



Issues of translation of official documents (8-Lecture)

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Official documents

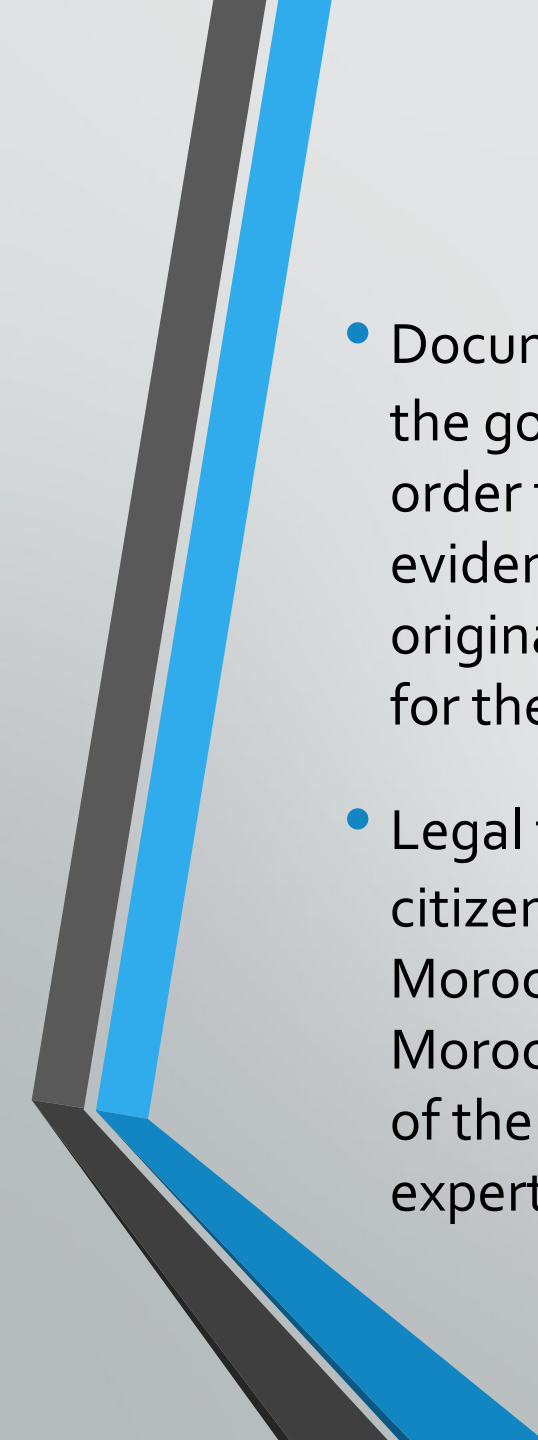
In Kazakhstan, the official written translating of documents is called “ресми іс қағаздар аудармасы” (official documents translation) and is carried out by professionals called “кәсіби аудармашы” (professional translators). But official documents are also rendered by translators who are non-professional or have not achieved sworn translator status. We will thus call the translating of these documents official translation, rather than sworn translation. When we refer to translators who perform official translation, we will call them official translators, whatever their professional condition may be.

Documents for official translation may contain any of the following elements:

- Recorded elements: births, marriages, academic studies, deaths, wills, illegal activities, or other legal or administrative acts (such as sales agreements or medical prescriptions)
- Documentary elements, such as letters, reports, blank certification forms, completed certification forms, validated certifications, translations, authorized translations and authorized and validated translations
- Validating elements, such as the certification of formalities corresponding to different moments of a proceeding (the certifications of a registrar, a notary public, a court clerk, the Hague apostille, for example)

Some examples and translations of official documents, which are used in our country:

- 1. Enquiry – Сұраныс хат /Письмо-запрос
- 2. Offer – Ұсыныс хат /Письмо-предложение
- 3. Claim - Шағымдану хаты / Письмо-рекламация (претензия)
- 4. Invitation letter – Шақыру хат / Письмо-приглашение
- 5. Letter of condolence – Көңіл айту / Письмо-соболезнование
- 6. Certificate of birth– Туу туралы куәлік / Свидетельство о рождении
- 7. Contract – Келісім-шарт / Контракт
- 8. Instruction manual- Тұтынушы нұсқаулығы / Потребительские инструкции

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- Documents may be translated for different purposes. They may be intended for the government of a country or community speaking a foreign language, often in order to certify allegations in a legal or administrative process and usually as evidence in a court case. They may be translated so that a legal situation originating in a foreign language country can be recognized, or in order to apply for the recognition or validation of merits acquired in a foreign country.
 - Legal texts can also be translated in order to apply the source norm to foreign citizens, which is a basic principle of Private International Law. For instance, a Moroccan citizen living in Spain can require their divorce demand to follow Moroccan law; in that case, the Spanish judge and lawyers may need a translation of the corresponding law, jurisprudence and doctrine plus the official translator's expert commentary.

