



# South African Translators' Institute

## RENEWAL OF

### CORPORATE MEMBERSHIP

#### FOR A LANGUAGE AGENCY - 2019

'Trading as' name of business: \_\_\_\_\_

Form: \_\_\_\_\_  
(e.g. CC, PTY LTD, Sole Proprietor): \_\_\_\_\_

Date established: \_\_\_\_\_ Business registration number: \_\_\_\_\_

Operating days: Monday – Friday  Monday – Saturday  7 days a week

Operating hours (please specify): \_\_\_\_\_

**SATI Membership number:** \_\_\_\_\_ **Contact person for SATI:** \_\_\_\_\_

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ First name: \_\_\_\_\_

Surname: \_\_\_\_\_ Preferred name: \_\_\_\_\_

ID Number: \_\_\_\_\_

#### **Physical address of business:**

Building/complex name: \_\_\_\_\_

Street name and number: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Code: \_\_\_\_\_

#### **Postal address of business:**

P O Box / Private Bag: \_\_\_\_\_

City/Town: \_\_\_\_\_ Code: \_\_\_\_\_

#### **Contact numbers:**

Business Telephone: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Business Cell phone: Code: \_\_\_\_\_ Number: \_\_\_\_\_

Business e-mail: \_\_\_\_\_ Business Website : \_\_\_\_\_

# **CODE OF ETHICS FOR LANGUAGE AGENCY CORPORATE MEMBERS**

All Language Agency Corporate Members of the Institute agree:

- Only to undertake assignments that they are competent to fulfil
- Not to accept any work that, in their opinion, is intended for unlawful or dishonest purposes or is contrary to the public interest
- To be fair in all their dealings with clients, subcontractors, employees, other language professionals, fellow members and the public in order to establish and maintain good working relationships.
- Not to make any unsupported or misleading claims in any publication, marketing or promotional material, documentation or elsewhere
- To treat all material and/or information received from clients in the course of business as highly confidential and not to use any such information for personal or financial gain
- To ensure that each of their employees and subcontractors signs and upholds a non-disclosure agreement
- To adhere to all the terms of any service agreements with clients, including service to be provided, special instructions, cost and deadlines; should it become impossible to observe such an agreement for any reason whatsoever, the client shall be consulted at the earliest opportunity concerning a solution or alternative course of action
- To be guided in negotiating remuneration by the principle of equitability, and in particular to refrain from charging excessive rates
- To enter into and observe service agreements with their freelance language workers, and to state their expectations clearly prior to contracting such freelancers for any work
- To use only competent, experienced language workers qualified to carry out an assignment successfully
- To be bound by an arbitration process established by SATI in the event of a dispute between themselves and any clients, employees, subcontractors or fellow members
- Always to uphold the highest ethical and moral standards in their dealings with their clients, employees and subcontractors and in the exercise of the language practice occupation
- To take part in the activities of the Institute and always to conduct themselves in such a way that their conduct and the quality of their work will be to the credit of the Institute and language practice as an occupation

## **Mission Statement of the South African Translators' Institute**

In the spirit of its motto, *PER INTERPRETES PONS CONDITUR*, the South African Translators' Institute is committed to playing its part in a changing world by helping to build bridges between people and groups and fostering in the community an awareness of the need for effective communication.

In pursuit of this goal the Institute endeavours to:

- Promote excellence in translation and related fields, as well as clarity of thought and expression
- Ensure high standards of professionalism among its members through accreditation and the adoption of a code of ethics
- Provide support for its members both in their occupational lives and as members of a multi-cultural and society

**List of directors/owners/partners:**

Each person must sign the form. Attach your own list if the space provided is inadequate.

1. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ % Shareholding: \_\_\_\_\_  
Identity Number: \_\_\_\_\_ Involvement in agency: [ ] Full-time [ ] Part-time

I, the undersigned, hereby apply to renew my membership of the South African Translators' Institute for 2019. I undertake to abide by the provisions of the Constitution, the Code of Ethics (that is included in this application) and all lawful resolutions of the Institute. I also agree to having my email address added to the e-groups SATI uses for communication with members.

\_\_\_\_\_  
Signature Date

2. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ % Shareholding: \_\_\_\_\_  
Identity Number: \_\_\_\_\_ Involvement in agency: [ ] Full-time [ ] Part-time

I, the undersigned, hereby apply to renew my membership of the South African Translators' Institute for 2019. I undertake to abide by the provisions of the Constitution, the Code of Ethics (that is included in this application) and all lawful resolutions of the Institute.

\_\_\_\_\_  
Signature Date

3. Name: \_\_\_\_\_  
Position: \_\_\_\_\_ % Shareholding: \_\_\_\_\_  
Identity Number: \_\_\_\_\_ Involvement in agency: [ ] Full-time [ ] Part-time

I, the undersigned, hereby apply to renew my membership of the South African Translators' Institute for 2019. I undertake to abide by the provisions of the Constitution, the Code of Ethics (that is included in this application) and all lawful resolutions of the Institute.

\_\_\_\_\_  
Signature Date

**Please attach the following documentation to your application:**

- A brief CV of each of the directors/owners/partners
- Two client references from active clients on the form supplied
- Two subcontractor references from active subcontractors on the form supplied
- A copy of your standard contract for clients
- A copy of your standard contract with subcontractors (translators, interpreters, etc.)

**Employees:**

Please list all employees of the agency (full-time and part-time, but not contractors)

Name	Email	Position	F/T or P/T

**Services:**

Please list each **language or combination** (e.g. English-French **and** French-English) and tick the services that you offer in each combination.

Language Combination		Translation	Sworn Translation	Simultaneous Interpreting	Consecutive Interpreting	Court Interpreting	Liaison Interpreting	Terminology Work	Interpreting Equipment
From	To								

Language	Editing	Proofreading	Copy-writing	Layout	Language Teaching	Transcription Service

**Fields of specialisation**

Please tick any fields in which your agency specialises – maximum of 15.

Arts and Culture	Agriculture	Banking	Commercial
Earth Sciences	Economics	Education	Engineering – Civil
Engineering: Electrical	Engineering: Mechanical	Engineering: Other	Esoteric
Financial	Government	Health Sciences	Humanities
IT	Legal	Legislation	Literature
Marketing	Mathematical Sciences	Mining	Natural Sciences
Pharmaceutical	Politics	Religion	Social Sciences
Sport	Technical	Tourism	