FYD Consultants Ltd.

Consultation and limited-scope service agreements
Review draft | 5 November 2026

OWNER REVIEW NOTES

This pack contains a short initial consultation agreement and a separate package service agreement with an EE, spousal/partner sponsorship or reconsideration schedule. Complete the responsible consultant's current registration, practice telephone/email, client details, case instructions, applicable tax and operational fields before use. The address supplied by the owner is Suite 2615, 4500 Kingsway, Burnaby, BC, Canada; postal code is to be confirmed. No active licence status, GST registration or client-account arrangement is certified by this draft. The fee milestone allocation and response times below are proposed business terms.

DOCUMENT A — INITIAL CONSULTATION AGREEMENT

1. Parties and contact details

Agreement date: [date]. Client: [full legal name]. Home address: [address]. Telephone: [number]. Email: [email].
Responsible consultant: Ruijing (Renee) Wang, practising through FYD Consultants Ltd. Current College registration number: [verify R513629 before execution]. Practice address: Suite 2615, 4500 Kingsway, Burnaby, BC [postal code], Canada. Practice telephone: [confirmed number]. Practice email: [confirmed email].

2. Consultation purpose

The Client requests advice on: [describe questions, immigration stage and relevant dates]. The Consultant will provide one 30-minute online consultation and a brief written next-step summary. The conversation is based on the information supplied by the Client; it is not a comprehensive audit of an application or all possible immigration options. Any existing representative or known deadline must be disclosed before the meeting.

3. Fee and tax

The professional fee is CAD 120, exclusive of applicable sales tax. The booking confirmation must show the tax type, rate, amount and total, based on the transaction and FYD's registration obligations. The business being based in BC does not itself determine every client's tax treatment. No government fee or third-party disbursement is included or expected. Any additional charge requires prior written agreement. GST/HST registration number, where applicable: [number].
If collected before service, the payment is an advance and must be receipted and handled under applicable College client-account rules. An invoice for earned professional fees is issued after the service is provided.

4. Meeting and communication

Meeting date/time: [date, time and time zone]. Platform: Google Meet, or another service agreed in writing. A unique meeting link is provided after confirmation. Official service language: English. Other agreed spoken language or interpreter: [details]. Recording, automated transcription and AI meeting summaries are off by default and require a separate informed agreement before activation. The written summary is normally provided within two business days of the meeting.

5. Scope and responsibility

This session does not include completing or submitting an application, document-by-document review, contacting authorities, representation, an appeal or judicial review. The Consultant will explain material issues identified within the agreed scope and the limitations of any advice based on incomplete facts. The Client is responsible for truthful information, their filing decisions and deadlines outside the agreed work. No approval, reopening, invitation, processing time or immigration outcome is promised.

6. Cancellation and refunds

With at least 24 hours' notice, the Client may reschedule or cancel and receive the unearned advance back. Late notice or absence does not automatically make the entire fee earned: any amount retained must reflect a fair, lawful and previously agreed entitlement, rather than a blanket non-refundable booking rule. If FYD cancels, the Client may choose a new time or a refund of unearned fees. No automatic card-processing or administrative deduction is proposed. Any partial service and fee adjustment will be documented.

7. Upgrade credit

If the Client upgrades for the same matter within 14 days after completing this paid session, CAD 120 of professional fees is credited towards the CAD 500 EE package, CAD 900 spousal/partner sponsorship package or CAD 1,200 reconsideration package. The remaining professional fee is CAD 380, CAD 780 or CAD 1,080 respectively, with tax and prior payments reconciled on the account. The completed session counts towards the package hours and, for either DIY review package, is its first session. The same payment cannot be both refunded and credited. A separate package agreement must be signed before package work starts.

8. Confidentiality and the regulator

The Consultant will keep Client information confidential, restrict access to authorized persons, and use agreed secure channels. Disclosure may occur with consent or where required or permitted by applicable professional duties or law, including a lawful College request. Original documents, if exceptionally required, will be returned promptly after their purpose is fulfilled. The College of Immigration and Citizenship Consultants regulates the Consultant's immigration and citizenship practice and receives professional-conduct complaints. Public register: https://registre.college-ic.ca/ . Complaints information: https://college-ic.ca/protecting-the-public/complaints-process .

