

申請列入公務員事務局外判翻譯公司名單
為香港特別行政區政府提供中英文翻譯服務

TF _____

**Application for Inclusion
in the Civil Service Bureau's List of Translation Firms
as a Provider of Translation Services in Chinese and English
to the Government of the Hong Kong Special Administrative Region**

I. 公司資料 Company Profile

公司名稱 Name of company:	中文 Chinese _____
	英文 English _____
商業登記證號碼 Business Registration Certificate no.:	_____
在香港首次登記年份 Year of first registration in Hong Kong:	_____
地址 Address:	_____ _____
電話 Telephone no.:	_____
傳真 Fax no.:	_____
電郵地址 Email address:	_____
網址 Website:	_____
聯絡人 Contact person:	_____
職位 Post:	_____
辦公室電話 Office telephone no.:	_____
其他聯絡電話 Other contact telephone no.:	_____

II. 翻譯人員數目 Number of Professional Staff

	審稿人員 Quality controller	全職翻譯員 Full-time translator	兼職翻譯員 Part-time translator
總數 Total no. of staff			
持有中／英文或翻譯學位者 Holders of a degree in Chinese/English language or translation			
從事翻譯工作 Staff working as translator for			
少於五年者 less than 5 years	_____	_____	_____
五年或以上者 5 years or more	_____	_____	_____

III. 審稿人員資料 Personal Particulars of Quality Controller

姓名 中文 Name: Chinese	英文 English		
香港身分證號碼 Hong Kong Identity Card no.:			
護照／旅行證件號碼 Passport/Travel document no.:	簽發機關 Issuing authority:		
(本欄供沒有香港身分證的審稿人員填寫) (for quality controllers without Hong Kong Identity Card)			
聯絡電話 Contact telephone no.:	電郵地址 Email address:		
學歷／專業資格 Academic/Professional Qualifications			
學院／頒發機構 Institute/Issuing authority	頒發日期 (日／月／年) Date issued (Day/Month/Year)	學歷／專業資格 Academic/Professional qualifications	
翻譯經驗 Experience in Translation			
請按日期順序列出審稿人員的全職翻譯經驗。公務員事務局可能會向下列僱主查詢有關資料。 Please list in chronological order the quality controller's experience as a full-time translator. The employers listed below may be approached for references.			
日期 (月／年) Date (Month/Year)	政府部門／ 私營機構名稱 Name of government department/private firm	職位 Post	聯絡人姓名及電話 Name and telephone no. of contact person
由 From	至 To		
從事全職翻譯工作年數 Total years of service as a full-time translator : _____			

若多於一位審稿人員，請另頁填寫資料。

If there are more than one quality controller, please provide details on separate sheets.

IV. 公司專長 Fields of Expertise of the Firm

請在適當位置填上“✓”。 Please mark a “✓” where appropriate.

財經 Business and finance	<input type="checkbox"/>
文化藝術 Culture and art	<input type="checkbox"/>
法律 Legal	<input type="checkbox"/>
科技 Science and technology	<input type="checkbox"/>
其他（請註明） Others (Please specify)	<input type="checkbox"/>
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V. 參考資料 Reference

- (i) 請列出一些貴公司曾為政府部門翻譯的文件。公務員事務局可能會向這些部門查詢有關資料。
Please give examples of translation work done for government departments. The departments may be approached for references.

部門名稱 Name of department	文件性質 Nature of document	僱用日期 Date of commissioning	部門負責人員 Subject officer	電話 Contact telephone no.
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- (ii) 請提供曾僱用貴公司翻譯文件的本地公司資料。公務員事務局可能會向這些公司查詢有關資料。
Please provide information about the local firms for which you have provided services. The firms may be approached for references.

公司名稱 Name of firm	地址及電話 Address & telephone	文件性質 Nature of document	僱用日期 Date of commissioning
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. 聲明 Declaration

本人謹此聲明，本公司的翻譯員及審稿人員並非從事政府翻譯工作的香港特別行政區政府全職僱員，並聲明以上各部填報的資料正確無誤。本人明白，若故意在填寫本申請表格時虛報資料，可令本公司喪失列入外判翻譯公司名單的資格，即使已列入該名單，亦可遭除名。

I declare that the translators and quality controller(s) of our company are not full-time employees of the Hong Kong Special Administrative Region Government involved in government translation work, and that the information given above is true and correct. I understand that if I wilfully give any false information in this application form, our firm will be liable to disqualification for inclusion in the List of Translation Firms or deletion from it if already included.

