



Operated by:



International
Social Service
HONG KONG BRANCH
香港國際社會服務社

Sponsored by:



民政事務總署
Home Affairs Department



政府資助計劃
Government-funded programme

Interpretation and Translation

Service Centre

for **Ethnic Minorities**

少數族裔傳譯及翻譯服務中心

GUIDELINES FOR NGOS, SCHOOLS & OTHER PUBLIC SERVICE PROVIDERS

社福機構、學校及其他公共服務提供者使用指南



Designated Interpretation Hotline for NGOs, Schools, & other Public Service Providers

為社福機構、學校及其他公共服務提供者而設的專屬熱線

3009-9020





About Us

- HOPE Support Service Centre for Ethnic Minorities, funded by the Home Affairs Department, has been providing services and programmes for ethnic minorities since May 2009. In addition, HOPE Interpretation and Translation Service Centre for Ethnic Minorities (the Centre) has also begun offering interpretation and translation services to ethnic minorities since December 2025.
- The Centre takes the Service-user centred Approach, aiming to provide quality interpretation and translation services, and a user-friendly experience for the service users.
- The Centre aims to facilitate ethnic minority communities' integration by minimising the language barriers faced by them. Hence the service design will focus on providing a more ethnic minority community with easier access to public services and enhancing their sense of belonging in Hong Kong.

LANGUAGES AVAILABLE

- | | | | |
|---------------------------|--------|------------------|--------|
| • Bahasa Indonesia | | • Punjabi | ਪੰਜਾਬੀ |
| • Bengali | বাংলা | • Tagalog | |
| • Hindi | हिन्दी | • Urdu | اردو |
| • Nepali | नेपाली | | |

Contact Us

General Enquiry

Address: 5/F, Tai Wo Hau Estate Community Centre, Kwai Chung

Tel : 3009 9010

Email : hope.it.scem@isshk.org

Fax : 3160-8146



OUR SERVICES FOR NGOS, SCHOOLS & OTHER PUBLIC SERVICE PROVIDERS

Telephone Interpretation Service and Hotline 電話傳譯服務及熱線

- **Service Summary**

- The Centre provides 3-way voice conferencing telephone interpretation service between EM service user, public service provider and Interpreter.
- For interpretation services exceeding 30 minutes, service users should book telephone interpretation services in advance (maximum 3 hours).

- **Service hours**

- Monday- Sunday: 8am-10pm, except public holiday

- **Service Fee**

- Free of Charge

- **Application:**

- Our hotline will arrange interpreter to provide instant interpretation services. If you are unsure which EM language is you require, our staff will assist you in identifying the appropriate language.
- For interpretation services exceeding 30 minutes, please submit the **Interpretation Service Request Form** by Fax 3160-8146 or email to hope.it.scem@isshk.org **3 working days** in advance. The Centre will contact you within 24 hours to confirm your application.



Type	Application
Instant Interpretation Services (<30min)	A designated hotline for NGOs, Schools, & Public Service Providers <u>3009-9020</u>
Interpretation Services exceeding 30 minutes	- Submit the Interpretation Service Request Form through Fax 3160-8146 or email to hope.it.scem@isshk.org. - Booking should be made <u>3 working days</u> in advance, and the Centre will reply within 24 hours upon receipt of the application form. - Cancellation: - Please call the hotline to inform the Centre - If the scheduled appointment cannot begin within 15 minutes, the appointment will be cancelled.





On-site Interpretation Service 即場傳譯服務

Service Summary:

- The Centre's interpreter will conduct outreach at workplaces of public service providers to provide face-to-face interpretations.

Service Hours:

- Monday-Friday 10 am - 6 pm;
- Saturday 10 am - 2 pm
(except public holidays)

Service Fee:

- *Within operation hours: \$100/hour (Free for NGOs and Schools)
- *Out of operation hours: \$150/hour (\$50/hour for NGOs and Schools)

Application:

- Submit the **Interpretation Service Request Form** at least **5 working days** in advance to the Centre via fax 3160-8146 or email to hope.it.scem@isshk.org, and the Centre will reply within 24 hours upon receipt of the application form.