9. Acceptance

The Client and Consultant accept the stated purpose, fee and scope before the consultation. Each will receive a signed copy. Electronic signatures and a retrievable audit record may be used; a generic website checkbox alone is not the complete executed agreement.
Client signature / date: _____
Consultant signature / date: _____

DOCUMENT B — LIMITED-SCOPE PACKAGE SERVICE AGREEMENT

1. Engagement particulars

Date and file reference: [details]. Selected schedule: [EE DIY / Spousal & Partner Sponsorship DIY / Reconsideration].
Client full legal name, home address, personal telephone/email: [details]. Client business contact details, if applicable: [details or not applicable]. Accompanying family members covered by the agreed

application: [names and instructions, or none].
Responsible consultant: Ruijing (Renee) Wang, FYD Consultants Ltd.; current College registration [verify R513629]. Address: Suite 2615, 4500 Kingsway, Burnaby, BC [postal code], Canada. Practice telephone/email: [confirmed contacts].
Client instructions and goals: [case-specific instructions]. Preliminary advice already given, including any initial consultation date and summary: [details or none]. Existing representative and agreed division of work, or termination/completion of earlier engagement: [details or none]. Conflicts and management arrangements: [details or none]. Named assistants and roles: [details or none; do not assume that the business owner provides regulated advice].

2. Nature of the engagement

The Consultant undertakes the selected, case-specific consultation and review work described in the attached schedule. FYD will identify the application, document set and client instructions before starting. Advice is provided by the responsible authorized professional; assistants are supervised and are not independently retained to provide regulated advice. The Consultant aims to provide competent, quality service and timely information about this engagement.
No filing, authority contact, ongoing application monitoring, appeal, judicial review or representation is included. Clients keep their own submission responsibility. This limitation does not waive professional duties or excuse an error within the agreed work.

3. Fixed fee, hours and scope changes

This is a fixed-fee engagement allocated to deliverable milestones, not an hourly-rate engagement. EE is CAD 500, with a maximum of four professional hours and three sessions. Spousal and partner sponsorship DIY review is CAD 900, with a maximum of six professional hours and three sessions. Reconsideration is CAD 1,200, with a maximum of eight professional hours. All preparation, meetings, review, substantive correspondence and written feedback count towards the allowance. Routine billing and administrative booking messages do not consume professional review time.
FYD keeps a time record for managing the agreed cap. The record is not used to retrospectively replace the fixed fee with an hourly bill. FYD will notify the Client when the allowance is close to being exhausted. If the agreed work cannot reasonably be completed within the allowance, the parties will agree a written scope adjustment or separate additional engagement, or close the engagement with an accounting and refund of unearned fees. Reaching the time cap does not make an undelivered milestone earned. There is no automatic overtime charge.

4. Tax, expenses and payment

Professional fees exclude applicable GST/HST and any properly applicable provincial tax. Before payment, FYD must specify the transaction's tax basis, rates, amounts, total and registration information as required. The service recipient's location and status must be considered; no single BC percentage is asserted for every transaction in this draft.
Expected third-party expenses: CAD 0. Government charges, translation, courier, independent legal advice and other external services are outside this fee. Any expense FYD proposes to incur for the Client requires advance written agreement to its nature and estimate; actual expenses will be evidenced. Interest on unpaid fees: none under this draft.
Payment arrangement selected before signing: [full fixed-fee advance / staged advances / payment after earned milestone]. Advances must be receipted and held in an appropriate client account in accordance with College rules; earned milestone invoices support withdrawals. A payment processor or ordinary operating-account payout is not by itself a compliant client-account arrangement.

5. Credit and remaining work

A verified CAD 120 initial consultation completed for the same matter within 14 days is credited once to the relevant first milestone. EE then has CAD 380 of professional fees remaining, with its initial session completed and 3.5 hours remaining. Sponsorship review then has CAD 780 remaining, with its initial session completed and 5.5 hours remaining. Reconsideration then has CAD 1,080 remaining, with 30 minutes of the eight-hour allowance used. The remaining reconsideration work is tailored to the advice already provided. Prior tax and fee payments are reconciled correctly; a change in tax treatment is not determined by the website checkbox.

6. Delivery and Client cooperation

The official service language is English; other spoken language, interpretation or translation arrangements are recorded here: [details]. Subject to actual availability, routine messages are acknowledged within two business days. Review timing starts once the complete agreed document set is received; a target review date and meeting dates will be recorded in the schedule. Urgent service is not promised merely because payment has been received. Material delays will be explained promptly. The Client provides complete, accurate and legible materials, promptly discloses changes, refusals, correspondence and deadlines, and makes agreed corrections. FYD may seek clarification or refer work outside its competence. No shared IRCC credentials, one-time passwords or signing in as the Client are required by this service. Interpreter or specialist assistance is discussed in advance, including permission to disclose information and any cost.

7. File exchange and privacy

An individual client workspace or upload link is issued after the scope and agreement are confirmed. FYD limits staff access, uses multifactor authentication on business storage, and keeps review versions and feedback together. Sensitive materials are not posted to the public website, GitHub, a publicly accessible folder, meeting chat or an open email distribution list. The Client is told which provider is used, who can access the records and any relevant cross-border processing arrangement before collection.

Confidentiality continues after the engagement. Disclosure is limited to authorization, professional duties or applicable law, including lawful production to the College. Recording, transcription and AI summaries require separate informed consent. Retention and secure destruction follow the practice's applicable professional and privacy obligations; no unsupported automatic deletion period is promised here. Originals are returned promptly once no longer needed.

8. Rescheduling, cancellation and closure

Meetings may be changed with at least 24 hours' notice. Late notice, absence or a package reaching its target completion window does not automatically forfeit unearned fees. The Client may terminate by written notice. FYD may withdraw only on a proper basis with required notice and protective steps. Refund accounting uses the fixed-fee milestones below; it does not convert this agreement to hourly billing. Only completed deliverables are fully earned. Partial delivery is assessed against the separately allocated sub-deliverables actually completed, with an explanation; no double charging, automatic penalty or blanket non-refundable fee applies. At closure FYD supplies the final account, returns Client property and refunds unearned advances within the applicable regulatory period, ordinarily no later than 30 days. Any requested transfer to another authorized professional will be handled within applicable requirements and will not be withheld merely because a fee is disputed.

9. Complaints, continuity and statutory rights

For a service concern, contact the responsible Consultant at the practice email above. FYD will acknowledge it within two business days and aim to provide a substantive response within ten business days, explaining any necessary extension. This internal process does not restrict the Client's right to

contact the College.
The College of Immigration and Citizenship Consultants licenses and regulates the Consultant's immigration and citizenship practice and can receive and investigate complaints. Its complaints information is at https://college-ic.ca/protecting-the-public/complaints-process . The College may lawfully require Client records. The current professional Code must be provided as an attachment or retrievable copy before signing; receipt is recorded below.
If the Consultant becomes incapacitated or otherwise unable to continue, the Client will be notified and offered access to their file, an accounting and unearned-fee refund, and an appropriate referral where possible. Any transfer requires appropriate authority and confidentiality arrangements. Practice continuity contact/authorized custodian and contact details: [complete before execution]. No substitute representative is appointed automatically by this draft.
This engagement is governed by applicable Canadian and BC law without removing mandatory rights elsewhere. No clause limits a lawful complaint or removes professional obligations. Changes to scope, fees or these terms require both parties' written, dated agreement.

SCHEDULE EE — EXPRESS ENTRY DIY REVIEW

Case / stream / stage / document volume: [complete]. Client instructions and named family members: [complete].
Milestone 1 — Initial consultation, priorities and preparation checklist: CAD 120. This is earned after the meeting and agreed brief next-step note. A qualifying earlier initial consultation satisfies this milestone without being charged twice.
Milestone 2 — Consolidated document review and discussion: CAD 230, allocated CAD 150 to delivered written review feedback and CAD 80 to the review meeting.
Milestone 3 — Final review of one revised set and discussion: CAD 150, allocated CAD 90 to delivered final review notes/checklist and CAD 60 to the final meeting.
Three meetings are planned: 30 minutes, 45 minutes and 30 minutes; remaining time is for the agreed professional preparation and review. Total work is capped at four hours. The parties may reallocate the working time without increasing the agreed cap or fee.
The Client provides one organized first set and one corrected set. Extra rounds, a different application or substantial new material require a scope discussion. FYD identifies issues within the agreed review; it does not certify that every conceivable defect will be found.
Target dates for first meeting, complete material receipt, document review and final review: [complete]. Target completion window: 60 days from the first consultation, with written extensions where reasonably needed. Expiry triggers a review and closing account, not automatic forfeiture. A change of law or circumstances may require a revised scope.

