

Retainer Agreement & Deposit Authorization

By **Radmila Lim, RCIC (R414423)** — Lawseph & Associates Inc.

Lawseph & Associates Inc.

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1) Parties & Effective Date

This Retainer Agreement ("**Agreement**") is between **Lawseph & Associates Inc.** (the "**Firm**") and the undersigned client(s) (the "**Client**").

Effective as of: / /

2) Scope of Services

The Firm will provide professional Canadian immigration consulting and application processing services for the following matter(s):

- Program/Category:
- Primary Applicant:
- Dependants/Family (if any):

An **RCIC agent will be assigned** to the Client's case upon execution of this Agreement and receipt of the deposit described below. Assigned RCIC: , RCIC # .

3) Retainer Deposit (\$250 CAD)

The Client agrees to pay a **retainer deposit of \$250.00 CAD** (the "**Deposit**") to the Firm. The Client acknowledges and agrees that:

- The Deposit is a **payment on account** toward the total professional fees for the Client's immigration application and is the **catalyst to commence** the file, including opening the matter, conflict checks, onboarding, and assignment of an RCIC agent.
- The Deposit will be **held in the Firm's trust account** and will be applied against fees and disbursements as they are incurred.
- Unless prohibited by applicable regulation, the Deposit is **non-refundable once substantive work begins** (e.g., strategy review, document list issuance, intake interview, program eligibility assessment), but any *unused balance* after final invoicing will be returned.

4) Professional Fees, Disbursements & Taxes

- **Professional Fees:** Billed in accordance with the Firm's fee schedule or written quote for the selected immigration pathway. The Deposit is credited against these fees.
- **Disbursements:** Government filing fees, translation, courier, medicals, police certificates, educational credential assessments, biometrics, postage, platform fees, and other third-party costs are the Client's responsibility and are **separate** from the Firm's fees.
- **Taxes:** HST/GST/QST as applicable will be added to fees and taxable disbursements.

5) Client Responsibilities

- Provide **truthful, accurate, and complete** information and documents in a timely manner.
- Respond to communications promptly; meet deadlines set by the Firm or immigration authorities.
- Disclose any **material changes** (employment, marital status, address, criminal/immigration history) without delay.
- Review drafts and confirm approvals prior to any submission.

6) No Guarantee & Professional Judgment

The Client understands that **no outcome is guaranteed**. Decisions rest solely with government and third-party authorities. The Firm will exercise professional skill and judgment but cannot promise approvals, timelines, or specific results.

7) Term, Suspension & Termination

- This Agreement begins on the Effective Date and continues until completion of the above Scope or earlier termination.
- The Firm may **suspend services** for non-payment or material breach by the Client.
- Either party may **terminate** on written notice. The Client remains responsible for fees/disbursements incurred up to termination. Any unused Deposit, if any, will be returned after final accounting.

8) Confidentiality, Privacy & Compliance

- The Firm maintains Client confidentiality except as authorized by the Client or required by law/regulation.
- Personal information is handled in accordance with applicable privacy legislation (e.g., PIPEDA) and regulator requirements.
- The Client agrees to provide identification and documents required for **AML/KYC** compliance.

9) Communication & Document Handling

- The Client authorizes the Firm/RCIC to communicate with government authorities and third parties as reasonably necessary for the matter.
- Electronic communications (email/portals) may be used. The Client accepts associated risks and will keep contact details current.
- Original documents provided by the Client will be returned upon request unless required by law. The Firm may retain copies for its records.

10) Payments, Chargebacks & Interest

- Invoices are due upon receipt unless otherwise stated. Overdue balances may accrue interest at the lesser of 1.5% per month (18% per annum) or the maximum permitted by law.
- The Client agrees not to initiate **chargebacks** for properly authorized and delivered professional services; disputes will be addressed under Section 12.

11) Conflicts of Interest

The Firm has conducted a reasonable conflict check. If a conflict arises later, the Firm will promptly notify the Client and take appropriate steps consistent with professional obligations.

12) Governing Law & Dispute Resolution

This Agreement is governed by the laws of the Province of Ontario and the laws of Canada applicable therein. The parties will first attempt to resolve disputes in good faith; failing resolution, the courts of Ontario shall have exclusive jurisdiction.

13) Entire Agreement & Amendments

This Agreement constitutes the entire agreement between the parties regarding the subject matter and supersedes prior discussions. Amendments must be in writing and signed by both parties.

14) Authorization & Acknowledgment

- The Client confirms they have read, understood, and agree to the terms herein.
- The Client authorizes the Firm and the assigned RCIC to act as representative for the matter described in Section 2.
- The Client acknowledges that the **\$250 CAD Deposit** is a retainer toward total fees and triggers the opening and commencement of the file and the assignment of an RCIC agent.

Client Information & Signature

Full Name:

Address:

Phone/Email:

Signature: _____ Date: ____ / ____ / ____

Firm Authorization

Authorized Signatory: _____

Title: _____

Date: ____ / ____ / ____

Payment Authorization (Deposit)

I authorize Lawseph & Associates Inc. to accept and hold a retainer **Deposit of \$250.00 CAD** in trust and apply it to fees/disbursements in accordance with this Agreement.

Cardholder/Payor Name: Signature: _____ Date: ____ / ____ / ____

Best regards,

Lawseph & Associates Inc.

Licensed RCIC Immigration Consultants

432-100 Richmond St. W., Toronto, ON, M5H-3K6

416-962-3334 | lawsephandassociates.com