governing Written Agreement: ☐ English ☐ French

Where the Potential Client is provided with a translation of this Agreement in Mandarin Chinese or any other language, the translation is provided solely as a reference to assist the Potential Client in understanding the governing English or French version. Any translated version is not a separate agreement and is not intended to replace the governing English or French version signed by the parties.

In the event of any discrepancy, inconsistency, ambiguity or difference in interpretation between a reference translation and the governing English or French version, the governing English or French version signed by the parties shall prevail. Before signing, the Potential Client confirms that they have had a reasonable opportunity to ask questions and obtain clarification regarding any provision they do not understand.

5. SUBJECT MATTER OF CONSULTATION

Temporary Residence / Study / Work

☐ Study Permit ☐ Study Permit Extension ☐ Restoration of Status
☐ Post-Graduation Work Permit (PGWP) ☐ Visitor Visa / Temporary Resident Visa ☐ Visitor Record
☐ Work Permit ☐ Work Permit Extension ☐ LMIA-related Immigration Advice
☐ Temporary Resident Permit ☐ Other: _____

Permanent Residence / Citizenship

☐ Express Entry ☐ Provincial Nominee Program (PNP) ☐ Family / Spousal Sponsorship
☐ Humanitarian and Compassionate Considerations (H&C) ☐ Citizenship Application / Eligibility ☐ Proof of Citizenship
☐ Other: _____

Refugee / Admissibility / IRB Matters

☐ Refugee Protection Claim / RPD ☐ Refugee Appeal Division (RAD) ☐ Immigration Division (ID)
☐ Immigration Appeal Division (IAD) ☐ Detention Review ☐ Admissibility Hearing
☐ Sponsorship Appeal ☐ Residency Obligation Appeal ☐ Removal Order Appeal
☐ Criminal Inadmissibility ☐ Medical Inadmissibility ☐ Misrepresentation
☐ Removal / Enforcement Matter ☐ Other: _____

Other Canadian Immigration or Citizenship Matter:

_____

_____

6. PURPOSE AND SCOPE OF CONSULTATION

The purpose of this initial consultation is to obtain relevant information concerning the Potential Client's circumstances and to provide preliminary professional immigration and/or citizenship advice based on the information and documents reasonably available to the Licensee at the time of the consultation.

Depending on the nature of the matter and the time reasonably available during the scheduled consultation, the consultation may include reviewing relevant immigration, citizenship, study, employment, family or personal history; identifying potentially applicable programs, processes, applications, proceedings or remedies; conducting a preliminary assessment of eligibility, admissibility, legal or procedural issues; identifying material risks, evidentiary issues or deadlines; reviewing documents reasonably capable of being reviewed within the scheduled consultation; discussing options, strategies and next steps; and identifying additional information or documentation that may be required.

Any advice or preliminary opinion is based on the facts, information and documents disclosed and reasonably available at that time. The Licensee may revise or qualify a preliminary assessment if additional, corrected or materially different facts, documents, legal requirements or circumstances later become known.

7. LIMITATIONS - INITIAL CONSULTATION ONLY

This Agreement is for an initial consultation only. It is not a Service Agreement and does not retain the Licensee for ongoing immigration or citizenship representation. Unless the parties subsequently enter into a separate written Service Agreement, the Licensee is not retained under this Agreement to:

- prepare or submit an immigration or citizenship application, claim, appeal or other filing;
- conduct substantial document preparation or review outside the scheduled consultation;

INITIAL: _____

- communicate with IRCC, CBSA, the IRB, a court, provincial authority, educational institution, employer or other organization on behalf of the Potential Client;
- act as representative of record or prepare for or attend an interview, hearing, detention review, admissibility hearing, appeal or other proceeding;
- create or monitor an immigration online account, existing application, proceeding or processing time;
- monitor changes in legislation, regulations, policies or immigration programs; or
- monitor expiry dates, filing deadlines, hearing dates, removal dates or other deadlines.

The Potential Client remains responsible for maintaining lawful immigration status and protecting all applicable rights, limitation periods, filing dates, hearing dates, document submission dates, status expiry dates and other deadlines unless a separate written Service Agreement expressly provides otherwise. Neither party is obligated to enter into a further Service Agreement following the consultation.

8. CONSULTATION FEE

Professional Consultation Fee: CAD $ _____
Applicable GST/HST: CAD $ _____
TOTAL: CAD $ _____

☐ **This consultation is provided pro bono. No professional consultation fee will be charged.**

If the Client chooses to pay in Chinese Yuan (RMB), the payment amount will be calculated by converting the applicable Canadian Dollar (CAD) amount into RMB based on the exchange rate on the date of payment.

The consultation fee applies only to the initial consultation services described in this Agreement. Unless otherwise expressly agreed in writing, it does not include government fees, filing fees, translation or interpretation fees, courier fees, educational institution fees, third-party professional fees or other disbursements. Payments, receipts, invoices and any advance payment received by the Licensee will be handled in accordance with applicable professional, accounting and client-account obligations.

Cancellation / Rescheduling Policy:

Cancellations made more than 72 hours before the scheduled consultation will receive a 100% refund; cancellations made 48–72 hours before will receive a 50% refund; cancellations made less than 48 hours before are non-refundable.

Rescheduling is subject to an administration fee based on the consultation fee: 10% for the first change, 20% for the second, and an additional 10% for each subsequent change. All rescheduling administration fees are non-refundable.

9. POTENTIAL CLIENT INFORMATION AND RESPONSIBILITIES

The Potential Client agrees to provide information and documents that are complete, accurate and truthful to the best of their knowledge. The Potential Client understands that the Licensee's advice and preliminary assessment depend upon the accuracy and completeness of the information provided.

The Potential Client agrees to disclose information that may reasonably affect the advice provided, including previous immigration or citizenship applications or refusals, previous or current immigration status, overstays or status problems, unauthorized work or study, removal or enforcement matters, refugee proceedings, criminal or medical admissibility concerns, misrepresentation concerns, sponsorship matters, and known deadlines or status expiry dates.

A preliminary assessment or opinion may change if information provided during the consultation is incomplete, inaccurate, misleading or materially different from information subsequently discovered or provided.

10. PROFESSIONAL ADVICE AND NO GUARANTEE

The Licensee will provide professional advice honestly, candidly and objectively, based on the information reasonably available during the consultation and the Canadian immigration and citizenship requirements applicable to the matter. Immigration, citizenship and tribunal decisions are made by the relevant government departments, officers, tribunals or courts.

The Licensee does not guarantee approval of any application or proceeding, admission to Canada, issuance or extension of immigration status, success before the Immigration and Refugee Board, processing time, eligibility for a particular immigration program at a future date, or any particular immigration, citizenship or legal outcome.

Where the Licensee forms the professional opinion that a proposed application, expression of interest, proceeding or other proposed course of action is futile, unfounded or has little or no reasonable prospect of success, the Licensee will comply with the applicable professional obligations concerning such an opinion.

11. CONFIDENTIALITY

The Licensee is subject to the confidentiality obligations imposed by the Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees. Information obtained in the professional relationship will be treated as confidential, and reasonable measures will be taken to protect the Potential Client's information and documents.

INITIAL: _____

Confidential information will not be disclosed except where disclosure is authorized by the Potential Client or is otherwise permitted or required by applicable law, the Code, a lawful order, or the College acting within its regulatory authority. Where an interpreter or translator participates in the consultation, the Licensee will comply with applicable professional requirements concerning accuracy, competence and confidentiality.

12. ROLE OF THE COLLEGE

The College of Immigration and Citizenship Consultants (CICC) is the statutory regulator of Canadian immigration and citizenship consultants. The College licenses and regulates its licensees, establishes professional conduct and competence requirements, oversees compliance with applicable professional standards, and administers complaint and disciplinary processes for the protection of the public.

College website: www.college-ic.ca

13. STUDY-RELATED CONSULTATIONS

Where the consultation concerns studying in Canada, the Potential Client understands that immigration and citizenship consulting services are distinct from academic admission services, educational counselling and student recruitment services.

Unless separately agreed to in writing, this Agreement does not retain the Licensee to obtain admission to a school or educational institution; act as an educational or student recruitment agent; recommend or select a school or academic program on the Potential Client's behalf; submit an academic admission application; or guarantee admission, a study permit, Post-Graduation Work Permit eligibility, permanent residence eligibility or any immigration advantage associated with a particular school, institution or program.

Any separate student recruitment, educational counselling or academic admission service must be addressed separately and is subject to applicable professional and conflict-of-interest requirements.

14. EXECUTION BEFORE CONSULTATION AND ADVICE

This Agreement must be signed and dated by the Potential Client and the Licensee before the initial consultation begins and before any immigration or citizenship consulting advice is provided.

Where the parties are not physically present together, signatures may be obtained through a mutually agreed method. The date recorded as the Consultation / Advice Date is intended to identify the date on which the initial consultation and professional advice under this Agreement are actually provided. If the consultation is rescheduled to a different date, the actual Consultation / Advice Date should be recorded or otherwise documented in the client file.

15. ACKNOWLEDGEMENT AND CONSENT

By signing below, the Potential Client confirms that:

1. the Licensee's identity, professional designation, CICC licence or registration information and contact information have been provided;
2. the Potential Client's identifying and contact information is accurate to the best of their knowledge;
3. the consultation fee, total amount payable or pro bono status has been disclosed;
4. the subject matter, purpose and scope of the consultation have been explained and understood;
5. the agreed consultation method has been identified;
6. the limitations of the initial consultation have been explained and understood;
7. this Agreement does not create an ongoing retainer and does not authorize ongoing representation;
8. the role of the College as the Licensee's regulator has been explained;
9. no immigration, citizenship, tribunal or processing-time outcome has been guaranteed;
10. unless a separate written Service Agreement is entered into, the Potential Client remains responsible for deadlines, immigration status and any further action required after the consultation;
11. where a reference translation has been provided, the Potential Client understands that the signed English or French version is the governing Agreement;
12. the Potential Client has had a reasonable opportunity to ask questions and obtain clarification before signing; and
13. the Potential Client voluntarily agrees to proceed with the initial consultation on these terms.

INITIAL: _____

SIGNATURES

POTENTIAL CLIENT

Full Legal Name: _____

Signature: _____

Date of Signature: _____

Time of Signature, if recorded: _____

ADDITIONAL POTENTIAL CLIENT, IF APPLICABLE

Full Legal Name: _____

Signature: _____

Date of Signature: _____

Time of Signature, if recorded: _____

LICENSEE

Licensee Name: QIANG WANG

Professional Designation: RCIC-IRB

CICC Licence / Registration No.: R1055332

Signature: _____

Date of Signature: _____

Time of Signature, if recorded: _____

A signed copy of this Initial Consultation Agreement will be retained by the Licensee for the Licensee's records, and a signed copy will be provided to the Potential Client.

INITIAL: _____