

Civil Service Bureau

(A) Notification List of Translation Firms

(B) Notification List of Freelance Translators

The Civil Service Bureau maintains the above lists for the reference of bureaux/departments of the Hong Kong Special Administrative Region (HKSAR) Government when additional resources are required to augment their in-house translation teams in translating documents between Chinese and English. Fees will be based on agreement between the user bureaux/departments and the service providers.

For inclusion in **(A) Notification List of Translation Firms**, an applicant should:

- (a) be a registered company in Hong Kong or possess a valid Hong Kong business registration certificate;
- (b) have been in operation for at least 3 years;
- (c) have sufficient resources and expertise to undertake voluminous and urgent translation assignments and complete them within the prescribed time limit;
- (d) operate a quality control system whereby all translated texts are checked and polished by a quality controller who has:
 - (i) a degree from a Hong Kong university or a higher diploma from a Hong Kong polytechnic/polytechnic university, or equivalent; and
 - (ii) at least 5 years of experience as a full-time translator;
- (e) possess good knowledge of the business of the HKSAR Government and local affairs; and
- (f) ensure that their translators and quality controllers are not full-time employees of the HKSAR Government involved in government translation work.

For inclusion in **(B) Notification List of Freelance Translators**, an applicant should have:

either

- (a)
 - (i) a degree from a Hong Kong university or a higher diploma from a Hong Kong polytechnic/polytechnic university, or equivalent;
 - (ii) at least 5 years of experience as a full-time translator; and
 - (iii) good knowledge of the business of the HKSAR Government and local affairs;

or

- (b) at least 5 years of experience as a full-time translator with the HKSAR Government.

Full-time employees of the HKSAR Government who are involved in government translation work will not be considered.

Applicants may download application forms at the following links:

[For inclusion in the Notification List of Translation Firms](#)

[For inclusion in the Notification List of Freelance Translators](#)

Completed application forms 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.

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