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Leveraging Technology in Legal Translation: Work Placement at Einfach Russisch

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Internship Report detailing the work placement at the translation agency Einfach Russisch, conducted within the scope of the Master in Translation and Linguistic Services program under the supervision of Professor Dr. Thomas Juan Carlos Hüsgen

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DECLARATION OF HONOR

I, Anastasiia Khomenko, solemnly declare that the Internship Report titled "Leveraging Technology in Legal Translation: Work Placement at Einfach Russisch" presented herein as a requirement for the completion of the Master's degree in Translation and Language Services at the Faculty of Arts, University of Porto, is entirely my work. This report reflects my experiences, observations, and insights gained while working at the translation agency Einfach Russisch.

I confirm that I have properly cited and acknowledged all sources of information and references used in this report. No part of this report has been plagiarized or copied from any other source, and any contributions or assistance received from individuals or materials have been appropriately acknowledged.

I understand the ethical and academic implications of producing original and authentic work, and I take full responsibility for the integrity of the content presented in this Internship Report.

1st of September 2023, Porto, Portugal

Place and date

Anastasiia Khomenko

Signature

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I would like to express my gratitude to Professor Dr. Thomas Juan Carlos Hüsgen, my esteemed academic mentor, for his guidance, insights, and continuous support throughout my Master's degree in Translation and Language Services. His expertise and dedication have been instrumental in shaping the trajectory of my academic and professional journey.

I extend my sincere appreciation to the proprietors of Einfach Russisch, Oxana Bode, and Benjamin Bode for affording me the opportunity to embark on a transformative work placement experience within their esteemed translation agency. Their open-heartedness, willingness to share their industry expertise, and encouragement have been pivotal in enhancing my understanding of the intricacies of professional translation, particularly in the realm of legal translation.

The guidance, support, and inspiration I have received have played a pivotal role in shaping the outcome of this Internship Report and my overall academic and professional experience.

ABSTRACT

This internship report documents a work placement at the translation agency Einfach Russisch as part of the Master in Translation and Linguistic Services program. The report encompasses three main sections: Firstly, an exploration of the three-month internship experience, highlighting the company's organizational structure and internal workflows. Secondly, a comprehensive examination of specific legal translations conducted during the internship, rooted in the theoretical framework of legal translation. Lastly, an analysis of pertinent technologies within the translation field, including Computer-Assisted Translation tools and Translation Business Management tools, along with insights into their potential application to enhance Einfach Russisch's operational efficiency.

KEYWORDS: Work Placement, Legal Translation, Computer-Assisted Translation tools, Translation Business Management tools

ZUSAMMENFASSUNG

Dieser Praktikumsbericht dokumentiert das Praktikum bei der Übersetzungsagentur Einfach Russisch im Rahmen des Masterstudiengangs Übersetzung und Sprachdienstleistungen. Der Bericht umfasst drei Hauptabschnitte: Erstens eine Erkundung der dreimonatigen Praktikumserfahrung, die die organisatorische Struktur des Unternehmens und die internen Abläufe hervorhebt. Zweitens eine umfassende Untersuchung spezifischer juristischer Übersetzungen, die während des Praktikums durchgeführt wurden, verwurzelt im theoretischen Rahmen der Rechtsübersetzung. Schließlich eine Untersuchung relevanter Technologien im Übersetzungsbereich, einschließlich Computer-unterstützter Übersetzungswerkzeuge und Werkzeuge zur Verwaltung von Übersetzungsunternehmen, sowie Einblicke in ihre potenzielle Anwendung zur Steigerung der operationellen Effizienz von Einfach Russisch.

SCHLÜSSELWÖRTER: Praktikum, Juristische Übersetzung, Computerunterstützte Übersetzung, Werkzeuge für Übersetzungsmanagement

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KEY TO ACRONYMS AND ABBREVIATIONS

ALPAC - Automatic Language Processing Advisory Committee

API - Application Programming Interface

B2B - Business-to-Business

B2C - Business-to-Consumer

CAT - Computer-Assisted Translation

CEN - European Committee for Standardization

CRM - Customer Relationship Management

CV - Curriculum Vitae

DTP - Desktop Publishing

GDPR - General Data Protection Regulation

ISO - International Organization for Standardization

LSP - Language Service Provider

MT - Machine Translation

NM - Neural Machine Translation

OCR - Optical Character Recognition

PM - Project Management

QA - Quality Assurance

QC - Quality Control

QR - Quick Response (code)

RBMT - Rule-Based Machine Translation

SaaS - Software as a Service SL

SL - Source Language

ST - Source Text

TMT - Terminology Management Tool

TM - Translation Memory

TMS - Translation Management System

TL - Target Language

TT - Target Text

TU - Translation Unit

1. INTRODUCTION

In the rapidly evolving landscape of global communication and business, language serves as a vital bridge connecting diverse cultures and industries. Within this context, the role of translation becomes increasingly crucial, enabling effective cross-cultural communication and seamless dissemination of information.

This Internship Report delves into my firsthand experience at Einfach Russisch, a specialized translation company focusing on legal and official document translation. Over the course of my internship, I engaged with the intricacies of legal translation, delved into translation management, and conducted a critical analysis of the company's operational framework. This report aims to comprehensively analyze Einfach Russisch's translation workflows, highlighting strengths, pinpointing areas for improvement, and proposing potential strategies to enhance operational efficiency.

Commencing with the foundational elements of Einfach Russisch, the analysis delves into its business model, operational processes, and workflow. These insights provide a backdrop for an exhaustive exploration of legal translation, encompassing the intricacies of translating legal documents, inherent challenges, and the multifaceted essence of legal translation.

Subsequently, the report delves into practical instances of translated legal documents encountered during the internship. These encompass birth certificates, marriage certificates, and apostilles, offering concrete demonstrations of employed translation strategies and techniques. Additionally, the analysis extends to the nuanced utilization of computer-assisted translation (CAT) tools and an examination of the evolving domain of translation technologies, including machine translation and translation project management.

Continuing, the report directs attention toward potential enhancement opportunities within Einfach Russisch. It emphasizes the company's strengths while investigating pathways to elevate operational efficiency, terminology management, and translation processes. Additionally, the report reflects on the lessons learned and skills developed during this internship experience.

2. FROM COMPANY OVERVIEW TO MY INTERNSHIP JOURNEY

2.1 EINFACH RUSSISCH: NAVIGATING LANGUAGES AND BUSINESS

Einfach Russisch is a German-based translation company with headquarters in Hamburg that specializes in providing translation services between the Russian and German languages. The company targets the German and Russian markets, promoting its services and expanding its business presence.