Cancellation:

- Contact the hotline for cancellation
 - Please call the hotline to inform the Centre
 - If the scheduled appointment cannot begin within 15 minutes, the appointment will be cancelled.

Payment Method:

- By Cheque



Written Translation and Proof-reading 筆譯及校對服務

Service Summary:

- We can provide written translation of a document from English to 7 EM languages.
- We can provide proofreading service for NGOs, Schools, & other Public Service Providers. We will provide a marked copy, along with an appendix listing all suggestions.

Service hours:

- Monday 9 am - 6:30 pm
- Tuesday-Sunday 9 am - 9 pm
- Except public holiday

Service Fee:

- Written Translation: \$2 per English word to one EM language word (minimum charge \$100)
- Proofread: \$2 per EM language word (minimum charge \$50)
- Free for NGOs and Schools

Application:

- Submit the **Translation/Proofreading Service Request Form** together with the document for translation/ proofreading in advance to the centre via fax 3160-8146 or email to hope.it.scem@iss hk.org. The centre will reply to the applicant within 3 days after receiving the application form.

Completion time:

- Written Translation: requires at least 7 working days
- Proofreading: requires at least 3 working days

Payment Method:

- By Cheque
- No Cancellation and no refund



Simultaneous Interpretation Service 即時傳譯服務

Service Summary:

- Simultaneous interpretation can be provided when NGOs, schools and public service providers are having trainings, workshops, seminars and meetings.

Service Hours:

- Monday-Sunday 9 am - 9 pm, By Appointment Only

Service Fee

- Within operation hours: \$200/hour (Free of NGOs and Schools)
- Out of operation hours: \$300/hour (Free of NGOs and Schools)
- Public Holiday: \$400/hour
- #Deposit of equipment required

Application:

- Submit the **Interpretation Service Request Form** at least 5 working days in advance to the Centre via fax 3160-8146 or email to hope.it.scem@isshk.org. The Centre will reply the applicant for confirmation within 1 working day after receiving the application form.

Cancellation:

- Contact the hotline for cancellation.
- No refund for any cancellation.

Payment method:

- By Cheque

International Social Service Hong Kong HOPE

Interpretation Service Request Form

Please return the completed, signed form with the Organisation/School to fax(No.: 3160-8146) or email (hope.it.scem@isshk.org), along with any *materials (if appropriate)*. We will reply to you via email or fax.

**Information provided will be disclosed to our assigned interpreters and authorised staff of HOPE for the purpose of following up on your application.*

(Official Use)

Case Ref No:

Service Requested:(One per request form)

☐ Telephone Interpretation ☐ On-site Interpretation ☐ Simultaneous Interpretation

1. NGO/School/Other Public Service Provider Information

Name of NGO/School/Other Public Service Provider:			
Unit/Section:			
Address:			
Tel:		Fax:	

2. Requester Information

Name of Requester:		Post:	
Email:		Tel:	
		Fax:	

3. Service User Information

Name:		Gender:	☐ Male ☐ Female
Language Spoken:	☐ Bahasa Indonesia ☐ Bengali ☐ Hindi ☐ Nepali ☐ Punjabi ☐ Tagalog ☐ Urdu		

4. Appointment Details

Preferred date and time:			
1st Priority	Date (DD/MM/YY):		Time: _____am/pm to _____am/pm
2nd Priority	Date (DD/MM/YY):		Time: _____am/pm to _____am/pm
3rd Priority	Date (DD/MM/YY):		Time: _____am/pm to _____am/pm
Address of Appointment:			
Responsible Staff name:		Tel:	
Preference of Interpreter:		Payment:	
☐ None ☐ Male ☐ Female		☐ Invoice needed ☐ Receipt needed	
Background Information about the assignment:			

Signature:

Signed by:

Date:

Organisation/School Chop:

(Official Use Only)	Confirmed by:		Confirmation Date:		
	Appointment:	Date:	Time:	Interpreter:	

International Social Service Hong Kong HOPE

Written Translation/Proofreading Service Request Form

Please return the completed signed form with the document to be translated with Organisation/School Chop to fax (No.: 3160-8146) or email (hope.it.scem@isshk.org) **at least 7 working days** in advance. We will reply you via email or fax within 3 working days.

