

Institute of Translation & Interpreting

Notes for applicants for Corporate Membership



Applicable from 26th November 2008

Application Fee to be paid at the current rate.

Membership criteria for the various types of Corporate Member:

Educational institution

Any establishment of higher education which has been in existence for a minimum of five years and which provides courses relevant to the profession of translator or interpreter.

Business

Any company which uses translation or interpreting services, or supplies goods or services relevant to professional work as a translator or interpreter.

Organization

Any public or non-profit-making authority or body (whether national, international, or other), which shows evidence of interest in translation or interpreting as a profession.

Language services business

Any business supplying language services for payment that employs staff under a contract for services or a contract of service, and fulfilling the following criteria:

- at least two years' current trading as a relevant business;
- two references from clients;
- three references from freelance translators or interpreters, at least one being a member of the Institute;
- a good reputation;
- undertaking to uphold the ITI Code of Conduct;
- declare and abide by their terms of business for suppliers;
- adequate professional indemnity insurance;
- an existing educational institution, business or organization that provides translation, interpreting or training services may, at the discretion of the council, be treated as a language services business and pay the appropriate subscription.

For Corporate Members the final decision on eligibility shall rest with the Admissions Committee, with reference being made to the Corporate Members Group and/or Council in cases of doubt or exceptional circumstances.

The ITI on-line Directory, is one vehicle whereby members can offer services to buyers. It has a Corporate section with search facilities and information for buyers, to help them to find the right provider. **Corporate members who want to offer language services to the public through the ITI on-line Directory will be required to pay the subscription for language services businesses.**

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

The Council of the Institute of Translation and Interpreting has decided that language services businesses should be 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.

If you have any problems in filling in the form, or any queries, please do ring the office for advice. Please check the form carefully - omission of required information will delay the admission process.