

Translation fact sheet

When employing migrant workers, it is essential that companies invest in translating key documents (such as contracts and important notices) into a language that the worker can understand. This will ensure workers understand the terms and conditions of their employment, and avoid misunderstandings about the nature of the work expected.

CERTIFIED TRANSLATIONS

In Malaysia, a certified translation is a document that has been translated by a certified translator from the Institut Penterjemahan dan Buku Malaysia (ITBM – <http://www.itbm.com.my>).

Pricing and Payment details are available at:

<http://www.itbm.com.my/shop/pages/services/20160926105005terjemahan>

Embassies Providing Translation Services in Malaysia

Some Embassies provide translation services:

HIGH COMMISSION OF BANGLADESH

The High Commission of Bangladesh may arrange translations on an adhoc basis.

Contact Email: mission.kualalumpur@mofa.gov.bd

INDIVIDUAL TRANSLATORS

There are websites that bring together individual translators that can translate or interpret to and from various languages. Some are based in Malaysia.

Translators Town

Available at: <http://www.translatorstown.com/translators>

RECRUITMENT AGENTS

Often recruitment agents provide translation services for companies. We suggest you reach out to your overseas based agent to discuss this further.

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