

# ANNUAL FEES, OTHER FEES, FINES AND PENALTIES REGULATION



TM/MC

**icrcrc**  
IMMIGRATION CONSULTANTS OF  
CANADA REGULATORY COUNCIL  
**crcic**  
CONSEIL DE RÉGLEMENTATION DES  
CONSULTANTS EN IMMIGRATION DU CANADA

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## Table of Contents

1.	AUTHORITY .....	4
3.	SHALL PAY PROMPTLY .....	4
4.	ANNUAL FEES.....	4
5.	LATE PAYMENT OF ANNUAL FEES .....	4
6.	PAYMENT PLANS .....	4
7.	COLLECTIONS AFTER CEASING TO BE LICENSED .....	5
8.	PAYMENT OF INVOICES.....	5
9.	OTHER PAYMENT TERMS .....	6

**1. AUTHORITY**

- 1.1 This Regulation is enacted pursuant to sections 3.1 and 18 of the By-law.
- 1.2 The Board of Directors delegates to the Registrar the authority to remit or forgive all or part of the annual fees and other fees payable by a Licensee together with fines and penalties administratively imposed by Regulation.

**2. DEFINITIONS**

- 2.1 In this Regulation, capitalized terms have the same meaning as they do in the By-law.

**3. SHALL PAY PROMPTLY**

- 3.1 Every Licensee, Sole Proprietorship and Firm shall promptly pay to the Council all assessed annual fees and other fees, fines and penalties in accordance with the terms and conditions provided on the applicable invoice or notice and in this Regulation.

**4. ANNUAL FEES**

- 4.1 Effective November 23, 2021 the annual fee payable by an RCIC is \$1,809.25 which may be paid in a single payment due on July 1, or four equal instalments due on July 1, October 1, January 1 and April 1.
- 4.2 Effective November 23, 2021 the annual fee payable by a RISIA is \$913 which may be paid in a single payment due on July 1.
- 4.3 In the initial year, a new Licensee shall be billed on a prorated basis from their date of licensing until the next following July 1.
- 4.4 All annual fees, other fees, fines and penalties shall be subject to applicable taxes.

**5. LATE PAYMENT OF ANNUAL FEES**

- 5.1 A Licensee who fails to pay their annual or quarterly instalment of annual fees before the expiry of thirty (30) calendar days immediately following the due date of the applicable invoice or notice shall be assessed an additional \$100 late payment fee.
- 5.2 Annual fees and any late payment fee must be paid in order for a Licensee to be In Good Standing with the Council.

**6. PAYMENT PLANS**

- 6.1 A Licensee, who at the time of receiving their invoice for annual fees, other fees, fines and/or penalties, is experiencing a temporary financial problem where making the payment in full is impossible or will otherwise create an undue hardship, may apply to the Registrar in

- writing for consideration of a time-limited payment plan in order to meet their financial obligations to the Council.
- 6.2 A Licensee, who is already enrolled in an approved payment plan, and who is presented with additional invoices for annual fees, other fees, fines and/or penalties, may with the permission of the Registrar, renegotiate the terms and time limit of an existing payment plan to incorporate the new charges into a single modified payment.
- 6.3 A Licensee, upon receiving approval of a proposed payment plan by the Registrar, must provide the Council with sufficient post-dated cheques or credit card information to cover the total period of the payment plan, or make agreed on-time online banking payments, to maintain the terms of the approved payment plan. Should a post-dated cheque be returned from the financial institution due to insufficient funds, or a credit card payment be declined, or an online payment not made on time, the payment plan will go into default. If the default is not corrected within fifteen (15) calendar days of the date of the notice of default from the Registrar, including the payment of any returned cheque charge (as applicable), the Licensee will immediately be suspended. Such suspension shall remain in force until either the payment plan is brought up-to-date or the Licensee is revoked pursuant to the By-law.
- 6.4 A Licensee wishing to pay in full, before the next instalment due date, the outstanding balance owing under the payment plan, shall notify the Registrar in writing who will notify the Licensee of the balance owing and arrange for a suitable single remaining payment to be made.
- 6.5 A Licensee satisfying their indebtedness to the Council through a payment plan remains In Good Standing, provided all scheduled payments are made on time, and all other licensing obligations are completed.

## **7. COLLECTIONS AFTER CEASING TO BE LICENSED**

- 7.1 When a Licensee while still indebted to the Council resigns or is revoked, the Registrar may refer all or part of their indebtedness for annual fees, other fees, fines and penalties still owing to the Finance Department of the Council to initiate third-party collection proceedings.
- 7.2 To avoid a third-party collection action, a former Licensee may enter into a payment plan acceptable to the Registrar to settle their indebtedness to the Council.

## **8. PAYMENT OF INVOICES**

- 8.1 A Licensee may pay any invoice owing to the Council by:
- (a) Cheque
  - (b) Online banking through an approved financial institution
  - (c) Visa or MasterCard credit card

- 8.2 The Licensee shall be responsible for any transaction fees associated with the payment of the invoice.

**9. OTHER PAYMENT TERMS**

- 9.1 Except as otherwise expressly provided in the By-law or in a Regulation, any amount due to the Council will be due and payable on the 30<sup>th</sup> calendar day following receipt by the Licensee of the invoice or statement from the Council therefore. Any amount not paid when due shall bear interest at a rate of 2% per month (being 24% per annum), calculated monthly, from the date payment was due until the date payment was made, without prejudice to any other rights, remedies or recourses which the Council may have under the By-law, at law or in equity.
- 9.2 The right of the Council to any payment provided for under the By-law or this Regulation shall not be subject to any abatement, reduction, setoff, defence, counterclaim or recoupment of any amount due or alleged to be due by reason of any past, present or future claims of a Licensee against the Council.
- 9.3 All sums of money and all payments made to the Council under the By-law or this Regulation shall be in Canadian dollars.