



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 workers 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 mechanism, etc.

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

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### 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: +(60)3-4145 1942 (Shuaimi) // 1909 (Avevah) / 1858 (Zila)

Email: [salesonline@itbm.com.my](mailto:salesonline@itbm.com.my)

Pricing and Payment details are available [here](#).

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### INDIVIDUAL TRANSLATORS

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

#### a) [Malaysian Translators Association](#)

Telephone: +(60)3-9226 2506; +(60)3-2142 4361

Email: [terjemah1@gmail.com](mailto:terjemah1@gmail.com)

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

#### b) [TRANSLIFE](#)

Telephone: +(60)3-8408 1397

Email: [main@translifegroup.com](mailto:main@translifegroup.com)

- TRANSLIFE offers translation and interpretation services in several languages that may be relevant including **Malay, Bengali, Burmese, Hindi, Indonesian, Nepali, and Vietnamese**.
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## c) [Translation Services Malaysia](#)

Telephone: +(60)3-9212 8534

Email: [joseph@translationservicesmy.com](mailto:joseph@translationservicesmy.com)

- Translation Services Malaysia offers translation and interpretation services in several languages that may be relevant, including **Vietnamese and Malay**.

## d) [Global 1Stop Translators](#)

Telephone: +(60)16-550 4479

Email: [support@global1stoptranslators.com.my](mailto:support@global1stoptranslators.com.my)

- 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](#)

Telephone: +(60)12-429 9867; +(60)17-232 4363

Email: [chambers.malaysia@gmail.com](mailto: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](#)

Telephone: +(60)3-8024 7081; +(60)12-210 1312

Email: [email@omni-translation.com](mailto:email@omni-translation.com)

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

## g) [B-Lingo](#)

Telephone: +(60)3-2261 4582; +(60)3-2714 6168

Email: [info@b-lingo.com](mailto: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](#)

Telephone: +(60)3-4265 167; +(60)12-616 1623

Email: [sales@cateagle.com](mailto:sales@cateagle.com); [soongyee\\_lee@ieee.org](mailto:soongyee_lee@ieee.org)

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

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