



Translation is a complex task which requires both an excellent command of the source and target languages involved and a thorough knowledge of the subject area, to be able to deliver an accurate translation from the source into the target language.

This is why the translation projects assigned to our Office, are undertaken by qualified and graduate translators who have the academic knowledge to work between languages and convey the message of a text as accurately as possible into the target language.

Therefore, the translation fees involved, as listed here below, reflect the level of expertise and academic knowledge required to perform the translation task.

Rates and Fees for translations

Official/ Certified translations that require certification by a sworn translator:

The indicative rates for certified translations performed by sworn translators are fixed by the Sworn Tra

Rates

Please note that official translations for legal registration are not possible for Greek language, as per the provisions of the relevant legislation.

Translations between two foreign languages, for example Italian or French into English are of course possible.

Translation per page including VAT and duty stamps:

Simple content: €25

Short translations €16

Educational documents €22

Proof-reading or re-issue €11

Specialised documents €26-€32

Extra fee for urgent translations €25

Rates

The rates are per 250 translated words and include the translator's fee, VAT and duty stamp (€2).

Please note that duty stamp (€2) is paid only once for each translation performed, irrespective of the number of copies.

If the number of words in the translated text exceeds the one initially estimated on the basis of the source text, the rates will be recalculated on the basis of the actual number of words.

The above rates apply to the preparation of one copy of the translation.

Additional charges apply for the preparation of additional copies and for other secretarial/ office services.

Translations that require no certification:

Please note that where no official certification is required by a sworn translator, it is possible to perform translations at a lower rate.

(For example Italian/ French into English and vice versa).

Non specialised content: €22

This is the minimum charge and it applies to the translation of non- specialised content such as press articles, brochures, etc.

Specialised content: €25

This is the minimum rate and it applies to the translation of texts with specialised content such as Memoranda, legal texts, etc.

The rate is per 250 translated words and subject to VAT.

Language editing and proof reading:

Minimum charge €10 per 250 proof read words depending on the complexity of the source text and time

Translation assignments for students:

Translation of studies, reports, theses etc. for students. The rate is agreed in consultation with the stud

Settlement of invoices and ways of payment

Please note that all invoices/ translation fees must be settled in advance of service, upon the assignment of the translation task to the translator. Payment may be made either by bank transfer/ deposit or exceptionally in cash. Also, invoices may be settled by credit or debit card, through JCC Smart gateway portal (www.jccsmart.com).

Receipt and dispatch of translations:

The documents for translation may be delivered to our premises in person or you may send them to us by courier from all over Cyprus or abroad.

Please note that the original documents must be presented to the translator for inspection, before translation work can be undertaken. Also, please note that you must bring photocopies of

all documents in case you wish to have more than one copies of the translation prepared. Additional administration fees may apply.

Upon the completion of the translation, you may either collect it from our premises or it can be dispatched to you all over Cyprus or abroad by private courier, for a small charge which must be settled in advance of service.

Also, you may send us your texts/ documents electronically via email in the first instance, to send you a quotation with a fee estimate and time of completion.

For more information, please send us an email in the first instance, describing your request or call us to discuss your translation requirements in detail.

Apostille

1. All documents submitted for translation must be original and certified by "Apostille" or with the stamp of the Ministry of Foreign Affairs (diplomatic certification). This verification must take place before the submission of documents for translation. For EU countries, pursuant to EU Regulation 2016/1191, interested parties are free to choose whether or not to have their documents stamped. For more information, please see the following note of the Ministry of Justice and Public Order: <http://www.mjpo.gov.cy/mjpo/mjpo.nsf/All/4A663DADC882728EC2257E59002C62D0?OpenDocument>, and for States participating in the Hague Apostille Convention you can read more info here: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

In accordance with the latest EU regulation, certain types of documents do not require an apostille. Read more here: https://beta.e-justice.europa.eu/551/EL/public_documents

In addition to the translation fee, supplementary charges may arise from:

- Discontinuous text, complicated layout or other forms of layout or presentation requiring additional time
- Preparation of multiple copies of the translation and photocopies

- Poorly legible copy
- Additional terminological research
- Priority work or work outside normal office hours, week-ends or public holidays
- Handling/ administration work required to manage large translation projects
- Printing expenses and project administration fee

Please note that we do not accept hand written i.e. not typed documents for translation.

All charges above are subject to Value Added Tax and stamp duty (where applicable).