



## INITIAL CONSULTATION AGREEMENT

This Initial Consultation Agreement (“Agreement”) is made between Safe Harbour Immigration Services, represented by Roman Kohut, RCIC-IRB R1053993 (“the Firm” or “RCIC”), and the individual booking the consultation (“the Client”).

By booking and/or attending a consultation through [safeharbourimmigration.ca](http://safeharbourimmigration.ca), the Client confirms that they have read, understood, and agreed to the terms of this Agreement. A copy of this Agreement is available upon request at [info@safeharbourimmigration.ca](mailto:info@safeharbourimmigration.ca).

Roman Kohut is a member in good standing of the College of Immigration and Citizenship Consultants (CICC) and is bound by its By-laws, Code of Professional Conduct, and applicable regulations.

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### 1. Scope and Purpose of Consultation

The Firm agrees to provide a single initial immigration consultation delivered by an RCIC in good standing.

The purpose of the consultation is to:

- assess the Client’s immigration situation based on the information provided;
- provide general information on potential immigration pathways;
- answer questions during the consultation;
- identify possible options and discuss next steps, including general costs and considerations.

The consultation is limited in scope and does not include application preparation, document review beyond what is necessary for the consultation, or ongoing representation unless a separate written Retainer Agreement is signed.

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### 2. Limits of Engagement / No Ongoing Representation

This Agreement is limited to a single consultation.

The Client acknowledges that:

- no client–representative relationship beyond the consultation is created;
- the RCIC is not authorized to act on the Client’s behalf with Immigration, Refugees and Citizenship Canada (IRCC), the Canada Border Services Agency (CBSA), or any other authority;

- further services require a separate written retainer agreement signed by both parties.
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### **3. Method and Duration of Consultation**

Consultations are conducted via Zoom, Google Meet, phone, or in person, as selected by the Client at the time of booking.

The consultation will be limited to the duration selected through the appointment scheduling system on [safeharbourimmigration.ca](https://www.safeharbourimmigration.ca).

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### **4. Fees and Payment**

The Client agrees to pay the consultation fee in advance as indicated at the time of booking:

- 30 minutes: \$100
- 60 minutes: \$200

Or as indicated on <https://www.safeharbourimmigration.ca/book-online> at the time of booking.

Fees are earned upon commencement of the consultation.

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### **5. Refunds, Cancellations, and No-Shows**

- Fees are non-refundable once the consultation has commenced.
  - Cancellations made less than 24 hours before the scheduled appointment are considered late and are non-refundable.
  - Failure to attend a scheduled consultation (“no-show”) is non-refundable.
  - New appointments require a new booking and payment.
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### **6. Client Responsibilities**

The Client agrees to:

- provide truthful, accurate, and complete information;
- disclose all relevant information, including adverse details;
- provide documents when reasonably requested;
- attend the consultation on time.



The Firm is not responsible for any advice affected by incomplete, inaccurate, or misleading information provided by the Client.

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## **7. Confidentiality and Electronic Communication**

All information provided by the Client will be kept strictly confidential in accordance with professional obligations and Article 8 of the CICC Code of Professional Conduct.

Information will not be disclosed to third parties except:

- with the Client's consent; or
- where required by law.

The Client consents to the use of electronic communication and storage of information. The Firm will take reasonable steps to maintain data security.

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## **8. Advice and Disclaimer**

Advice provided during the consultation:

- is based on the information provided by the Client and laws and policies in force at the time of consultation;
- may change due to updates in legislation, regulations, or policy.

The Firm and RCIC:

- do not guarantee any immigration outcome;
  - are not responsible for decisions made by immigration authorities;
  - are not liable for actions taken by the Client based solely on the consultation;
  - are not responsible for future changes in law or policy affecting the Client's situation.
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## **9. Code of Professional Conduct**

The RCIC agrees to act in accordance with the CICC Code of Professional Conduct, including:

- providing conscientious, diligent, and efficient service;
  - offering honest, accurate, and timely advice;
  - maintaining client confidentiality.
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## 10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the applicable federal laws of Canada.

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## 11. Entire Agreement

This Agreement constitutes the entire agreement relating to the initial consultation and supersedes all prior discussions or understandings.

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## 12. Acceptance and Electronic Signature

By booking a consultation, checking the agreement box, or submitting their name through the booking system, the Client:

- confirms they have read and understood this Agreement;
- agrees to all terms and conditions;
- acknowledges that their typed name and submission constitute a valid electronic signature.

Client's Name:

**Roman Kohut, RCIC-IRB**

R1053993

**Roman Kohut**

Client's Signature:

Email: [info@safeharbourimmigration.ca](mailto:info@safeharbourimmigration.ca)

Date: