

Points to Note for Using the iCMS Function of Certification of Translation Service (CTS)

General Note

The following points to note are applicable to submission of certification applications in electronic mode via iCMS. Detailed step-by-step guides concerning major functions related to iCMS Certification of Translation Service (Submit application for Certification of Translation Service, Maintain draft application, Download certified documents, Resubmit application after application is rejected, Apply for refund) are set out in the [User Guides for Certification of Translation Service](#). For aspects not covered here and for matters related to certification of translation service in general, please refer to the content of respective set of [guidelines](#).

Information to be Provided

When submitting an application, applicants should provide sufficient and accurate information concerning the case and upload documents of the correct format.

After submitting an application, the applicant will receive a notification message that the application is pending acceptance. Our staff will in due course check the information provided and the documents submitted. If everything is in order, the application will be accepted for processing and a notification of acceptance will be sent to the applicant's iCMS message box.

In the event that there is problem with the information provided or the documents submitted, the application will be rejected and a notification of rejection with the reason(s) for rejection will be sent to the applicant's iCMS message box for his/her information or follow up action. For an application involving several documents, it is possible that some of them will be accepted for further processing and some will be rejected for respective reasons such as incomplete/wrong information provided, wrong document(s) uploaded, poor resolution of the source document or irregular format of the translation. In that situation, if the applicant wants to proceed with the rejected application, he/she will have to resubmit the application by providing the correct/missing information and/or correct document(s) for further processing.

Document Format

The document in the source language must be in PDF format. Please make sure that the PDF document so created by scanning or other methods is of good resolution and the words are of legible font size. Translations must be in MS Word format so that alterations can be made to it in the process of certification of translation.

Requirement Concerning Certified True Copy

The requirement of providing certified true copy of the source language document also applies to electronic mode under iCMS. To fulfill this requirement, applicants should first of all arrange to have the ‘Confirmation Form for Certified True Copy’ signed by an Inspector of the Hong Kong Police Force or an officer of similar rank in other government departments, or relevant officer of a law firm (“subject officer”), or a litigant in person, as appropriate. It is for confirming that the document submitted is a certified true copy of the source document. A template of the form is available for downloading from the iCMS platform of Certification of Translation Service. The duly completed and signed ‘Confirmation Form for Certified True Copy’ should be uploaded at the designated part. Unlike making an application for certification of translation under the manual mode¹, for submission in electronic mode under iCMS, there is **NO NEED** to sign on the upper right corner on the first page of the source document itself for confirming that it is a true copy.

Collection Date of Certified Translation

The ‘Estimated Collection Date’ shown in the e-certification system is only for reference. The actual time required for processing the certification work

¹ For submitting documents in manual mode at the Certification Counter of the Court Language Section, applicants are required to provide a certified true copy, i.e., a photostat made from the original document and verified by the subject officer or a litigant in person as identical to the original document. The subject officer or litigant in person should sign on the upper right corner on the first page of such photostat to confirm that it is a true copy, with information including his/her full name and the total number of pages.

and the actual collection date for the certified translation(s) will depend on various factors including the court level concerned and the volume of the documents involved. The total volume of documents related to the same court case submitted under different applications will be considered collectively in determining the time required for processing and the collection date. For details concerning the time needed, please refer to the [Guidelines for Certification of Documents](#).

Payment for Certification Service

For certification of translation for civil cases, the certification fee concerned has to be paid through the e-certification system at the time of lodging the application. If the party concerned is legally aided, no payment will have to be made through the system but the Legal Aid Certificate must be uploaded in the process of making the application.

Downloading Certified Translation

Upon completion of the certification work, a message will be sent to the iCMS message box of the applicant, notifying the applicant that the documents are ready for downloading. The applicant concerned can then go to the function of “Download Certified Documents” to download the source document and its certified translation in PDF format that have been affixed with the certification chops and signed by the certifier. If the fee paid at the time of submitting the application is insufficient to cover the fee required at the time of completion of the certification work, such as in cases where the number of pages of the translation has increased after certification, the applicant will have to make payment for the shortfall before downloading the document. Please download the certified documents within one month upon receiving the “Ready for Download” message and keep the documents properly.

Refund of Paid Fee

For cases where there is a surplus in the fees paid after the certification job is done, or where the applicant elects to withdraw an application/suspend² the

² By making a request for withdrawal/suspension to the Court Language Section by phone or in person, with a memo as confirmation.

certification work, or elects not to resubmit a rejected application for which payment has already been made, the applicant can seek refund by following the steps set out in the function “Refund Application”. In gist, the applicant will have to fill out the form of “Request for Refund of Certification Fee (iCMS)” and provide the relevant particulars of the job for further processing. The filled and signed “Request for Refund of Certification Fee (iCMS)” should be returned to the Certification and General Translation Unit, Court Language Section, Judiciary at 26/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong by post or by hand. Refund by cheque will be arranged in due course after processing.

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