



FRIENDSHIP IMMIGRATION

IMMIGRATION CONSULTANCY SERVICE AGREEMENT

CANADA WORK PERMIT ADMINISTRATIVE SUPPORT
SAMPLE BLANK TEMPLATE | www.friendship-immigration.com

Agreement No.	_____
Date	___/___/___
Place of Execution	Jagraon, Ludhiana, Punjab, India
Country / Service	Canada / Work Permit Administrative Support

PARTIES

A. Consultant: Friendship Immigration, a partnership firm having its office at VPO Nanaksar Kaleran, Kaunke Road, Jagraon - 142036, District Ludhiana, Punjab, India; GSTIN 03GRPPS6363J1Z2; Registration No. 2755; represented by its Managing Director, Mr. Harmander Singh Sidhu (hereinafter, the "Consultant").

B. Client: _____, child of _____, born on _____, citizen of _____, holder of Passport No. _____, residing at _____ (hereinafter, the "Client").

The Consultant and the Client are individually a "Party" and collectively the "Parties". This Agreement records the limited professional services requested by the Client for a potential employment/work-permit process concerning Canada.

IMPORTANT: This is an administrative consultancy and documentation-assistance agreement for Canada. It is not a job, admission, sponsorship, permit, visa, or entry guarantee. Friendship Immigration provides general information and administrative document-organisation support only. It does not provide Canadian legal advice or act as an authorized paid representative before IRCC unless the service is delivered through a separately identified and verified Canadian-authorized representative.

1. PURPOSE AND SCOPE OF SERVICES

Subject to timely payment and cooperation by the Client, the Consultant may provide the limited administrative and document-organisation services described in Schedule A for the stated Canada process. The exact service begins only after both Parties sign this Agreement and the applicable first payment is received.

- Preliminary administrative review of the Client's documents for completeness against the stated Canada process checklist; this is not a guarantee of eligibility or outcome.
- Communication and coordination with a proposed employer, recruiter, translator, insurer, or other relevant service provider, where applicable and authorized.
- Assistance in preparing, organizing, translating, scanning, and transmitting documents for the employment, work-permit, invitation, entry-visa, or related administrative file expressly selected in Schedule A.
- Providing procedural updates that the Consultant actually receives from a third party, diplomatic mission, portal, or competent Canadian authority.
- Pre-departure administrative document information after visa issuance, if expressly included in Schedule A.

2. SERVICES NOT INCLUDED

Unless expressly written in Schedule A, the service fee does not include government charges, embassy/consulate fees, biometric fees, police clearance, medical examination, legalization/apostille, certified translation, courier, insurance, air ticket, accommodation, local transport, foreign exchange charges, taxes, or fees charged by employers or third parties.

- The Consultant is not any of the following: Canadian employers, IRCC, CBSA, visa offices, or other competent authorities.
- The Consultant does not control eligibility, selection, admission, employment, salary, appointment availability, processing time, permit or visa issuance, entry permission, renewal, or any authority's decision.
- No legal representation, regulated immigration advice, appeal, litigation, or judicial review in Canada is included unless separately agreed and lawfully provided by an appropriately authorized professional.

3. CLIENT'S DECLARATIONS AND RESPONSIBILITIES

The Client declares that every document and statement supplied is genuine, accurate, complete, and lawfully obtained. The Client shall promptly disclose any refusal, deportation, overstay, criminal matter, medical issue, prior name, prior passport, immigration violation, or other fact relevant to the application.

- Provide clear, valid and unaltered documents within requested timelines.
- Attend interviews, biometrics, medicals, or appointments and answer authorities truthfully.
- Review all forms and documents before signing or submission and immediately report any error.
- Maintain passport validity and comply with Indian, Canadian, transit-country, employment, education, tax, immigration, customs, and public-health laws as applicable.
- Do not make any unauthorized payment or private arrangement in the Consultant's name.

4. EMPLOYMENT TERMS AND INDEPENDENT VERIFICATION

Any employer name, job title, salary, hours, accommodation, food, transport, overtime, deductions, probation, leave, termination, or other employment term must be stated in an employer-issued contract or official document. The Client must read and independently verify those terms before acceptance. If later employer documents materially differ from Schedule A, the Client must notify the Consultant in writing before further processing.

5. FEES, PAYMENT AND RECEIPTS

The professional fee and payment milestones are only those written in Schedule B. No blank amount shall be treated as agreed. Payments must be made only against an official receipt or invoice issued by Friendship Immigration through an approved business payment method.

- Government and third-party charges are separate unless specifically marked "included".
- A payment milestone becomes due only when the corresponding written trigger in Schedule B occurs.
- The Client shall retain every receipt. Cash, if accepted, must be acknowledged by a signed/stamped receipt.
- Late payment may pause further services after written notice; it does not require the Consultant to advance money on the Client's behalf.

6. REFUND AND CANCELLATION

Refund rights depend on the stage reached, work already performed, non-recoverable third-party costs, and the written terms in Schedule B. The Client and Consultant must complete the refund column in Schedule B before signing. If it is left blank, no automatic full-refund promise is created, and any lawful refund will be assessed against documented work performed and recoverable amounts.

- Government, embassy, insurance, translation, courier, employer/recruiter, banking, and similar third-party charges are non-refundable once paid or committed, unless the third party refunds them.
- No refund is due for refusal, delay, withdrawal, cancellation, or loss caused by false information, hidden facts, forged/altered documents, non-attendance, non-cooperation, missed deadlines, medical or criminal inadmissibility, or violation of law by the Client.
- If the Consultant permanently stops the agreed service without Client fault, the Consultant shall provide a written account and refund any unearned professional fee, after deducting completed work and authorized non-recoverable costs.
- Cancellation must be in writing. Oral discussions, social-media messages, or informal promises do not vary this clause unless acknowledged in writing by both Parties.

