

## Appendix VIII: 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](mailto:tis-cheer@hkcs.org)) or fill in the online application form (<https://tis.hkcscheer.net/tsp/ps/request/guest>) at least **14 working days in advance**. We will reply you via email within 3 working days.

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

<b>Case Reference number:</b> _____ <i>This number will be issued by CHEER.</i>	<b>Agency code(If Any):</b> _____ 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 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**  
**Translation** : HK\$2 per English word per language requested. (Minimum charge HK\$300)  
**Proof-reading** : HK\$1 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.  
- Please consult staff about the fees for the private sector.

**Expected date of completing Translation / Proof-reading Date** \_\_\_\_ (DD)/ \_\_\_\_ (MM)/ \_\_\_\_ (YY)  
(Normally CHEER takes at least 14 days to finish one A4 size article, requesters are suggested to consult CHEER before making a request)

<b>Office Use Only</b>	<b>Confirmed</b> <input type="checkbox"/> Translation / <input type="checkbox"/> Proof-reading	<b>Service by:</b> _____
	<b>Total Number of English / EM Word:</b> _____	<b>Fee: HK\$</b> _____

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 : _____	

<b>Format of materials:</b> > Typed on A4 sized paper > Font style: Times New Roman > Font size 12 > Spacing: double - line spacing	<b>*Fees are waived-</b> For NGOs and all non- profit-making kindergartens, primary and secondary schools, colleges as listed in the EDB. 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.
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