Einfach Russisch offers legal and technical translation services, catering to both private individuals (B2C) and businesses (B2B). The company's fields of expertise extend across diverse domains, encompassing tasks such as patent applications, legal agreements, user manuals, operational guidelines, repair manuals, promotional materials, corporate documents, and medical technology-related contracts.

Einfach Russisch takes pride in its transparent processes, GDPR compliance, technical terminology focus, ISO standards adherence, punctual delivery, document legalization facilitation, and time-efficient practices.

2.2 EMBARKING ON A JOURNEY WITH EINFACH RUSSISCH

My proactive approach and prior experience in Legal Translation led to my internship at Einfach Russisch. While seeking an internship, I came across Einfach Russisch on LinkedIn and identified it as suitable for my skills and ambitions. Convinced of this compatibility, I drafted a presentation letter in German and appended my CV. This decision was made as I concluded my Erasmus semester at Johannes Gutenberg University Mainz in Germersheim with a strong determination to further explore the German language and business culture by interning in a German-based company.

The alignment between my academic background and practical experience made my profile a fitting match for the company's domain. As a result, my application quickly attracted attention, leading to a prompt invitation for an online personal interview.

Conducted by Oxana and Benjamin Bode, the proprietors of Einfach Russisch, the interview took place in German. Oxana, a certified translator fluent in both German and Russian, was introduced as my primary mentor and supervisor. Meanwhile, Benjamin, hailing from Germany, would oversee organizational and administrative aspects.

2.3 INSIDE MY ROLE: RESPONSIBILITIES AT EINFACH RUSSISCH

The company's operational scope is exclusively within German and Russian, forming the linguistic landscape of my work. My tasks revolved around translation activities in these languages, covering both directions: from German to Russian and vice versa. Additionally, as a native Ukrainian speaker, I undertook a few translations at the beginning of the Russian war of aggression against Ukraine, specifically translating the company's website to reach the Ukrainian market. Furthermore, because of my English proficiency, there was a singular logistics-related project involving Russian and English which I undertook and will later discuss in greater detail. Altogether, these translation projects primarily fell under the category of legal documentation, highlighting a specialized emphasis on this specific domain.

The work placement at Einfach Russisch spanned a full-time commitment from January 30th to April 30th, 2022. During this period, my working hours extended from 9:00 a.m. to 4:00 p.m., Monday through Friday. The internship was conducted online, providing me the flexibility to work remotely from home.

To access and send the documents for translation, I accessed a private, secure email account provided by the company. This required me to keep the email open and stay logged in throughout my working hours. This ensured that I could promptly address incoming translations, begin working on them, and receive feedback on the translations I had completed.

2.4 STARTING STRONG AT EINFACH RUSSISCH

2.4.1 OPTIMIZING LOGISTICS OPERATIONS: THE MR PLAN GROUP PROJECT

Initially, our agreement outlined my involvement in minor legal translations between German and Russian, set to commence in March. Nevertheless, I initiated my contributions earlier than planned, with my effective start date being January 30th. During this timeframe, I undertook a project centered on translating from English to Russian.

Einfach Russisch maintained a longstanding partnership with MR Plan Group, an engineering and logistics-focused company. Typically, Einfach Russisch provided translation services between German and Russian for them. However, on this occasion, a substantial project arose demanding translations from English to Russian. Recognizing

that the company's expertise didn't extend to English and acknowledging my proficiency in the language, I was approached to assist with this project. They requested my participation in translating logistics-related documents for this particular client.

Consequently, I commenced my internship a month ahead of schedule to undertake this project. The project's extensive volume posed a significant challenge due to its intricate formatting and demanding nature. Over a span of two weeks, I dedicated 7 to 8 hours daily to tackle the highly complex translation. The company's urgency to ensure completion further added to the pressure as the workload continued to accumulate relentlessly. Upon the conclusion of this project, I translated a total of over 19,900 words.

While working on the project for MR Plan Group, I inquired about reference materials or documents for guidance. However, I discovered that there were none available, prompting me to initiate the project by developing a terminology sheet. This involved creating a concise guide where I deciphered and translated the key acronyms likely to appear in the translations. This undertaking proved to be highly significant and demanding. The project involved translating complex diagrams and imagery relevant to the logistics sector. The complexity of this task necessitated a deep grasp of the subject matter, careful attention to detail, and proficient linguistic abilities.

Fortunately, the other translators and I completed the project on time and delivered high-quality work. I received positive feedback from my supervisor, who conveyed the client's satisfaction with the outcome. With the conclusion of this project, my internship focused on legal translation officially commenced at the company. It's worth noting that this project with MR Plan Group provided me with an additional advantage, as it paved the way for me to assume the role of a freelance translator responsible for the Russian market at the German logistics company called Dachser, where I am currently employed.

Below, you will find an example of the document that I translated for MR Plan Group. The documents I worked on comprise mainly complex schematics and detailed diagrams. The translation process required manually inserting Russian text into text boxes, with each Russian segment placed beneath the corresponding English version. This was particularly demanding due to the high volume of content requiring translation and the project's tight timeframe.

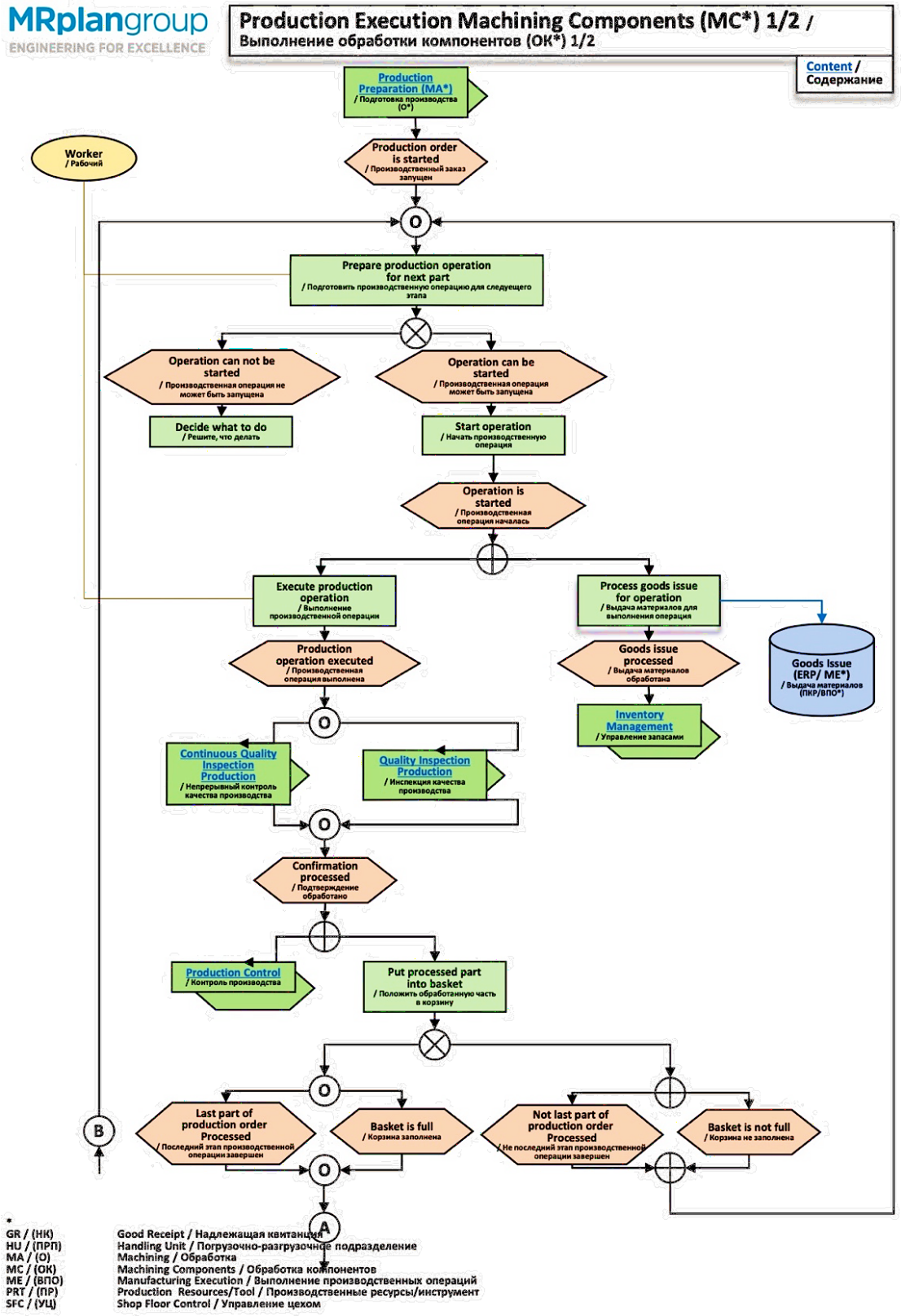


Figure 1: Production Execution Machining Components (MC*) 1/2

It's also worth mentioning that the terminology work I carried out proved to be highly beneficial. Beneath each diagram was a section with a legend that included subtitles and acronyms requiring translation and abbreviation in Russian. Creating a comprehensive terminology guide greatly aided in organizing and enhancing the clarity of the translation process.

2.5 NAVIGATING EINFACH RUSSISCH: MY INTERNSHIP EXPERIENCE

As I assumed my formal position within the company as an official intern with a focus on legal translation, I initiated my tasks by tackling a series of fundamental legal documents. These documents encompassed a range of basic yet crucial materials, including birth certificates, marriage certificates, divorce decrees, and a foundational set of other documents that typically fall within the purview of legal translators.

Throughout my internship, my primary point of communication was Oxana Bode, as previously mentioned. She served as my mentor and exclusive contact person. Daily, Oxana would send me one or multiple documents to be translated. Alongside this document, she would provide an additional Word file, sometimes even multiple files, serving as reference documents. These references could include existing translations or similar materials that the company had previously worked on. This approach ensured I adhered precisely to the established format and maintained consistency with the company's previous work.

Once I finished the translation, she would review it, offer feedback, and send me the necessary corrections. I was also informed from the beginning that the primary objective is to closely replicate the formatting of the original documents, preserving their structure and layout. To this end, Oxana would frequently take the time to explain the rationale behind specific translation choices, offering insights into the nuances that justified particular approaches or alternatives. This approach cultivated a highly constructive model of communication and guidance.

To further enhance this feedback loop, a meeting for synchronization was established every two weeks. We would schedule a phone call to have a comprehensive discussion about my progress. During these discussions, we would identify areas that required improvement and discuss strategies to enhance them. This structured approach

ensured that my learning curve remained dynamic and that my future contributions would align more closely with the company's expectations.

Regarding the time frame for completing the translations, it typically ranged from 24 to 72 hours. The documents and queries were generally of little length, and this time window proved to be sufficient for the completion of each task. Oxana's timely provision of feedback played a pivotal role in facilitating this workflow.

2.5.1 RUSSIAN WAR OF AGGRESSION AGAINST UKRAINE

I commenced my work with Einfach Russisch towards the end of January 2022. However, as the world came to see, a significant event unfolded on the 24th of February 2022 - the beginning of the Russian war of aggression against Ukraine. Given my Ukrainian heritage, this development had a profound impact on both me and my internship, and in many ways still does.

From the internship perspective, Oxana and Benjamin demonstrated great compassion and understanding in the first week by granting me a five-day respite. This allowed me to address more pressing personal matters that had emerged, particularly those related to my family. My focus shifted to providing assistance not only to my family but also to refugees. Within this brief timeframe, I managed to assist numerous refugees in relocating to either Portugal or Germany. The voluntary work I initiated, providing essential translation services and support for those in need, remains an ongoing and integral part of my daily life.

As anticipated, the five-day period proved inadequate to fully address the array of challenges that had emerged as ever-growing emotional distress and deep concern for my homeland continued to grow. In light of these circumstances, Oxana, understanding the weight of my responsibilities, thoughtfully eased my workload. This adjustment proved highly advantageous, affording me the required flexibility to effectively juggle my professional commitments and my commitment to aiding Ukrainian refugees.

Following the events described, a notable yet unforeseen psychological challenge arose rooted in the awareness that my work involved catering to Russian clients, a particularly challenging development in the backdrop of a deeply disconcerting reality. Despite the ability to intellectually distinguish between a language and a nation, this internal conflict presented an enormous emotional obstacle. Although I never openly

vocalized these sentiments, the emotional weight they carried significantly impacted my personal and professional experience at that time.

This matter was never directly addressed with Oxana or Benjamin. Still, they demonstrated a commendable level of understanding and empathy, granting me the necessary space and autonomy to complete many tasks. With some effort, as the war unfolded, I had already acclimated to the company's established format and methods, so it did not hinder my ability to continue working. As a result, any substantial translation challenges were notably absent.

3. OPERATIONAL APPROACHES AT EINFACH RUSSISCH

3.1 BUSINESS MODEL AND CLIENT ACQUISITION

Being strategically focused on maintaining a steady stream of small to medium-sized translation requests, the majority of Einfach Russisch's clients are private individuals, supplemented by occasional orders from companies seeking translation services. While the orders from companies may not be numerous, most of the time, they align harmoniously with the legal document-focused nature of the company.

Einfach Russisch employs an effective client acquisition strategy. The company embraces transparency by clearly showcasing its services, prices, and associated value propositions on its website. This openness enhances the appeal of Einfach Russisch's offerings, creating an environment that attracts potential clients in search of transparent and comprehensive translation solutions.

During my time at Einfach Russisch, the company demonstrated a consistent influx of paying customers. Daily inquiries and orders were prominent for both language combinations offered. The Russian-German combination, favored due to the substantial presence of Russian expats and immigrants in Germany, particularly drove demand.

Therefore, it can be deduced that the company's client engagement strategies are impactful. This business model serves as a valuable reference point for me, offering insights for potential future endeavors in establishing my own translation company in Germany.

3.2 OPERATIONAL PROCESSES

Einfach Russisch's clients are instructed to submit the documents they wish to have translated. This can be done by scanning and uploading them directly to the company website, sending them through a secure private email box designated for client inquiries, or delivering them to Einfach Russisch's physical office in Hamburg.

The next step in the process is document pricing. Clients have the convenience of seeing the translation cost as they input document details. This interactive feature empowers clients to make informed decisions about their required translation, ensuring a transparent and efficient pricing mechanism. Various pricing options are offered, encompassing different aspects, particularly the speed of translation completion and return to the customer. Additionally, customers can opt to receive a physical printed copy of the translation via post.

Payment can be made through one of the payment channels provided, using platforms like PayPal, credit or debit cards, or other alternative payment methods. Importantly, the translation process only commences upon receipt of the client's payment. This operational strategy offers distinct benefits. It minimizes potential cash flow concerns and addresses non-payment issues. Unlike other business models where payment is requested post-project completion, this method provides a more secure financial framework. By adopting this approach, the company ensures its operational stability while providing customers with a reliable and structured means to initiate their translation orders.

As a result, clients can obtain the translation whenever needed, along with the corresponding certification, and subsequently submit both the original documents and their corresponding translations to the relevant official institutions where such documentation is required. Oxana Bode's status as a certified translator in both Russian and German grants her the authority to certify her translations, including those undertaken by me. As a result, this results in a positive impact on the company's overall operational processes.

3.3 COMPANY STRUCTURE

Throughout my time at Einfach Russisch, the team comprised five individuals who formed a cohesive translation unit. This team encompassed three in-house

translators, one project manager, and one administrator working under a management structure. This structural arrangement categorizes the company as “klein aber fein,” in the words of the owners, Oxana and Benjamin, which translates to “small but fine” in English.

3.4 EINFACH RUSSISCH’S INTERNAL WORKFLOW

As previously mentioned, documents designated for translation are initially submitted to the company (most often) through electronic means. Given the prevalent legal document nature, a substantial portion of the texts forwarded for translation are usually photocopies or images taken with mobile phones. Consequently, a considerable majority of documents handled are primarily received in image formats, predominantly as JPEG or PDF files.

On the one hand, this significantly complicates document processing for translators, including file analysis, a process I will delve into in another chapter, and software conversion for extracting searchable text. On the other hand, given that the documents uploaded for translation are frequently intended for official purposes, and clients may not have electronic versions readily available, submitting a photo of a document via mobile phone proves to be much more convenient for them. This approach helps Einfach Russisch ensure a consistent influx of orders.

In any case, an important result of using images or scanned PDF files, the most common file types provided to Einfach Russisch, is that they are often harder to convert into editable Word documents. Moreover, these file types can be challenging, time-consuming, or even impossible to work with when using computer-assisted translation (CAT) tools during the aforementioned analysis process. These factors significantly impact the established translation process at Einfach Russisch.

This leaves space for improvement, as the timeframe for fulfilling translation requests is contingent upon the service level chosen by the client, dictating the pace of completion and delivery based on three distinct service options.

The first option is named “Express.” This selection guarantees a swift translation delivery within 48 hours, accompanied by certification following ISO-Norm-9 standards for the transliteration into Latin characters. Additionally, an extra copy of the translation is provided to the client, which can be sent via email or traditional post.

The second option is labeled “Standard.” The translation is completed and delivered within a timeframe of 72 hours, adhering to ISO-Norm-9 standards and accompanied by certification. Clients commonly prefer this particular option.

The third and final option is referred to as “Einfach.” This entails a translation completion period of four days and does not include certification. Furthermore, the translation is exclusively dispatched to the client via email.

4. EXPLORING THE REALM OF LEGAL TRANSLATION

4.1 MY WORK SCOPE AT EINFACH RUSSISCH

Einfach Russisch’s service portfolio extends through the lens of legal and official document translation to encompass patent applications, user manuals, operational guidelines, marketing materials, and medical documentation.

While I primarily concentrated on translating official documents, I also engaged in translating a wider range of materials, including content for the company's website. This, along with the previously mentioned logistics project, encompasses my overall experience at Einfach Russisch.

Before delving into specific examples of document types I’d worked with, I would first like to establish an overview of legal translation and what the translation of official documents entails.

4.2 LEGAL TRANSLATION DEFINITION

The ongoing process of globalization is impacting various aspects of life and science, including the field of translation. As economic and legal systems become more interconnected, the need for legal translation also grows. This focus on legal translation brings attention to its object and scope, specific demands and challenges, the role of the translator, and how translation reflects cultural thought patterns. As such, Pommer defines translation as follows:

> Übersetzen ist [...] ein multidimensionaler Vorgang, bei dem eine komplexe Verknüpfung sprachlichen, sachlichen und kulturellen Wissens notwendig ist, um nicht nur rechtssprachliche Ausdrücke, sondern auch zugrundeliegende Rechtsordnungen und kulturspezifische Denkmuster zu übertragen. (Pommer 2006, p. 38)

> [Translation is a multidimensional process in which a complex interconnection of linguistic, factual, and cultural knowledge is necessary to convey not only legal expressions but also underlying legal systems and culture-specific thought patterns.]

According to Schmidt-König (2005), legal translation is perceived as the process of exporting national legal terminology into another language, which serves as both a conveyer of legal language and a distinct legal system in itself.

De Groot and Schulze (1999) expand on this concept by asserting that legal translation involves the translation between legal systems rather than mere linguistic translation between languages.

These definitions further establish legal translation as a multifaceted process that demands a thorough grasp of cultural and legal contexts. Achieving effective legal translation goes beyond linguistic equivalence, encompassing a comprehensive analysis of legal principles as well.

4.3 LEGAL TRANSLATION CLASSIFICATION

According to Cao (2007), legal translation is a type of specialized or technical translation, a translational activity that involves the language of, and is related to, law and legal processes. Legal translation then refers to the rendering of legal texts from the source language (SL) into the target language (TL), which calls upon different classification criteria.

For instance, it can be categorized according to the subject matter of the source language texts:

(1) Translation of national statutes and international treaties;
(2) Translation of private legal documents;
(3) Translation of academic legal works;
(4) Translation of case law.

Legal translation can also be divided based on the status of source language texts:

(1) Translation of executive legislation, such as statutes;
(2) Translation of non-executive legislation, such as legal writings.

Furthermore, legal translation can be classified based on the functions of legal texts in the target language (Šarčević, 1997):

(1) Predominantly prescriptive, e.g., laws, regulations, codes, contracts, treaties;
(2) Descriptive and prescriptive, e.g., judicial decisions and legal instruments used in legal proceedings;
(3) Purely descriptive, e.g., academic works written by legal scholars.

Legal translation can also be classified according to the objectives of the texts (Cao, 2007):

(1) Formative objective, producing equally authentic legal texts in bilingual or multilingual jurisdictions;
(2) Informative objective, translating statutes, judicial decisions, academic works, etc., to provide information to readers.

In summary, legal translation is a broad term covering the translation of law and other legal communications in legal contexts.

4.4 CHALLENGES IN LEGAL TRANSLATION

Unfortunately for translators, and arguably global citizens at large, the world does not have a single, unified legal system. To further complicate matters, there can even be inconsistencies between "different branches and fields of law" (Pommer 2008, p. 18) in addition to the asymmetries within the legal systems themselves. As such, legal translation is recognized as difficult and complex due to the nature of legal language and the legal concepts it conveys. Complexities often arise from differences between legal systems, linguistic variations, and cultural disparities.

> Each national law constitutes an independent legal system with its own terminological apparatus, underlying conceptual structure, rules of classification, sources of law, methodological approaches, and socio-economic principles. (Šarčević 1997, p. 13)

Nor are legal concepts universally translatable due to differences in legal traditions and terminology.

> Legal language is a technical language, but legal language is not a universal technical language but one that is tied to a national legal system. (Weisflog 1987, p. 203)

This perspective influences both the application of the law and its fundamental role within the given society. This encompasses not only methods for articulating and deciphering laws but also intertwines with a broader perspective of the societal structure.

> It has techniques for expressing rules and interpreting them, it is linked to a view of the social order itself which determines the way in which the law is applied and shapes the very function of law in that society. (David and Brierley 1985, p. 19)

Ultimately, legal translators face great intricacies in transferring meaning across legal systems, acknowledging that legal terms might lack straightforward counterparts in the process. As a result, this process involves systematic methodology, including phases of obtaining accurate knowledge, analyzing concepts within legal systems, and comparing and synthesizing results to provide the most accurate body of work possible given these constraints.

4.5 MULTIDIMENSIONALITY OF LEGAL TRANSLATION

According to Gérard Cornu (1990), adding “bilingualism” to “bijuridism” results in a doubly challenging task. Scott (2017) asserts that translating legal texts involves competency in four aspects: languages, legal systems, text genres, and text purposes. These dimensions are intertwined in the translator's cognitive processes, occurring almost simultaneously. To illustrate this, Scott (2017) introduces a multidimensional model akin to a tesseract, a four-dimensional analog of a cube borrowed from the realm of mathematics.

> The tesseract is the four-dimensional analog of the cube – in other words, the tesseract is to the cube as the cube is to the square. (Darling 2004, p. 316)

Just as a tesseract represents complexity beyond a three-dimensional perspective, legal translation involves simultaneous considerations of multiple aspects. This process is visually depicted in the following figure.

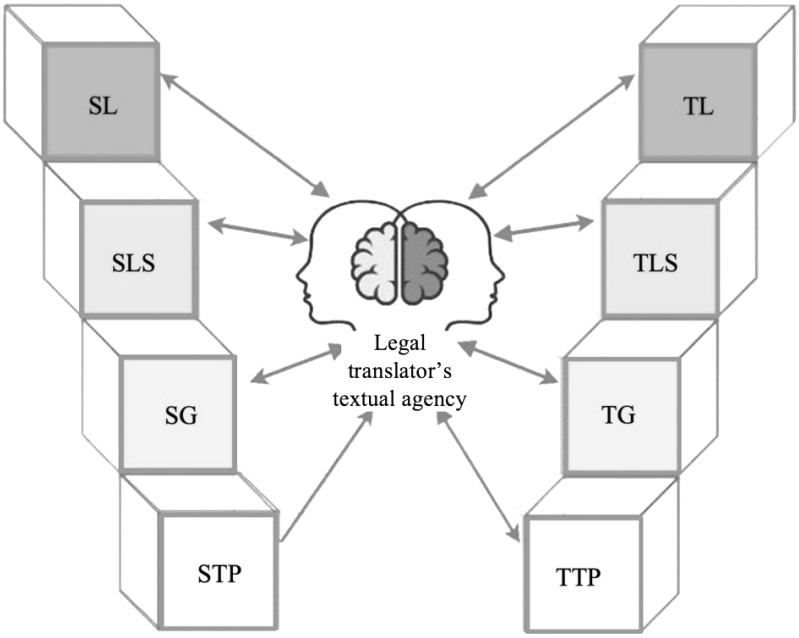


Figure 2: A simplified representation of the tesseract of the legal translator's textual agency (apud Scott, 2017)

Key:

SL – Source Language	TL – Target Language
SLS – Source Legal System	TLS – Target Legal System
SG – Source Genre	TG – Target Genre
STP – Source Translation Purpose	TTP – Target Translation Purpose

The transition from one legal language to another is a very intricate matter. Regarding how boundaries between legal systems are crossed, the first stage consists of the passages between two different languages. However, this is usually not where the difficulties arise.

Moving on to the second stage, de Groot (2006) highlights that the challenge of legal translation doesn't primarily stem from linguistically determined distinctions, but rather from structural variations between legal systems. In this regard, efforts have also been made to categorize types of terminological equivalence between legal systems. Šarčević (1997, p. 237) proposes three distinct categories: "almost-equivalence," "partial equivalence," and "non-equivalence". However, in most countries, there are no legislative guidelines that anticipate differences between legal systems or legal concepts.

The third aspect of the model concerns genre. Genre is defined by Swales as a "class of communicative events sharing a set of communicative purposes" (Swales 1990, p. 58). An awareness of source and target genres and sub-genres during translation offers a multifaceted contribution. This encompasses aspects such as ensuring suitable structure and terminology, accurately representing participants and their interactions, and effectively conveying the contextual nuances of communicative exchange.

