

Abu-Ghazaleh Legal Translation

Member of Talal Abu-Ghazaleh Organization

The Arab Organization for Global Professional Services

Serving you from over 60 offices and through over 180 correspondents worldwide



أبوغزالة للترجمة القانونية
مجموعته
المجموعة العربية للخدمات المهنية الدولية

TRANSLATION SERVICE AGREEMENT

This Translation Service Agreement (*hereinafter* the "Agreement") is entered into this Monday, 20/8/2007 by and between:

Abu-Ghazaleh Legal Translation, a UAE Company, whose main office locates at: Sharjah, P.o.box 30871, represented by Mr. Abdul Muti Abu Sammour in his capacity as the Director /authorized Translator/signatory. [Hereinafter referred to as the "*First Party*"]

Messrs. Emirates Insurance Association, a non-profit UAE organization, represented by Mr. Farid Lutfi Ali, in his capacity as the Secretary General and the authorized signatory. [Hereinafter referred to as the "*Second Party*"]

WHEREAS the Second Party hereto wishes to utilize the professional translation services rendered by the First Part, *and whereas* the First Party is willing and capable of providing the required services.

NOW, THEREFORE, both parties hereto have agreed on the following terms *and* conditions:

ARTICLE (I) DEFINITIONS

- **Assignment:** Each translation job assigned by the Second Party to the First Party.
- **Page:** For charging/accounting purposes the page means a 200-word page as counted by the computer or as estimated and agreed on if computer word counting is not possible.
- **Time Frame:** The time required for fulfilling the translation as agreed by the Parties.

ARTICLE (II) SERVICE TERMS AND CONDITIONS

1. Upon the delivery of the material to be translated, the First Party shall immediately attend to the required Assignment/translation according to the highest possible standards of quality translation.
2. The First Party undertakes to provide the Second Party with a *reliable translation* provided the meanings and structure of the material submitted by the Second Party are clear, coherent and well-drafted.
3. The First Party will provide legalized translation whenever required. Any legalization costs incurred shall be added to the fees.

ARTICLE (III) TRANSLATION FEES – TERMS OF PAYMENT

1. In consideration of the translation services provided, the First Party shall be entitled for professional fees based on the specially discounted rate of Dhs. 50.00 per 200-word page for English to Arabic or Arabic to English translations.

Sharjah Office. Tel: (971-6) 5566339 Fax: (971-6) 5566337

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أبو غزالة للترجمة القانونية

مترجم بمهارة فاعلة وواضحة
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- a. Legalization fees will be added only in cases where such legalization is required.
- b. If translation is required from/to other languages, specific quotations will be provided on case-by-case basis.
- 2. The fees are exclusive of any taxes, fees or levies deductible by virtue of law.
- 3. Payment of the First Party's invoices shall be effected within one week of the relevant invoice date.

ARTICLE (IV) - TIME FRAME - DELIVERY OF TRANSLATION

- 1. The First Party shall complete the required translation within the agreed Time Frame, if the Time Frame requested by the Second Party is reasonable. If not, a reasonable Time Frame shall be mutually agreed.
- 2. The translated material will be delivered in electronic format via e-mail.
- 3. No extra fees shall be charged to the Second Party for urgent translation jobs, if the Agreed Time Frame thereof is reasonable.

ARTICLE (V) - MISCELLANEOUS

- 1. Correspondence served through facsimile, e-mail, or any other simultaneous electronic medium shall enjoy the same legal effect of the traditionally signed documents.
- 2. This Agreement is made in two ENGLISH originals, with both originals having the same legal value, duly signed by the parties hereto. Each party shall maintain an original to act accordingly.

IN WITNESS WHEREOF AND INTENDING TO BE LEGALLY BOUND, representatives of both parties have placed their hands and caused this Agreement to come into effect as from the date first indicated above.

For and on behalf of the First Party

Abdul Muti Abu Samour
Abu-Ghuzaleh Legal Translation



For and on behalf of the Second Party

Faid-Lutfi Ali
Emirates Insurance Association
Secretary General

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We Try Harder to Stay First

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