(公司印章)
(Company seal)

簽署 Signature: _____

姓名 (請以正楷填寫)
Name in block letters: _____

職位 Post: _____

日期 Date: _____

* 遞交表格前，請先細閱第 5 頁所載注意事項。

Please read the NOTE on page 5 carefully before submitting the form.

注意事項

填報資料

申請者如未能提供全部所需資料，或所填寫的資料未能清楚顯示申請者符合所需資格，申請將不會受理。提交申請表格後，若表格所載資料有任何更改，申請者必須立即通知公務員事務局法定語文事務部。

遞交表格

申請表格請交回香港金鐘道 66 號金鐘道政府合署高座 23 樓公務員事務局法定語文事務部總法定語文主任（研究支援）。

證明文件

申請者須連同申請表格遞交以下文件副本：

- (a) 公司過去三年的商業登記證；
- (b) 審稿人員的學歷／專業資格證明書；以及
- (c) 審稿人員的就業證明書。

如有需要，申請者須出示上述文件和審稿人員的身分證明文件及其他有關證明文件的正本，以供核實。

資料的使用

申請者如獲批准列入名單，公務員事務局可能會向其他局和部門提供申請者在本表格填報的資料，作外判翻譯時參考之用。未獲批准列入名單的申請者，其資料將全部銷毀。

僱用服務

政府各局和部門如需要額外人手協助翻譯中英文文件，可選擇僱用外判翻譯公司名單上的公司或其他服務供應商。列入外判翻譯公司名單，不等同獲政府僱用。

採購服務及服務質素

政府各局和部門僱用外判翻譯公司時，將遵照《物料供應及採購規例》所載程序和條文辦理。公務員事務局會就服務質素收集意見，並不時檢討有關名單。表現欠佳者會遭除名。

NOTE

Provision of Information

An application will not be considered if information provided is incomplete or insufficient to show that the applicant meets the criteria specified. The applicant is required to notify the Official Languages Division, Civil Service Bureau if there are any subsequent changes to the information provided after submission of the application form.

Delivery of the Application Form

The application form should be returned to Chief Official Languages Officer (Research and Support), Official Languages Division, Civil Service Bureau, 23/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.

Supporting Documents

The application form should be submitted with copies of the following documents:

- (a) Business Registration Certificate(s) of the firm for the past three years;
- (b) Certificate(s) of academic/professional qualifications of the quality controller(s); and
- (c) Certificate(s) of employment of the quality controller(s).

If necessary, the applicant may be asked to produce originals of the above documents, identification document(s) of quality controller(s) and other relevant documents for verification.

Use of Data

If the application is successful, the Civil Service Bureau may provide other bureaux and departments with the information given in this form by the applicant as reference for the purpose of procuring translation services. Information on unsuccessful applicants will be destroyed.

Engagement of Services

Government bureaux and departments in need of additional resources to augment their in-house translation teams for translating documents between Chinese and English are free to choose any translation firms on the List of Translation Firms or commission other service providers. Inclusion in the List should not be construed as actual engagement of services.

Procurement and Standard of Services

Procurement of translation services by government bureaux and departments will follow the procedures and provisions set out in the Stores and Procurement Regulations. The Civil Service Bureau will collect feedback on the standard of services provided and review the List from time to time to weed out substandard performers.

ACKNOWLEDGEMENT OF APPLICATION

Your application for inclusion in the Civil Service Bureau's List of Translation Firms has been received. We are processing your application and will contact you again as soon as possible.

Application no.: _____ (Official use only)

Company name _____
(Attn: _____)
Address _____

(Please fill in your company name and address)

Company name _____
(Attn: _____)
Address _____

(Please fill in your company name and address)

Company name _____
(Attn: _____)
Address _____

(Please fill in your company name and address)