Enquiry Letter

Street Address
City, State ZIP Code
Phone Number
Date

Individual's name
Job title
Name of organization
Street address
City, State ZIP code

Dear Mr./Ms. _____:

I am writing to ask you to consider an addition to your marketing team. Your organization has been in the news as a leader in the industry. I am an innovator of new ideas, an excellent communicator with buyers, and have a demonstrated history of marketing success. I believe I would be a good fit for your organization.

Currently, I market computer products for a major supplier using television, radio, and news advertising. I have a reputation for seeing every project through to success.

Enclosed is my resume for your review and consideration. EFTG Industries has a reputation for excellence. I would like to use my talents to market your quality line of technical products. I will call you to further discuss your needs and how I could benefit your company. If you prefer, you may reach me in the evenings at (555) 555-5555.

Thank you for your time. I look forward to meeting you.

Sincerely,

Name

Enclosure

Enquiry –
Сұраныс хат /
Письмо-запрос

Sample Job Offer Letter

Funds Administrator Name
Funds Administrator Address

Date

Name of Candidate
Address

Dear _____ (candidate's name),
I am pleased to offer you part time employment as a Support Worker for
_____ (individual's name). A detailed job description is
attached to this letter for your reference. This position will begin on
_____ (date). The hours of work are _____ for a total
of _____ hours per week at a rate of \$ _____ per hour.

You are required to ensure you obtain a Criminal Record Check and a
Vulnerable Sector Check before the first day of work.

If you agree to accept this offer of employment, please sign and return one copy
of this letter to us.

I look forward to working with you.

Sincerely,

Funds Administrator Signature

Funds Administrator Name

Employee Name

Employee Signature

Date

Offer – Ұсыныс
хат /Письмо-
предложение

Claim Letter Sample and Example

From:

Sim Gretta

Principal

St. Mary's School

London

Date: November 4th, 2020

To,

John Cameron

Manager

A to Z Equipment Ltd.

88, Downtown Street

London

Dear Mr. John,

I would like to bring to your notice that the installation of water coolers is still pending at St. Mary's School which was mutually agreed to be completed by November 5th, 2020. Your company has failed to install the water coolers because of which there is lots of inconvenience caused to the students.

We had ordered a total of 10 water coolers with your company with invoice no. 12345 dated October 14th, 2020. Out of 10, only six water coolers have been installed and rest four are still pending for installation. We are very disappointed that you could not deliver the services you had promised.

We hope that now you can either have the job finished by November 13th, 2020 or take back the uninstalled water coolers and process the refund as they were ordered for an event that is scheduled for November 15th, 2020.

Please respond to this letter at the earliest with the action that you are going to be taking in relation with this situation.

Sincerely,

Sim Gretta

Principal

St. Mary's School

London

Claim - Шағымдану хаты / Письмо- рекламация (претензия)

Invitation Letter Sample

From,
Shalini,
Hyderabad

Date: _____ (Date on which letter is written)

To,
Sharon,
Hyderabad

Subject: Invitation for a funeral

Dear Ms. Sharon,

It is with great sorrow that I write this letter to inform you of the passing of my father after a fatal accident that took place on [happened date]. I hereby write to invite you to the mass at St. Peters Church on [date] at [time]. The funeral service will follow at Oak Field cemetery at noon on the same day.

The funeral services will be restricted to family only and hence the purpose of this invitation. I know that my father was close to you and I wish to invite you to attend this decent send-off ceremony. We are saddened to meet again under such circumstances but we have to be strong in this difficult time.

Please join us for a simple lunch at our home after the funeral. Meanwhile, you can reach me through my mobile 8976548978. I would like you to come and celebrate the life of our dear father on this day.