**Information provided will be disclosed to our assigned interpreters and authorized staff of HOPE for the purpose of following up your application.*

(Official Use)
Case Ref No:

1. NGO/School/Other Public Service Provider Information

Name of NGO/School/Other Public Service Provider:			
Unit/Section:			
Address:			
Tel:		Fax:	

2. Applicant Information

Name of Applicant:	Post:	
Email:		
Tel:	Fax:	

3. Service Information

Apply for:	☐ Written Translation	No. of English word:	
	☐ Proof reading	No. of EM language word:	
Language:	☐ Bahasa Indonesia ☐ Bengali ☐ Hindi ☐ Nepali ☐ Punjabi ☐ Tagalog ☐ Urdu		
Expected Date of Completion:	_____ (DD) / _____ (MM) / _____ (YY)		
Payment:	☐ Invoice needed ☐ Receipt needed		

I agree that once HOPE has issued a confirmation of translation request no cancellation or change to the original text will be accepted. The service provider will also be liable to pay for the agreed translation fees in full.

Signature:

Signed by: _____

Date: _____

Organisation/School Chop:

(Official Use Only)	Confirmed by:		Confirmation Date:	
	No of words confirmed:		Assigned to:	



Service Fees

Service Type	Operation Hours	Fee
Telephone Interpretation Service and Hotline 電話傳譯服務及熱線	Monday to Sunday: 8 am to 10 pm (except Public Holiday) <i>Booking for is required 3 working days in advance for any interpretation services exceeding 30 minutes</i>	Free
On-site Interpretation Service 即場翻譯服務	Monday to Friday: 10 am-6 pm Saturday: 10 am-2 pm (except Public Holiday)	*Within operation hours: \$100/hour (Free for NGOs and Schools) *Out of operation hours: \$150/hour (\$50/hour for NGOs and Schools)
Written Translation and Proof-reading Service 筆譯及校對服務	Monday: 9am-6:30pm Tuesday to Sunday: 9am-9pm (except Public Holiday)	*Translation: \$2 per English word to one EM language word (minimum charge \$100) (Free for NGOs and Schools) *Proofread: \$2 per EM language word (minimum charge \$50) (Free for NGOs and Schools)
Simultaneous Interpretation Service 即時傳譯服務	9am to 9pm (By Appointment only)	*Within operation hours: \$200/hour (Free for NGOs and Schools) *Out of operation hours: \$300/hour (Free for NGOs and Schools) Public Holiday: \$400/hour #Deposit of equipment required

Language Hotlines

(8 AM to 10 PM, except public holiday)

Language	Hotline number
印尼語 Bahasa Indonesia	3009-9001
孟加拉語 Bengali বাংলা	3009-9002
印度語 Hindi हिन्दी	3009-9003
尼泊爾語 Nepali नेपाल	3009-9004
旁遮普語 Punjabi ਪੰਜਾਬੀ	3009-9005
他加祿語 Tagalog	3009-9006
烏爾都語 Urdu اردو	3009-9007

HOTLINE FOR NGOS, SCHOOLS & OTHER PUBLIC SERVICE PROVIDERS

為社福機構、學校及其他公共服務提供者而設的專屬熱線

3009-9020

HOPE BRINGS UNDERSTANDING

Centre's information



+852 3009-9010



+852 3160-8146



www.isshk-hope.org



hope.it.scem@isshk.org



5/F, Tai Wo Hau Estate Community Centre,
15 Tai Wo Hau Road, Kwai Chung



Monday 9am-6:30pm
Tuesday-Sunday 9am-9pm
except public holiday