

Appendix VII: SIS Request Form (即時傳譯服務申請表)

Hong Kong Christian Service CHEER Simultaneous Interpretation Service (SIS) Request Form

Please complete this form together with your agency's chop and your signature to fax (No.:3106 0455) or email (tis-cheer@hkcs.org) or fill in the online application form (<https://tis.hkcscheer.net/sis/request/guest>) at least **21 working days in advance**. We will reply you via email within 7 working days.

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

Case Reference number: _____ <i>This number will be issued by CHEER.</i>	Agency code(If Any): _____ This code will be assigned by CHEER
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Type of Organization: Education Bureau Department of Health Housing Department Labour 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 User Information: Name: _____ **Gender:** Female Male
 ***Language Spoken:** Bahasa Indonesia Hindi Nepali Punjabi Tagalog Thai Urdu
 Vietnamese (Please attach an attendance list if available)

Date needing SIS: Please state your preferred dates & time below.

1st Date: ___(dd)/___(mm)/___(yy)	2nd Date: ___(dd)/___(mm)/___(yy)	3rd Date: ___(dd)/___(mm)/___(yy)
Time: ___ AM/PM to ___ AM/PM	Time: ___ AM/PM to ___ AM/PM	Time: ___ AM/PM to ___ AM/PM

Meeting Place: _____(room) _____(floor) _____(building) _____(street/road) _____(district)
 New Territories Kowloon Hong Kong **Preference of interpreter:** Female Male Either
Contact Person (If different from above): _____ **Contact Tel. on appointment date:** _____

Background information about the assignment

(Please fax/ email relevant materials such as service description, application form together with this form if appropriate. CHEER reserves the right to decline an assignment which requests our interpreters to sign any documents on-site)

Payment methods, please **Payment method:** by cash/ cheque to CHEER's interpreter by cheque sent to CHEER's office

***IMPORTANT NOTES: SIS is to convey messages from English to the requested spoken language and vice-versa during interpretation session. Sight interpretation from EM languages to English & translation between English to EM languages will not be rendered.**
 Operation hour: **HK\$200/ hr for Government Departments (Fees are waived for NGOs and all non-profit-making kindergartens, primary and secondary schools, colleges as listed in the EDB)**
 Non-operation hour: **HK\$400/hr for Government Departments**, non-operation hour rates apply to session starts or ends outside of our operation hours. *(Fees are waived for NGOs and all non-profit-making kindergartens, primary and secondary schools, colleges as listed in the EDB)*

- Minimum time for a SIS is 30 minutes; time less than 30 minutes will be counted as 30 minutes. **Full payment will be charged if the SIS finished before the scheduled time.**
- **SIS is not available for the private sector.**
- Availability and fee for any request for SIS during anytime out of the above operation hours will be considered case by case. Normally, a higher rate will be charged for service provided in non-operation hours. Please contact us to confirm availability of the interpreter if the scheduled SIS is expected to overrun. We may not be able to give interpretation support during the extended period if no prior notice is made. Services provided during the extended period will be charged accordingly.

If you need an invoice, please tick here **If you need an official receipt, please tick here**

Office Use Only **Confirmed SIS by:** _____ **on** _____ **(Date) at** _____ **(Time)**
Name of Interpreter booked: _____ **Service charge:** _____

Signed by : _____ Name of Officer : _____ Date : _____	Agency Chop:
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