

<Terms and Conditions for Translation and Interpretation Requests>

～Please read carefully before requesting translation/interpretation～

The Saga Prefecture International Relations Association will only take on your request if you accept these terms and conditions and agree to comply with them. Please read carefully and acknowledge the following contents before submitting a "Translation/Interpretation Request Form".

*If you submit a Translation/Interpretation Request Form, we will assume that you have accepted the following conditions.

◆The following institutions, organizations and individuals are eligible to make a request:

- (1) The prefectural government, municipal governments, schools
- (2) NPO's in Saga Prefecture
- (3) Residents of Saga Prefecture

※Additionally, if approved by the chairman, requests from businesses in Saga Prefecture may be accepted if the content is meant to support communication between employees (Japanese-foreign) or to provide information essential to daily life.

◆The following are considered eligible for a translation/interpretation request:

- (1) Content that supports the lives of foreign residents (information and signage, menus, résumés, guides regarding garbage collection, information regarding vaccination, regional tourist information, maps, etc.)
- (2) Contents that lead to the stimulation of international exchange and cooperation and contribute to the efforts of foreign residents (flyers for exchange events, etc.)
- (3) Requests for things that will be used publicly.
- (4) Other exceptional cases which the chairman deems particularly necessary.

◆The following are NOT considered eligible for a translation/interpretation request:

- (1) Requests for commercial purposes (multilingualization of products, translations of company outlines, etc.)
- (2) Translations of official documents (residence cards, family registers or excerpts of family registers, marriage certificates, etc.)
- (3) Requests that require specialist knowledge (consent forms, manuals on work processes in a company)
- (4) Any documents that require the sign of the translator
- (5) Translations that only serve the individual (documents that do not have public use)

◆Conditions of translation and interpretation requests

- (1) You must acknowledge that volunteers registered with the Saga Prefecture International Relations Association do not perform translation/interpretation as professionals, but rather volunteer their services as citizens.
- (2) You must acknowledge that neither the association nor the volunteers are liable for any damages resulting from the translation of the volunteers.
- (3) Completed translations must also be submitted to the association for record-keeping purposes.

◆Remuneration

If the requester chooses to reward the volunteer for their services, the requester bears responsibility to pay any such remuneration.

◆Accident liability

Please note that neither the association nor the volunteers can be held liable for any damages resulting from the translation of the volunteers.