7. NO GUARANTEE; AUTHORITY AND THIRD-PARTY DECISIONS

The Client understands that processing times and outcomes are decided by Canadian employers, IRCC, CBSA, visa offices, or other competent authorities. Requirements may change without notice. The Consultant shall use reasonable professional efforts within the agreed administrative scope but does not guarantee any timeline or favourable decision.

8. REFUSAL, DELAY, WITHDRAWAL OR CHANGE IN LAW

A refusal, administrative delay, quota issue, employer withdrawal, job cancellation, change of law/policy, embassy closure, appointment unavailability, security event, strike, epidemic, war, technical failure, or force-majeure event does not by itself prove breach by the Consultant. The Parties will review available next steps and any further work or fee must be separately agreed.

9. DOCUMENT CUSTODY AND DATA CONSENT

The Client authorizes the Consultant to collect, scan, store, use, and share necessary personal information and documents with relevant employers, representatives, translators, insurers, couriers, portals, embassies, consulates, and government authorities solely for the agreed process and related record keeping. Original documents should normally remain with the Client except when an authority requires temporary submission.

10. COMMUNICATION AND APPROVAL

Official communications may be made using the contact details in Schedule A. The Client shall promptly notify any change of telephone, WhatsApp, email, or address. The Client remains responsible for checking messages and deadlines. The Consultant shall not submit a form containing material client declarations without the Client's review or authorization, except for routine status enquiries or actions already expressly authorized.

11. PROHIBITED CONDUCT AND FRAUD PREVENTION

Neither Party shall offer or accept a bribe, fabricate a document, misrepresent employment, conceal a material fact, or use an unlawful route. The Consultant may suspend or terminate services if it reasonably suspects illegality, fraud, abuse, threats, or document manipulation and may comply with lawful reporting obligations.

12. LIMITATION OF RESPONSIBILITY

To the extent permitted by law, the Consultant is responsible only for direct loss proven to have resulted from its material breach of this Agreement. The Consultant is not liable for decisions or conduct of authorities, employers, recruiters, airlines, border officers, banks, couriers, translators, insurers, or other independent third parties; nor for indirect, speculative, consequential, or loss-of-opportunity claims. Nothing in this Agreement excludes liability that cannot lawfully be excluded.

13. COMPLAINTS AND DISPUTE RESOLUTION

The Client should first submit a written complaint with supporting documents to Friendship Immigration at friendshipimmigration@gmail.com. The Parties shall attempt good-faith resolution within 15 business days. If unresolved, disputes shall be subject to applicable Indian law and the competent courts at Jagraon/Ludhiana, Punjab, subject to any mandatory consumer-protection forum or jurisdiction that cannot lawfully be excluded.

14. TERM AND TERMINATION

This Agreement starts on signature and continues until the agreed service is completed or terminated. Either Party may terminate by written notice. Termination does not cancel accrued payment obligations, confidentiality, data/record obligations, refund accounting, dispute provisions, or liabilities arising before termination.

15. GENERAL TERMS

This Agreement, including Schedules A and B, is the entire agreement for the stated service and replaces prior oral representations about the same subject. Any amendment must be written and signed or clearly acknowledged by both Parties. If any provision is held invalid, the remaining provisions continue. Delay in enforcing a right is not a waiver. Headings are for convenience only.

16. LANGUAGE AND UNDERSTANDING

The Client confirms that this Agreement has been read and understood, or explained in a language understood by the Client, before signing. The Client had an opportunity to ask questions and obtain independent legal advice. No blank commercial term should be signed; all blanks in Schedules A and B must be completed or struck through and initialled.

SCHEDULE A - CLIENT AND CASE PARTICULARS

Client name	_____
Father's name	_____
Date of birth	_____
Nationality	_____
Passport	_____ Issued: _____ Expires: _____
Residential address	_____ _____
Client phone / WhatsApp	_____
Client email	_____
Proposed employer	_____
Job title / work location	_____
Monthly gross/net salary	_____
Contract / permit duration	_____
Included services	Work permit: Yes / No Visa assistance: Yes / No

SCHEDULE B - FEE, MILESTONES AND REFUND TERMS

Milestone / Trigger	Amount (INR)	Due date / Evidence	Refund treatment
1. On signing / document submission	₹ _____	_____	_____
2. On employer/work-permit evidence	₹ _____	_____	_____
3. On visa grant / agreed final trigger	₹ _____	_____	_____
Total professional fee	₹ _____	Included / Excluded	_____

Separate third-party/government costs (if any):

Client initials: _____ Consultant initials: _____

DECLARATION AND SIGNATURES

By signing below, each Party confirms that the completed Agreement and both Schedules were reviewed, that no unauthorized guarantee was relied upon, and that a copy will be provided to the Client.

FOR FRIENDSHIP IMMIGRATION	CLIENT - _____
Signature: _____	Signature: _____
Name: Harmander Singh Sidhu Designation: Managing Director	Passport No.: _____ Client ID: _____
Date: ____ / ____ / ____ Place: Jagraon, Punjab	Date: ____ / ____ / ____ Place: _____

WITNESSES	
1. Name: _____ Address: _____ Signature: _____	2. Name: _____ Address: _____ Signature: _____
Consultant contact: +91 77195 36180 / +91 62399 99302 friendshipimmigration@gmail.com www.friendship-immigration.com	