

Immigration Compliance and Consulting Services (All Jurisdictions)

1. The following additional terms apply to all immigration compliance and consulting services:

A. Scope of Services

Vialto will provide immigration compliance services (the “**Immigration Services**”) to You where You are or may be working outside of Your home jurisdictions. Such Immigration Services may include facilitation and procurement of visas and work permits, residency permits, employment work visas, tax reporting and related immigration compliance services as required by the jurisdiction where You are working (a “**Host Country**”).

B. Vialto Responsibilities

Vialto will carry out the Immigration Services based on information provided to us by You.

The completion of immigrant and non-immigrant applications and forms often involves matters of interpretation and judgment. Vialto will review with You any potentially contentious filing positions for which it becomes aware during the preparation process. Vialto is not responsible for any changes to immigration laws or regulations that may occur after the application has been prepared and cannot be held responsible for any negative impact a regulatory change may have on any filed application.

C. Your Responsibilities

For the purposes of this Agreement, Vialto will write to and accept instructions only from You in writing.

With respect to Vialto’s Immigration Services, You agree to the following:

- Providing timely responses to any queries raised by us including any requests for information or documentation
- Advising us at the earliest opportunity if applications are urgent
- Providing truthful, accurate and complete information and documentation
- Notifying us of any details or changes to information previously provided, which may be material to the application or Immigration Services to be provided by Vialto. Such examples of information may include, but not be limited to, employee work history, location; criminal history, adverse immigration decisions, etc.

D. Guarantees

Vialto makes no guarantees or assurances with respect to the final outcome in any immigration matter as the decision to issue an immigration document/visa is at the sole discretion of the immigration authority.

E. Other Matters

If You notify Vialto that You are traveling to a host country that has a legal requirement for posted worker directive (“**PWD**”) notifications to be completed, Vialto will complete the required PWD notification process for You in the host country as follows:

- Request additional data points needed from You in a standard Vialto questionnaire as per an agreed process;
- Prepare and submit online (or alternative) registration including required documentation with the relevant PWD host country local authority;
- Act as a central point of contact for You in relation to issues regarding the gathering of data for registrations and manage queries and clarifications requested from the PWD host country local authorities;
- Confirm document requirements and track status of retention requirements as necessary;
- Provide a copy of the submitted notification for Your records; and
- Provide You with status updates and additional reports on active cases as mutually agreed.

