



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.

Some of the services listed below also offer interpretation services. In addition to translating documents, it is extremely important that companies use interpretation into the native language of the worker for in-person situations such as interviews, trainings, grievance mechanisms etc.

This list has been compiled by Earthworm Foundation based on desktop research. None of the third parties listed below are endorsed by Earthworm Foundation.

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).

Telephone: +603 4145 1942 (Shuaimi) / / 1909 (Avevah) / 1858 (Zila)
Email: salesonline@itbm.com.my

Pricing and Payment details are available at:
<http://www.itbm.com.my/en/servis/terjemahan>

INDIVIDUAL TRANSLATORS

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

a) **Malaysian Translators Association:** <https://www.malaysiantranslatorsassoc.com/services/>

Telephone: +603-9226 2506; +603-2142 4361
Email: terjemah1@gmail.com
FB: <https://www.facebook.com/terjemah1/>

The MTA offers translation services in several languages that may be relevant including Malay, Burmese, Indonesian, Nepali, Tamil and Urdu.

b) **TRANSLIFE:** <https://www.translife-translation.com/>

Telephone: +60384081397
Email: main@translifegroup.com
FB: <https://www.facebook.com/translifetranslation/>

TRANSLIFE offers translation and interpretation services in several languages that may be relevant including Malay, Bengali, Burmese, Hindi, Indonesian, Nepali, and Vietnamese.

c) **Translation Services Malaysia:** <https://www.translationservicesmy.com/>

Telephone: +60392128534

Email: joseph@translationservicesmy.com

d) **Global 1Stop Translators:** <https://global1stoptranslators.com.my/services/>

Telephone: +60165504479

Email: support@global1stoptranslators.com.my

FB: <https://www.facebook.com/G1STranslators>

Global 1Stop Translators offers translation and interpretation services in several languages that may be relevant including Tamil, Telugu, Urdu, Malayalam, Nepali, Burmese, and Indonesian.

e) **Chambers Translation:** <http://chamberstranslation.com/#>

Telephone: +6012 4299867; +60 72324363

Email: chambers.malaysia@gmail.com

Chambers Translation offers translation and interpretation services in several languages that may be relevant including Indonesian, Hindi, Burmese, Bengali and Nepali.

f) **Omni Translation:** <https://www.omni-translation.com/services/>

Telephone: +60380247081; +60122101312

Email: email@omni-translation.com

FB: <https://www.facebook.com/omni.translation/>

Omni Translation offers translation and transcription services in several languages that may be relevant including Sinhalese, Bengali, Nepali, Punjabi and Urdu.

g) **B-Lingo:** <https://b-lingo.com/>

Telephone: +603-2261 4582; +603-2714 6168

Email: info@b-lingo.com

B-Lingo offers translation and interpretation services in several languages that may be relevant including Bengali, Burmese, Hindi, Indonesian, Khmer, Urdu, Rohingya and Rakhine.

h) **CatEagle Translation and Training:** <http://cateagle.com/services/>

Telephone: +603 4265 167; +6012 616 1623

Email: sales@cateagle.com; soongyee_lee@ieee.org

FB: <https://www.facebook.com/CatEagleTranslationTraining/>

CatEagle offers translation and interpretation services in several languages that may be relevant including Hindi, Tamil, Indonesian, Nepali, Sinhalese and Punjabi.

RECRUITMENT AGENTS

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

EMBASSIES

We also recommend reaching out to the respective Embassy or Consulate of migrant workers to understand any legal requirements and the languages spoken in countries of origin.

DISCLAIMER: The information in this document is prepared for a brief and general guideline on recruitment and have been compiled using various sources publicly available. Efforts have been made to ensure that relevant information have been included; however Earthworm Foundation (EF) does not claim that the information in this guideline is exhaustive. Further, this document does not purport to contain all the information that the end user or reader including but not limited to employers, buyers, importers, manufacturers, suppliers or distributors (collectively "End User") may desire in understanding regarding the processes, practices or laws in Malaysia in respect of translation. The intent of this document is to provide basic guidelines which may be of some help to the end user. With the help of this document, the end user should ensure that the relevant laws, rules, regulations and guidelines are applicable, suitable, updated and relevant to their company or business as a whole. EF, its subsidiaries, related corporation, affiliates, associates, business partners (collectively, "EF Group") and EF's directors, shareholders, officers, employees, agents, representatives and advisers ("Representatives") do not:- (i) make any representation, undertaking or warranty, express or implied, nor any of them, to the extent permitted by law, have any responsibility or liabilities whatsoever in respect of the truth, accuracy or completeness of, or omission from, this document or any related documents or information, whether written or oral, supplied at any time or in respect of any statement, disclosure, or opinion expressed or omitted; (ii) owe any duty of care or otherwise owed by EF Group or its Representatives to the End User in respect of or in connection with this document; (iii) have any obligation to update this document or to correct any inaccuracies, incompleteness or omissions therein; and (iv) accept any responsibility or liability to any reader or third party for any damages, loss, cost or expense, or any loss of profits, business or anticipated savings or for any consequential loss whatsoever, whether directly or indirectly, due to or in connection with any negligence, error, misstatement, misrepresentation or omission by EF Group or its Representatives.