The fourth dimension of the legal translator's textual role involves assessing the purpose of the source text and aligning it with the intended purpose of the target text. The adequacy of various translations of a given text can only be gauged based on the degree to which each translation effectively accomplishes the intended purpose. The observations presented by Pym are in line with these concepts and demonstrate how functionalism can contribute to practical execution:

> [Functionalism] recognizes that the translator works in a professional situation, with complex obligations to both people and texts. It frees the translator from theories that would attempt to formulate linguistic rules governing every decision. It compels us to view translation as involving many factors, not just working on a single text. (Pym 2010, p. 56)

Navigating linguistic and structural obstacles is crucial when crossing boundaries between languages and legal systems.

> Legal translation requires not only a basic understanding of the respective legal systems, familiarity with the relevant terminology, and proficiency in the specific legal writing style of the target language but also extensive knowledge of the respective legislative topic in both the source and target languages." (Bhatia, Allori 2008, p. 17)

In conclusion, the legal translator's role encompasses not only linguistic accuracy but also a deep understanding of the legal systems, genres, and purposes involved.

5. EXPLORATION OF TRANSLATION TOOLS AND TECHNOLOGIES

5.1 EMPOWERING TRANSLATION

Transitioning from the legal translation, my focus now shifts to my experiences and observations with translation tools and technologies.

The data presented here is largely based on the recently published book "Translation Tools and Technologies" by Andrew Rothwell, Joss Moorkens, María Fernández-Parra, Joanna Drugan, and Frank Austermuehl. Published in 2023, this book serves as a foundational source for my analysis, encapsulating the latest advancements in translation technologies and providing a comprehensive overview of the technological landscape within the field.

In the contemporary landscape, translators leverage a wide range of advanced tools to ensure precision and the streamlining of processes. The ever-growing prevalence of digital content on a global scale has underscored the significance of translation technologies, particularly in light of the widespread convergence of human-computer interaction. Among these technologies, machine translation (MT) and its entire inception hold a prominent position, standing alongside a vast spectrum of other indispensable tools. The integration of automation serves to facilitate various tasks, encompassing functions such as word counting and meticulous statistical analysis and verification of content in context. This role of automation contributes to the overall efficiency and effectiveness of the translation process, which in turn further elevates efficiency and pricing for translators, agencies, and the end customer.

5.2 EVOLVING LANDSCAPE OF TRANSLATION TECHNOLOGY

Prior to the era of digital computers, human translators worked exclusively to bridge language gaps, and the focus on precision and attention to detail we know today was seldom. Attempts to establish universal codes faltered due to the intricacies of different languages and a lack of standardized practices and information sharing. The concept of automatic translation inspired by computers from World War II was only formulated in 1949 by the scientist Warren Weaver, and the initial utilization of computers for machine translation (MT) reached its zenith in the 1950s when rule-based MT (RBMT) systems came into being, although enthusiasm waned by the end of the

decade. In 1966, the ALPAC (Automatic Language Processing Advisory Committee) report critically assessed the progress of MT, while instead, this period saw the emergence of a sublanguage approach, which concentrated on specific domains and subject areas. The 1990s finally marked the introduction of translation memory (TM) and computer-assisted translation (CAT) tools, which initially faced skepticism but eventually gained widespread acceptance, whereas contemporary CAT tools encompass both TM and MT to enhance translation efficiency.

5.3 COMPUTER-ASSISTED TRANSLATION

Over time, computer-assisted translation (CAT) software has evolved from basic tools integrated with text editors to intricate and interconnected systems embraced by both freelance and in-house agency translators. These advanced platforms oversee, execute, and validate translation tasks involving diverse inputs, often becoming more beneficial and insightful from their integration with MT engines. They can even create translation analysis results which can help determine a timeline for a given project by relying on a statistical analysis of either source document content or projected target document output to determine how much a project will cost and how long it will take to finish based on its size. Today, CAT tools are most commonly available in server-based or browser-based versions, often offered through cloud-based Software-as-a-Service (SaaS) models.

With the evolution of these technologies, the traditional boundaries between translation Memory (TM) and machine Translation (MT) have become less distinct. MT output is now utilized for post-editing or as predictive typing suggestions within CAT tools, together with TM matches enabling translators to quickly make the best judgment based on access to more information. It's crucial to note that CAT tools do not perform translation tasks independently; instead, they operate as data matching and retrieval systems to assist the user without possessing inherent knowledge of the languages in question.

5.3.1 PRINCIPLES OF COMPUTER-ASSISTED TRANSLATION (CAT)

The progression of computer-assisted translation (CAT) tools has been directed towards augmenting translation speed and precision by effectively transforming computers into essential translators' assistants. Distinguishing itself from, but partnering

with, machine translation (MT), CAT tools empower translators with the authority to make linguistic and cultural determinations, all the while harnessing advanced computational capabilities to provide valuable prompts and alleviate monotony in routine tasks. CAT tools effectively leverage the strengths of computers in terms of data storage, comparison, and extensive searching.

These tools present discrete segments of the source text (ST) to facilitate translation, concurrently referencing a glossary for word meanings and consulting a translation memory (TM) for pre-existing translations. Matches found within the TM are proposed for potential reuse, often implemented with the help of statistical percentage match ranges to determine fitness for application, thereby ensuring coherence and consistency for the intended recipient and reducing both cognitive exertion and time investment for the translator, which in turn aids in overall performance and output quality.

5.3.2 FUNCTIONALITIES OF CAT TOOLS

CAT tools are designed to effectively manage a diverse array of electronic file formats, ensuring that translators can seamlessly tackle a variety of projects. These formats encompass an extensive spectrum, encompassing Word documents, PowerPoint presentations, spreadsheets, web pages, PDFs, and an array of other file types. CAT tools are equipped with fundamental functions to handle translation tasks.

(1) Text extraction and presentation: Irrespective of the initial source file format, a CAT tool efficiently extracts the content that needs translation from the file (a process called filtering) and restructures it in a format that can be easily displayed in a standardized editing environment, ready for translation. Once the import is done, the text to be translated is displayed in the CAT tool's editor as a series of separate segments, preserving their essential look from their original context within the application.

(2) Segmentation: The CAT tool intelligently breaks down the text into smaller, manageable parts known as segments. These segments make translation easier for the linguist and allow the system to find relevant previous translations. The CAT tool employs language-specific cues to create meaningful segments for translation. Usually, segments cover complete sentences marked by key punctuation marks (such as periods, question marks, and exclamation marks), and

they can also include labeled structural elements within a document, such as titles or headings of various levels.

(3) Format reconstruction: After completing the translation, the CAT tool restores the file to the original file format, making sure that the translated target text (TT) looks and functions just like the source text (ST). This content is delivered back to the intended source recipient and will take on the same file type, formatting, and necessary characteristics of the source document to make it seem as though both documents had been created at the same time for the same intention.