SCHEDULE S — SPOUSAL & PARTNER SPONSORSHIP DIY REVIEW

Application type (spouse/common-law), stage, sponsor/applicant identity, relationship timeline, declared accompanying family and agreed document set: [complete before acceptance]. Prior refusals, sponsor eligibility concerns, complex marital history or substantial relationship-evidence gaps require a separate suitability assessment and quote. Parents/grandparents sponsorship is outside this schedule.
Milestone 1 — Initial consultation, priorities and preparation checklist: CAD 120. A qualifying prior same-matter initial consultation satisfies this milestone and is not charged twice.
Milestone 2 — Consolidated review of agreed forms, identity records and relationship evidence, followed by the document-review meeting: CAD 480, allocated CAD 330 to delivered written feedback and CAD 150 to the meeting.
Milestone 3 — Final review of one corrected set and a final discussion: CAD 300, allocated CAD 200 to delivered final review notes/checklist and CAD 100 to the meeting.
Three meetings are planned: 30 minutes, 45 minutes and 30 minutes. All professional preparation, meetings, review and written feedback are included within the six-hour maximum; the remaining time is allocated to the agreed file review. A qualifying earlier consultation counts towards that maximum

and the first session. The Client supplies one organized initial set and one revised set, makes corrections and submits the application. No preparation, translation, filing or representation is included. Target dates for the initial meeting, complete materials, document review and final review: [complete]. Target completion window: 60 days from the initial consultation, with reasonable written extensions and a closing account rather than automatic forfeiture. Additional rounds or a materially different case require a written scope discussion before extra work. General payment, cap, unearned-fee refund and confidentiality provisions apply.

SCHEDULE R — POST-REFUSAL RECONSIDERATION CONSULTATION

Application type, refusal date, relevant records and known deadlines: [complete before acceptance]. Scope suitability and conflicts are checked before taking a package advance.
Milestone 1 — Intake, objectives and initial identification of refusal issues: CAD 120. A qualifying earlier same-matter initial consultation is credited here.
Milestone 2 — Refusal/record analysis and written suitability findings: CAD 380.
Milestone 3 — Strategy discussion and written action plan, if reconsideration is a suitable agreed route: CAD 500, allocated CAD 200 to the discussion and CAD 300 to the delivered plan.
Milestone 4 — One review of the Client's reconsideration-request draft with written feedback: CAD 200.
If reconsideration is unsuitable after the analysis, FYD explains its conclusion and possible next steps. Later milestones will not be charged merely to use up the package. Any alternative service and fee allocation must be agreed in writing, or the unused advance is refunded. No request letter is drafted by FYD or sent to an authority under this schedule.
Total professional time: up to eight hours, including any credited initial consultation. Meeting allocation, record-review delivery date and completion window: [agree for the specific matter]. A reconsideration request does not preserve judicial-review, appeal, status or other deadlines. Where urgent or court-related advice is needed, FYD identifies the limitation and appropriate referral; it does not undertake court representation.

EXECUTION RECORD — DOCUMENT B

Selected schedule and case instructions attached: [yes / complete]. Agreed fee, applicable tax, credit and payment schedule completed: [yes / complete]. Assistants/conflicts/other representative disclosed: [yes / not applicable]. Practice contact, current registration and continuity details completed: [yes / complete]. Current Code supplied to Client on [date], by [attachment/retrievable copy]. Client confirms opportunity to read the draft and ask questions before signing.
Client full name / signature / date: _____
Responsible Consultant name / signature / date: _____
FYD provides a signed copy to each party and keeps the agreement with the Client file.

DRAFTING SOURCES AND IMPLEMENTATION NOTES — NOT CLIENT CONTRACT TERMS

Official sources reviewed 5 November 2026:
- Initial consultation requirements:
https://laws-lois.justice.gc.ca/eng/regulations/SOR-2022-128/section-23.html
- Service agreement requirements:
https://laws-lois.justice.gc.ca/eng/regulations/SOR-2022-128/section-24.html
- Fees, advances, invoices and closure:
https://laws.justice.gc.ca/eng/regulations/sor-2022-128/page-3.html
- College drafting guide:
https://www.college-ic.ca/ICCRC/Assets/Documents/Guides/SERVICE_AGREEMENT_GUIDE_EN.pdf
- GST/HST place of supply: https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/charge-collect-place-supply.html

- BC PST service classification:
https://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-106-legal-services.pdf (official PDF retrieval failed; do not treat this draft as a confirmed PST ruling).
The full source guidance is not reproduced. These are tailored drafting proposals. Verify filled facts and the final practice arrangements before real execution. No legal-compliance certification is made.