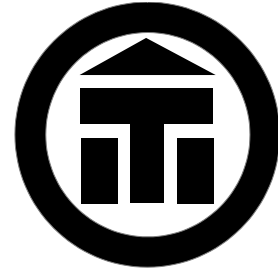


Institute of Translation & Interpreting

ITI application form for Corporate Membership



Office use only:	
Membership number:	
Acknowledged:	
Application fee received:	

Language Services Business – requirements for membership

Definition

A business supplying language services for payment that employs staff under a contract for services or a contract of service is eligible for admission as a languages service business.

The formal requirements are:

- (i) at least two years' current, relevant trading and if the business is incorporated or otherwise required to be registered by the appropriate authority;
- (ii) two references from clients;
- (iii) three references from freelance translators or interpreters, of whom at least one should be a member of the Institute;
- (iv) a good reputation;
- (v) an undertaking to uphold the Institute's code of professional conduct
- (vi) adequate professional indemnity insurance.

A Language Service Business may have particulars of its translation, interpreting, and ancillary services included separately in the Institute's Directory of Members.

PLEASE USE BLOCK CAPITALS and return ORIGINAL of completed form to ITI at the address below.

1. Name of organisation:

2. Form (e.g. limited company, plc, sole trader): _____

Since: _____

3. Name of Managing Director (Principal, owner or equivalent):

4. Corporate representative:

Mr/Mrs/Ms/Miss: _____

Surname: _____

First Name: _____

Job title: _____

5. Contact address: _____

Town/city: _____

Postcode: _____ Country: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

6. Summary:

Please give a brief description of your organisation (100 words maximum). You may use a separate sheet of paper.

Cont'd ...

ITI Reference 032a (04/09)

Institute of Translation & Interpreting

Fortuna House, South Fifth Street, Central Milton Keynes, England, MK9 2EU, UK

Tel: +44 (0)1908 325250 Fax: +44 (0)1908 325259 Email: info@iti.org.uk Website: www.iti.org.uk

7. Quality control

Please describe your quality control procedures. You may use a separate sheet of paper or attach a company document.

8. Services

Which of the following services do you provide?

- Translation
 Interpreting

Do you require your company to be included in the ITI online directory of members as available for work? YES/ NO

9. Background Information

(Please adjust your responses to suit your type of organisation)

How many full-time staff translators/interpreters do you employ? ____

How many part-time staff translators/interpreters do you employ? ____

Approximate value of translation/interpreting business during your last financial year:

- produced internally _____ volume: _____%

- produced by external suppliers _____ volume: _____%

10. Referees (as applicable)

Please give the names of 2 clients and also 3 translators/interpreters who are willing to act as referees.

Clients

1. Name: _____

Address: _____

Approx. volume of business: _____

How long known in this capacity? _____

2. Name: _____

Address: _____

Approx. volume of business: _____

How long known in this capacity? _____

Suppliers (at least one of your suppliers should be a member of the Institute)

1. Name: _____

Address: _____

Approx. volume of business: _____

How long known in this capacity? _____

2. Name: _____

Address: _____

Approx. volume of business: _____

How long known in this capacity? _____

3. Name: _____

Address: _____

Approx. volume of business: _____

How long known in this capacity? _____

Terms of Business to Suppliers, including specifically a Statement of terms of payment of suppliers:

Please provide a copy of your terms

Corporate members carrying out the business of a language services business are required to provide details of terms of business to suppliers. Adherence to these terms, in particular those relating to the payment of suppliers, shall be an ongoing condition of membership.

I agree to abide by the ITI Code of Professional Conduct for Corporate Members.

To the best of my knowledge and belief, the above statements are true and accurate.

Name: _____

Signature: _____

Date: _____

Company Registered no. (or equivalent): _____

VAT Registered no (or equivalent): _____

Application Checklist

- Application fee of £88.13 inc VAT
- Signed code of conduct
- Signed application form
- Copy of Terms of Business to Suppliers
- 2 Client References
- 3 References from freelance translators, of whom at least one is a member of the Institute
- Copy of Professional Indemnity insurance certificate