5.3.3 COMPONENTS OF CAT TOOLS

CAT tools can be seen as sophisticated bilingual editing spaces with interconnected resources and efficient information retrieval functions designed specifically for translation. The standard CAT interface comprises three main sections, which can usually be customized in their layout to suit the user's preferences.

(1) Bilingual translation editor: This editor is designed in the format of a table or grid. Each segment in the source language (SL) is represented by a cell, with an adjacent empty cell for inputting the translation. Segments are usually presented in the sequence they appear in the text.

(2) Segment lookup pane: This panel displays matched or similar source language (SL) segments from references, commonly a translation memory (TM). Proposed suggestions are organized by similarity percentage, simplifying the process of identifying relevant options. Differences between the current source segment and the retrieved matches are highlighted, indicating where editing may be needed.

(3) Terminology lookup pane: In this pane, correspondences can be identified between words in the current source segment and entries present in the glossary or termbase.

Once a user is content with the translation unit (TU) provided for the matching source segment, it can be confirmed, and the confirmed segment is added to the TM database. This newly added segment becomes instantly accessible for future reuse where necessary. This seamless collaboration between the translation editor and the TM guarantees that even in situations where the software is interrupted, such as a power outage, the latest version of the confirmed translation content is still accessible, and

available for application to the rest of the project. This ensures that the text can be automatically retranslated up to the point where the interruption occurred, resulting in minimal loss of progress or work.

To enhance the support provided to translators, numerous CAT tools offer a range of supplementary features, including interface configuration, tabbed interfaces, preview functions, placeables, localizables, concordance search, autotext, propagation, machine translation integrations, and quality assurance features and checks (QA).

5.3.4 DISADVANTAGES OF CAT TOOLS

These advanced functionalities enhance the efficiency, consistency, and accuracy of translators, ensuring that CAT tools effectively assist in the translation process. However, becoming proficient in their effective utilization requires patience when dealing with a learning curve, and the extensive range of information provided by feature-rich CAT tools can initially feel overwhelming. Developing the ability to efficiently scan and select relevant features and functionalities becomes crucial to work skilfully with new CAT tools. Yet, this introduces an additional cognitive challenge, as effective management of information becomes an integral part of the already intricate translation process. To assist users in navigating these interfaces, CAT tool developers have incorporated various design elements such as colors, fonts, layouts, icons, and menu systems to provide clarity. Nonetheless, some translators still encounter difficulties in dealing with visual clutter and an overload of information. The latest generation of online CAT tools has adopted a different approach by creating streamlined browser-based environments that present only essential information and moving overly specific and overly technical processes to the background, or to more advanced layout and viewing options.

The decision of which CAT tool to incorporate into the final translation process remains mostly out of the translator's control. The translator's linguistic and cultural expertise is vital and often plays a larger role in the translation workflow than their interest in feedback on a given or preferred CAT tool. Decisions like these are often made by upper management, procurement divisions, or purchasing teams rather than the actual users of the CAT tools. While serving uniquely as assistants, CAT tools can accelerate and enhance a translator's work when chosen correctly. In this context, CAT tools can be

viewed as enhancing the abilities of human translators rather than replacing them, but they are still far from a perfect solution.

5.3.5 CAT WORKFLOW

The process of setting up a CAT translation project involves multiple essential steps, depending on the project's complexity, which include naming and storage, language selection, project details input, importing source texts, incorporating translation resources (including translation memories, termbases, and reference documents), conducting analysis, pre-translation for automated insertion of exact matches into the target language, segmentation and segmentation accessing, commencing the actual translation, performing quality assurance checks to detect and rectify errors, addressing highlighted issues, and filtering alerts as needed; ultimately ensuring a high-quality final translation. Upon confirming all translation units and completing QA checks, the translation phase of the project is ready to move to the next step of the workflow.

Subsequently, the initial draft of translation typically undergoes a phase of revision aimed at securing precision, comprehensibility, and coherence. This crucial step within the professional project workflow is frequently executed by an equally or higher qualified revisor, in favor of the original translator. The objective of this stage is meticulous scrutiny of each target language (TL) segment in relation to its source language (SL) counterpart, evaluating its appropriateness for the designated context. This procedure entails meticulous assessments for accuracy, lucidity, potential ambiguities, readability, and any conceivable imperfections that might compromise the excellence and applicability of the ultimate translated text (TT). It is worth emphasizing that although CAT tools facilitate the processes of revision and review, the essential linguistic and cultural proficiency of both translators and revisers continues to play a vital role in guaranteeing the quality and precision of the final translated content.

Some specific CAT tools provide a sign-off mode primarily utilized for expert or project manager assessment. The act of signing off signifies the successful fulfillment of all translation phases, in accordance with established workflow procedures. Upon the conclusion of the sign-off process, the translated text (TT) achieves its ultimate state and is prepared for export and delivery to the client.

5.3.6 CAT TOOL ARCHITECTURES

The architecture of a CAT tool pertains to its fundamental structure and arrangement, specifically regarding its hosted location (server-based or SaaS/cloud-based), user-resource connections, and data management within translation projects. The architecture selection hinges on factors such as project scope, collaboration needs, and the necessity for resource-sharing and/or immediate access. CAT tool architectures can be classified into three primary categories, each offering unique characteristics and advantages:

(1) Workstation tools (workbenches): Workstation tools are software applications installed on individual computers and function independently. They are frequently preferred by freelance translators. Examples of workstation tools include Across, Trados Studio, and Wordfast Pro. These tools are typically purchased through software licenses, often accompanied by support services.

(2) Client-server tools (team versions): Client-server tools expand the workstation model to facilitate connectivity and cooperation. These tools enable multiple contributors, such as translators, revisers, terminologists, and project managers, to collaborate through a central server. Examples include memoQ Project Manager edition and Trados Team. However, client-server tools can be costly to implement and require IT expertise and are advanced IT infrastructures for hosting and additional server maintenance.

(3) Cloud-based tools (translation management systems): Cloud-based tools relocate the server infrastructure and maintenance responsibilities to the cloud, which are also overseen by the tool provider. Translation assets are accessed and exchanged via the cloud, providing adaptability and accessibility via any browser or a dedicated application. These tools are gaining traction among freelancers and businesses alike, offering project management features without the necessity of server administration. Noteworthy instances encompass Phrase TMS, XTM Cloud, and Smartcat.

The boundaries between CAT tool architecture types are becoming less defined as tools evolve, with hybrid systems integrating aspects from different types. This blending leads to a model that fuses local and online project access, incorporating resource-sharing and project management functionalities. Prominent CAT tools such as

Trados Studio and Phrase are embracing this approach, providing conveniences like mobile apps for seamless translation on the move.

