Translation Service Request Form *(To be filled by Applicant)*

Section A : Mandatory Details to be Filled by the Applicant

a) Full Name: (in block letters)	(First name/Given name)	(Last name/Surname)
b) Passport Number:	(Please provide your current passport number)	
c) Mobile Number:	(Please provide your mobile number)	
d) Email ID:	(Please provide your email-id)	

e) Name of Documents:	(Please fill the name and pages of documents)	Fees (NTD)

Section B: Data Protection Consent for Translation

We shall be using the data provided by you in your translation application form solely and exclusively for contact purposes and charging of the service. In order to meet the requirement of Data Protection Act, VFS will attach the original and the translation document with your application to be sent to the British Embassy in Manila. The electronic data and any other papers will be destroyed within one week.

By signing this form you are notifying us that your consent of the translation service.

Note: ***Visa applicants should hand in or email documents which require translation service at least two working days before application submission.***

Section C: Terms and Conditions

1. The Translation Service provided to visa applicants is to help the applicant translate necessary documents with regard to visa application process. The information translated by VFS is based on the information provided by visa applicants.
2. VFS is not responsible for the authenticity for the original documents provided by visa applicants.
3. VFS certifies that the translation is faithfully in accordance with the content of original documents provided by visa applicants.
4. Visa applicants are responsible for paying charges for the translation. Charges once paid for translation service will not be refunded under any circumstances.
5. This terms and conditions are governed by the law of Taiwan and both parties submit to the exclusive jurisdiction of the courts in Taipei.

I have read and understood the disclaimer and the terms and conditions contained therein and agree to abide by the same.

Section D: Methods of payment details

Charges can be paid by cash at our centre, through ATM, or remitted through banks.

Account details

Account Name(戶名): VFS Taiwan Limited(台灣威孚有限公司)

Bank Code(銀行代號): 822 (中國信託商業銀行 敦南分行)

Account Number(匯款帳號): 163540-215810

Please fill out and sign this Translation Service Request Form then send or email it back after the payment is paid.*

If the payment is made through ATM, please include the last 5 digits of your account number: __ __ __ __ __

Please ensure a hand written receipt is issued upon payment or when you submit your visa application.

Signature of the Applicant	VFS Translator's name	Date	Total Fees