**SAMPLE DOCUMENT FOR TRANSLATION AND TRANSLITERATION NOT DONE BY PROFESSIONAL TRANSLATORS**

The following conditions have to be met:

(a) the name, designation and address of the translator are clearly stated;

(b) the translator declares that he or she is proficient in English and *[specify language]*;

(c) the translator declares that the translation provided is accurate; and

(d) the translation is signed by the translator.

**SAMPLE DOCUMENT 1: [SAMPLE] DOCUMENT FOR TRANSLATION AND TRANSLITERATION FOR NON-ROMAN CHARACTERS**

*\*For mark containing foreign non-Roman characters in which translation and transliteration would be required (for example, Chinese, Korean and Japanese characters)*

**SAMPLE DOCUMENT 2: [SAMPLE] DOCUMENT FOR TRANSLATION FOR NON-ENGLISH WORDS**

*\*For mark containing non-English Roman words in which only translation would be required (transliteration not required; for example, Malay, Spanish, German, Italian and French words)*

**Note:**

In the scenario that the mark contains words/characters of two foreign languages, such as Chinese and Japanese characters, the applicant may submit either:

- two separate translation documents done by two different translators (one proficient in Chinese, and the other proficient in Japanese), or

- if the translator is proficient in both Chinese and Japanese languages, the translator may declare so in a single translation document. The translation document would need to clearly state the language of the different characters/words and their respective meaning.

**[SAMPLE] DOCUMENT FOR TRANSLATION AND TRANSLITERATION FOR NON-ROMAN CHARACTERS**

**[insert trade mark number (trade mark image is optional)]**

I, **[insert name of translator],** of **[insert designation and address of the translator**], hereby declare that I am fluent in English and **[insert language]** and that the translation and transliteration provided below is accurate:

**[Sample translation and transliteration information shown below in blue]**

[Chinese] characters Transliteration Translation

华 Hua magnificent **,** splendid **,** flowery

文 Wen language, culture, writing

华文 Hua Wen Chinese language

**[Short statement on whether the non-Roman characters given in the mark have any meaning as a whole, if applicable]**

The Chinese characters "华文", when taken as a whole, mean "Chinese Language".

**[insert signature of translator]**

**[insert name of translator]**

**[date]**

**[SAMPLE] DOCUMENT FOR TRANSLATION FOR NON-ENGLISH WORDS**

**[insert trade mark number (trade mark image is optional)]**

I, **[insert name of translator],** of **[insert designation and address of the translator**], hereby declare that I am fluent in the English and **[insert language]** and the translation provided below is accurate:

**[Sample translation information shown below in blue]**

[French] word Translation

BONJOUR hello, good morning, good afternoon, regards

**[Short statement to summarise the translation]**

The French word "Bonjour" can be translated as "hello", "good morning", "good afternoon" or "regards".

**[insert signature of translator]**

**[insert name of translator]**

**[date]**