**Appendix VII: TS and PS Request Form (筆譯/校對服務申請表)**

**Hong Kong Christian Service CHEER**

**Translation Service (TS) and Proof-reading Service (PS) Request Form**

Please complete this form together with your agency’s chop and your signature and return with documents to be translated by **fax to (No.:3106 0455) or email (tis-cheer@hkcs.org)** at least **14 working days in advance**. We will reply you via email within 3 working days.

Information you provide will be disclosed to our assigned interpreters and authorized staff of CHEER for the purpose of following up your request.

|  |  |
| --- | --- |
| **Case Reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\*This number will be issued by CHEER.* | **Agency code(If Any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\*This code will be assigned by CHEER |
| **Type of Organization:** 🞏 Education Bureau 🞏 Department of Health 🞏 Housing Department 🞏 Immigration Department 🞏 NGO  🞏 School 🞏 Social Welfare Department 🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Organization Information: (Compulsory for organizations without Agency Code)****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Enquirer Information: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel (If different from above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (If different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Service Requested:**  |
| **🞏 Translation** | **from English (number of English word \_\_\_\_\_\_\_ ) to****□ Bahasa Indonesia □ Hindi □ Nepali □ Punjabi □ Tagalog □ Thai □ Urdu** **□ Vietnamese** |
| **🞏 Proof-reading** | **from □ Bahasa Indonesia □ Hindi □ Nepali □ Punjabi □ Tagalog □ Thai □ Urdu**  **□ Vietnamese(number of EM words` \_\_\_\_\_\_\_ ) to English**  |
| ***Fees & Charges for Government Departments (Fees are waived- For NGOs and Schools)******Translation : HK$1.5 per English word per language requested. (Minimum charge HK$300)******Proof-reading : HK$0.5 per ethnic minority word per language requested.******(Minimum charge HK$100)***Translations done by third parties can be proof-read by CHEER. Recommendations for amendments will be marked with ink on the copies. The marked copies with an appendix indicating all suggestions will be sent to the requesters. Subsequent requests for the provision of amendments shall be treated as an additional translation request and will be charged accordingly. |
| **Expected date of completing Translation / Proof*-*reading\***(Normally CHEER takes at least 14 days to finish one A4 size article, requesters are suggested to consult CHEER before making ) **Date \_\_\_\_\_(DD)/\_\_\_\_\_(MM)/\_\_\_\_\_(YY)** |
| **Office Use Only** | **Confirmed** 🞏 **Translation /** 🞏 **Proof-reading Service by: \_\_\_\_\_\_\_\_\_\_** **Total Number of English / EM Word: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fee: HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| I agree that once CHEER has issued a confirmation of translation request no cancellation or change to the original text will be accepted. The agency or department will also be liable to *pay for the agreed translation fees in full.* |
| Signed by | : |  |  | Agency Chop: |
| Name of Officer | : |  |  |
| Date | : |  |  |
|  |  |  |  |
| ***Format of materials:**** **Typed on A4 sized paper**
* Font style: **Times New Roman**
* Font size **12**
* Spacing: **double - line spacing**
 | **\*Fees are waived-** **For NGOs and all non- profit-making kindergartens, primary and secondary schools, colleges as listed in the EBD. Eligible materials for translation or proof reading services are mainly information that promote EM’s access to public service/ service information, such as a brief introduction to services of a Centre.** |