

DUES, FEES, FINES AND PENALTIES REGULATION



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

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1. AUTHORITY

- 1.1 This Regulation is enacted pursuant to sections 3.1 and 18 of the *By-law* of the Council.
- 1.2 In the event of any conflict between the English version and the French version of this Regulation, or between this Regulation and the Council's *By-law*, the English version of the *By-law* shall govern.
- 1.3 The Board of Directors delegates to the Registrar the authority to remit or forgive all or part of the annual Dues and fees of Members and RISIAs together with fines and penalties administratively imposed by Regulation.

2. DEFINITIONS

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

3. SHALL PAY PROMPTLY

- 3.1 Every Member, RISIA, and Firm shall promptly pay to the Council all assessed membership or registration Dues and fees, fines and penalties in accordance with the terms and conditions provided on the applicable invoice or notice and in this Regulation.

4. DUES AND FEES

- 4.1 Effective 1 July 2014 the annual dues payable by Members is \$1,809.25 which may be paid in a single payment or four equal installments on 1 July, 1 October, 1 January and 1 April.
- 4.2 Effective 1 July 2015 the annual registration fee payable by RISIAs is \$913.00 which may be paid in a single payment on 1 July.
- 4.3 In the initial year, a new RCIC or RISIA shall be billed on a prorated basis from his/her date of membership or registration until the next following 1 July.
- 4.4 All dues, fees, fines and penalties shall be subject to applicable taxes.

5. LATE PAYMENT OF MEMBERSHIP DUES AND REGISTRATION FEES

- 5.1 A Member or RISIA who fails to pay his/her annual or quarterly instalment of membership dues or registration 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 \$100.00 late payment fee.
- 5.2 Membership dues and registration fees and any late payment fee must be paid in order for a Member or a RISIA to be In Good Standing with the Council.

6. PAYMENT PLANS

- 6.1 A Member or RISIA, who at the time of receiving his/her invoice for dues, 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 his/her financial obligations to the Council.
- 6.2 A Member or RISIA, who is already enrolled in an approved payment plan, and who is presented with additional invoices for dues, 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 Member or RISIA, 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 on-line 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 is declined, or an on-line 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 Member or RISIA will immediately have his/her membership or registration suspended. Such suspension shall remain in force until either the payment plan is brought up-to-date or the Member's membership or the RISIA's registration is revoked pursuant to the *By-law* of the Council.
- 6.4 A Member or RISIA 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 Member or RISIA of the balance owing and arrange for a suitable single remaining payment to be made.
- 6.5 A Member or RISIA satisfying his/her indebtedness to the Council through a payment plan remains In Good Standing, provided all scheduled payments are made on-time, and all other membership or registration obligations are completed.

7. COLLECTIONS AFTER CEASING TO BE REGISTERED

- 7.1 When a Member or RISIA while still indebted to the Council ceases to be registered by either resignation or revocation, the Registrar may refer all or part of his/her indebtedness for dues, fees, fines and penalties still owing to the Director of Finance and Operations of the Council to initiate third-party collection proceedings.
- 7.2 To avoid a third-party collection action, a former Member or RISIA may enter into a payment plan acceptable to the Registrar to settle the individual's indebtedness to the Council.

8. PAYMENT OF INVOICES

- 8.1 A Member or RISIA may pay any invoice owing to the Council by:
- a) Cash
 - b) Cheque
 - c) Online banking through an approved financial institution
 - d) VISA or MasterCard credit card
- 8.2 The individual 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* of the Council or in a Regulation, any amount due to the Council will be due and payable on the 30th calendar day following receipt by the Member or the RISIA, as applicable, 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* of the Council 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 Member or a RISIA, as applicable, against the Council.
- 9.3 All sums of money and all payments made to the Council under the *By-law* of the Council or this Regulation shall be in Canadian dollars.