Sincerely,

Shalini

Invitation letter –
Шақыру хат / Письмо-
приглашение

Formal condolence letter example

Dear Mr. Taylor,

I was sorry to hear about the loss of your brother. It's so difficult to lose a family member. While I never met Levi, I do know the two of you were very close. I do not doubt that his death is very hard for you and the rest of your family.

I just wanted you to know that you're in my thoughts. I'm sure you have a lot on your plate right now. I'll reach out in a few weeks to see if there's anything I can help you with. In the meantime, I'll be keeping you in my heart.

Sincerely,

Melissa Martin



Letter of
condolence – Көңіл
айту / Письмо-
соболезнование

Certificate of birth– Туу туралы куәлік / Свидетельство о рождении

CERTIFIED COPY OF AN ENTRY
Pursuant to the Births and Deaths Registration Act 1953

BIRTH

NHS Number: 115 Entry No.: 5

Registration district: Bury St. Edmunds Administrative area: County of Suffolk
Sub-district: Bury St. Edmunds

1. Date and place of birth: **CHILD**
January
West Suffolk Hospital Bury St. Edmunds

2. Name and surname: Sally 3. Sex: Female

4. Name and surname: **FATHER**

5. Place of birth: Scunthorpe, South Humberside

6. Occupation: School teacher

7. Name and surname: **MOTHER**

8. Place of birth: Brent

9. (a) Date of marriage: (b) Signature of marriage registrar:

10. Usual address (if different from place of birth): Bury St. Edmunds

INFORMANT

11. Name and surname (if not the mother or father): -- 12. Qualification: Father

13. Usual address (if different from that in 10 above): ----

14. I certify that the particulars entered above are true to the best of my knowledge and belief.
Narrin Signature Informant

15. Date of registration: February 19 16. Signature of registrar: Registrar

17.* Name given after registration, and surname: ----

Certified to be a true copy of an entry in a register in my custody.

B. H. Secretary Registrar February Date

B. Cert. R.B.D. DU

Submitting your U.S. birth certificate

- 1 Must be issued by the city, county, or state where the passport applicant was born
- 2 Must be filed with the state's registrar within 1 year of birth
- 3 Must include seal or stamp from the office issuing the document
- 4 Must have the signature of the city, county, or state registrar
- 5 May include a watermark. Security features vary.
- 6 Must list parents' full names
- 7 Must list full name, date of birth, and place of birth of the passport applicant

Name of Your State - Vital Records
Certificate of Live Birth



WARNING: IT IS ILLEGAL TO DUPLICATE THIS COPY BY PHOTOCOPY OR PHOTOGRAPH.

Date of Birth: 01/01/2000 File Number: 1234567-89
Place of Birth: Town/City/County, State Date Filed: 01/03/2000
Name: Happy International Traveler Sex: Female Date Issued: 12/01/2020

Father's Name: John Traveler Birthplace: Mother's Maiden Name: Suzy Public Birthplace:

Bob H. Secretary *Sally Q. Registrar*
Bob H. Secretary Sally Q. Registrar,
Name of State, Department of Health Name of State, Registrar

THE FRONT FACE CONTAINS A YELLOW BACKGROUND AND EMBOSSED SEAL. THE BACK CONTAINS SERIAL LINE WITH TEXT.

SERVICE CONTRACT

I. The Parties. This Service Contract ("Agreement") made _____, 20____ ("Effective Date"), is by and between:

Service Provider: _____, with a mailing address of _____, City of _____, State of _____ ("Service Provider"),

AND

Client: _____, with a mailing address of _____, City of _____, State of _____ ("Client"),

Service Provider and Client are each referred to herein as a "Party" and, collectively, as the "Parties."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

II. Term. The term of this Agreement shall commence on _____, 20____ and terminate: (check one)

- **At-Will:** Written notice of at least ____ days' notice.
- **End Date:** On _____, 20____.
- **Other:** _____.

III. The Service. The Service Provider agrees to provide the following:

Hereinafter known as the "Service".

Service Provider shall provide, while performing the Service, that he/she/they shall comply with the policies, standards, and regulations of the Client, including local, State, and Federal laws and to the best of their abilities.

IV. Payment Amount. The Client agrees to pay the Service Provider the following compensation for the Service performed under this Agreement: (check one)

- \$____ / Hour
- \$____ / per Job. A "Job" is _____.
- Other: _____.

Contract – Келісім-шарт / Контракт