

REQUEST FOR TRANSLATION OF DOCUMENTS TO BE USED IN FAMILY JUSTICE COURTS (FJC)	Request No.: OT C / M / T / / 20__
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TO BE COMPLETED BY APPLICANT

*Name of Applicant			
*ID No. of Applicant			
Name of Law Firm			
*UEN of Law Firm <small>(Required if request is from Law Firm)</small>			
*Contact No.		*Email	
Document Type		Your Ref No.	
No. of Documents / No. of Pages		FJC Case No.	

* required field

I/We hereby undertake to pay the prescribed fee of **\$45 per translated page** or part thereof and confirm that the document(s) submitted for translation (from Chinese, Malay and Tamil into English) are strictly **for use in Family Justice Courts only**; and understand that the time frame for the completion of the said translation would be **FOUR (4) WEEKS OR MORE** per application, depending on the complexity of the document(s). This time frame should not be used as grounds for adjournment. Completed translation will be sent via email within **THREE (3) working days** upon verification of payment received.

Note: Please submit a photocopy of your document to be translated (**NON-RETURNABLE**).

Signature : _____
 Name : _____
 Date : _____

FOR OFFICIAL USE

Date Received		Confirmation Date	
Date Assigned		Interpreter Assigned	
No. of Translated Pages		Time Taken (hours)	
Completion Date		Mail Out Date	
Vetted By		Fees	
Vetting Completion Date			