

Please return this reply slip to the Constitutional and Mainland Affairs Bureau -

by post: Team 5
Constitutional and Mainland Affairs Bureau
12/F, East Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

by fax: 2840 0657

by email: interpreter@cmab.gov.hk

REPLY SLIP

**Registration in the
List of Non-Government Foreign-language Interpreters (the List)**

I would like to be included in the List. My contact details are provided as follows:

Name in English#:	
Name in Chinese# (if applicable):	
Contact number:	
Email address:	

#Name(s) provided must be the same as the name(s) on your Hong Kong Identity Card/Passport.

A copy of the letter of “Service Engagement of Freelance Interpreters for the Judiciary Administration” (which is valid on the date of submission) issued to me is attached. I hereby confirm that the letter is a complete and true copy of the original.

I have also read, understood and agreed to the Points to Note and the Personal Information Collection Statement overleaf.

Signature: _____

Date: _____

Points to Note

1. Registration in the List is only a record of your intention and interest in offering interpretation and translation services to Government bureaux and departments as well as related organisations (hereinafter referred to as the public authorities)¹ that have adopted the Administrative Guidelines on Promotion of Racial Equality (the Guidelines).
2. The inclusion in the List does not mean that the enlisted interpreters are employed by the Government nor will it guarantee them to be engaged by the public authorities in future.
3. Engagement of any interpreters on the List is solely at the discretion of the public authorities concerned. The particular engagement of the interpreters in the List will be subject to the terms and conditions, as well as the specific requirements and procedures (which may include the vetting and verification of personal identity of the applicants as well as the authenticity of “Service Engagement of Freelance Interpreter for the Judiciary Administration” (hereinafter referred to as service engagement letters), etc.) stipulated by the engaging public authorities.
4. The information given in the reply slip should be correct to the best of your knowledge. The Constitutional and Mainland Affairs Bureau (CMAB) reserves the right to deregister and take appropriate actions against a person who knowingly and willfully gives information which he knows to be false or does not believe to be true.
5. You will be registered in the List as a service provider for the languages and within the validity period as stated in the service engagement letter. Any changes in your status as a freelance interpreter for the Judiciary Administration will affect your registration in the List. You should report any changes and/or furnish an up-to-date service engagement letter **in one week’s time**.
6. The decision of CMAB to include an interpreter in the List shall be final.

Personal Information Collection Statement

1. Registration in the List serves as a record of your intention and interest in offering interpretation and translation services to the public authorities that have adopted the Guidelines.² The provision of personal data is voluntary. However, we may not be able to complete the registration process if the data is not provided, or the data provided is incomplete. The CMAB is committed to ensuring that all personal data submitted is handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).
2. This data collection exercise will facilitate the CMAB to register you in the List. All personal data collected will be kept confidential.
3. CMAB will share the List with public authorities for reference for the purpose of engaging foreign language interpreters in the legal domain as appropriate.

¹ List of public authorities adopting the Guidelines can be found on the CMAB’s website: www.cmab.gov.hk/en/issues/equal_agpre.htm

² Please see footnote 1.

4. The personal data so collected will be erased and deleted from the List after the expiry of the interpreter's validity period as stated in the service engagement letter, unless any legal requirement otherwise requires maintaining of the said information.
5. You have a right of access to and correction of your personal data held by us under the Personal Data (Privacy) Ordinance. Request for access or correction should be made in writing to Senior Executive Officer (Constitutional and Mainland Affairs) 5 of CMAB:

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