

<i>Disclosure obligation to you</i>	1.	The Migration Act 1954 requires that we specify our professional fees. The Act also stipulates that we must inform you of how we will do the work. We must inform you before we do any professional work or act in accordance with your instructions once you have paid our professional fees.
Notification of changes	2.	You are entitled to be notified of any substantial change to the matters stated in this disclosure document as soon as is reasonably practical after we become aware of any such change.
<i>Negotiating this agreement</i>	3.	You are entitled to negotiate any changes to this agreement.
<i>The work</i>	4.	<p>By clicking and acknowledging the terms of this agreement, you have requested us to do the following work:</p> <ul style="list-style-type: none"> • Collate, prepare, lodge and manage application for Skills Assessment application of the required skills assessment authority subclass for which application is required for migration and visa application purposes. • The application process will require us to gather documentation supplied to us by you through this online portal, and require us to review, advise and arrange for the making of application in light of current migration legislation and regulation at the time of lodgement. • You also require us to manage all ongoing communications and requisitions as required by Skills Assessment body during application processes and to and beyond, where required, the day of decision on your application. • The terms of this agreement are limited to actions and representations for work required to be undertaken up to the stage of decision to grant or refuse skills assessment. This agreement does not include review or any other actions beyond the decision to grant or to refuse skills assessment, including actions to final determination.
<i>Progress reports of the work</i>	5.	We will provide regular reports to you on the progress of work done under the terms of this agreement.
<i>Calculation of professional costs</i>	6.	<p>The professional costs for doing the work outlined in this agreement are listed below this agreement in the online portal and include the following elements:</p> <ul style="list-style-type: none"> • the charges for professional work, • the charges for the provision of office services, and <p>Unless otherwise stated all amounts include GST.</p>

		Skills Assessment application fees are other disbursements in the application process and are not included in the scope of our professional fees. At the time of application lodge, you will be required to provide credit card details for online payment through the online payment portal of the relevant Skills Assessment Authority or to make arrangements to provide funds to us in order that we may pay the application charge on your behalf. We will disclose to you at the time of lodgement the relevant fees and charges if they are different from published fees and charges on the Skills Assessment Authority's website. Additional disbursements are also disclosed on the Skills Assessment Authority's website and it is your responsibility to be aware of these. We will also point out all relevant fees and charges as they apply to your application context.
<i>Agreed sum professional costs</i>	7.	This is an agreed sum concerning the professional work only and does not include any additional work. Additional work includes – <ul style="list-style-type: none"> (i) Any substantial matter affecting the work which was not known by us when this document was written. (ii) All work done in response to unreasonable or repeated requests for information concerning the work. (iii) Costs for any additional work will be calculated on the basis of then current rates for our professional work and for the provision of office services.
<i>Code of conduct</i>	8.	We comply with the Code of Conduct prescribed in Schedule 2 to Regulation 8 of the <i>Migration Agents Regulations 1998</i> . We will do all that is reasonable and ethical to obtain the result you want. We tell you honestly what we believe are your prospects of success. The Code regulates relations between registered migration lawyers/agents and their clients. If you feel that we in any way have breached the code or are acting in a manner that is unprofessional or unethical, please inform us in writing at your earliest convenience.



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