5.3.7 UNRESOLVED CAT ISSUES

Most translators have had to become proficient in using CAT tools to remain competitive and meet client expectations. However, the introduction of CAT tools has brought about several unresolved issues:

(1) The benefit of increased speed: Initially, freelancers could gain a competitive advantage by accelerating the speed of their work but knowing that language service providers (LSPs) now also leverage CAT tools, this, in turn, reduces translation costs, which means paying lower rates to translators for segments already present in translation memories (TMs).

(2) Ownership of translation memory: Ownership of translation memory is a contentious issue. Translators argue that the TM represents their linguistic expertise, while LSPs view it as a valuable resource for client projects. Clients also have a stake in the TM as it involves their content. The rise of a market in TM data for training machine translation systems has further complicated this issue as to who owns content, and who has the right to use said content.

(3) Cognitive demands and usability: Using CAT tools requires additional cognitive effort from translators. While CAT tools enhance efficiency, they also demand increased mental effort and technological skills which may not be inherent in someone who is a linguistic professional. Improving the usability and intuitiveness of CAT tools is an ongoing challenge to ensure that one doesn't need to compound technical and linguistic skills to perform a purely linguistic task.

(4) Training and Skill Development: While some universities, professional organizations, and CAT tool vendors offer training options for translators without technical backgrounds, these often come at a significant cost in terms of both time and money.

5.4 MANAGING TERMINOLOGY IN CAT TOOLS

Maintaining terminological consistency is imperative for seamless communication and consistent end results, especially within technical, medical, legal, and

specialized fields. Translators must diligently employ precise and contextually suitable terms to accurately convey meaning in the target language. Terminology inaccuracies can result in misinterpretations, disruptions, and potential harm to the translator and the company's reputations, as well as the end recipient of the sub-par translated content.

A termbase (a combination of “terminological” and “database”) is a specialized database that contains bilingual or multilingual lists of terms and their corresponding equivalents in different languages. It is used by translators and language professionals to ensure consistent and accurate use of terminology within translation projects. While translation memories (TMs) are helpful for reusing sentences, a termbase focuses specifically on maintaining the consistency of terms used throughout a translation.

Before to the advent of CAT tools, translators employed diverse techniques to uphold terminological consistency, such as developing bilingual glossaries, as stated in section 1. These glossaries featured compilations of terms in the source language (SL) matched with their respective counterparts in the target language (TL). Translators consulted these glossaries while translating to ensure precise and uniform term utilization.

The limitations of employing spreadsheet software, such as Microsoft Excel, became evident when dealing with intricate terminological data. These constraints encompassed factors like limited visualization, file size, search speed, lack of additional information, and integration challenges. Additionally, the scope of terminological data involves synonyms, collocations, term variations (such as geographical or spelling distinctions), and the ability to establish cross-references among related terms within a specific domain. Access to this comprehensive terminological information is essential for translators and interpreters to enhance their domain expertise, revealing that spreadsheets were inadequate for managing these intricacies effectively.

Termbases effectively tackle these constraints by providing integrated terminological databases within the CAT environment. This integration is pivotal, facilitating swift and automated term lookups, in contrast to the manual searches necessitated by spreadsheets. Key advantages of termbase features encompass structured data, streamlined searching, seamless integration with CAT Tools, and diverse visualization options.

5.5 CURRENT MACHINE TRANSLATION TECHNOLOGIES

Machine translation (MT) involves the automated translation of text using computer software powered by artificial intelligence (AI). The utility of MT varies based on its application: when MT produces a conclusive translation that offers a broad understanding of the source text's meaning, it falls under the category of "MT for assimilation." Conversely, when MT is generated as an initial step in the translation process and subsequently revised or reviewed, it falls under the label of "MT for dissemination." A third component is much like translation memory (TM) technology where contemporary neural machine translation (NMT) builds on the principle of utilizing pre-existing translations with varying degrees of editing, and confirmation, to train (N)MT systems.

5.5.1 NEURAL NETWORKS FOR TRANSLATION

The notion of "neural networks" emerged in the 1940s and 1950s, drawing inspiration from theories about information processing in the human brain. These networks simulate the actions of neurons by processing multiple inputs and generating a singular output.

Within the realm of translation, artificial neural networks have found application in the development of neural machine translation (NMT) systems. NMT involves training these networks with samples from parallel corpora or bodies of translation works. Effective NMT necessitates substantial training data, often consisting of millions of sentence pairs. The NMT system dissects segments of training data into tokens, typically words, and encodes them as numerical representations.

Throughout the training process, the system iteratively refines the connections among artificial neurons to generate the anticipated output for a given input. These connections gradually enhance through evaluations of the system's output against reference translations. Within each layer of neurons, word representations called "word embeddings" are constructed, capturing word relationships through co-occurrence and translation equivalency.

Word embeddings offer numerical representations that encapsulate word associations. NMT models further account for interlingual word relationships, facilitating adaptable mappings between embeddings. The attention mechanism within the system

dynamically adjusts focus on individual words within the source segment, accommodating contextual shifts impacting word meanings and translations.

It is important to note that NMT systems often maintain an element of mystery due to their “black box” nature in the realm of AI, not dissimilar to any for-profit product or service and their own unique intellectual property. Delving into the specifics of how the system arrived at a particular translation choice reveals a complex network of numerical values and mathematical processes. Nevertheless, the remarkable accomplishment of NMT lies in its capability to produce coherent and linguistically natural outputs across diverse languages.

In conclusion, neural machine translation (NMT) has exhibited substantial advancements compared to earlier translation approaches, showcasing superior translation quality and fluency. However, challenges persist, encompassing concerns related to consistency, bias, and limited data availability. Ongoing research endeavors are actively seeking ways to further enhance NMT's quality, broaden its language reach, and extend its applicability to diverse domains.

5.5.2 MACHINE TRANSLATION QUALITY EVALUATION

Evaluating the quality of machine translation (MT) is crucial to ascertain its compliance with diverse usage criteria. Various methodologies have emerged to measure MT quality, offering a range of options for evaluation:

(1) Human evaluation: This approach entails human evaluators assessing translated segments. Evaluators compare different translations to discern preferences, utilizing fluency and adequacy measures to rate linguistic fluidity and how accurately the target segment conveys the source segment's meaning.

(2) Task-based evaluation: It is another approach, where evaluators complete specific tasks using machine-translated instructions. This can provide insights into how well MT performs in real-world scenarios.

(3) Automatic evaluation: Automatic evaluation methods aim to measure MT quality without relying solely on human judgment. These methods are often faster and more cost-effective compared to human evaluation. However, they may not always align perfectly with human judgment and may not capture all aspects of translation quality, such as fluency, idiomatic expressions, and context.

In summary, assessing the quality of MT is a multifaceted endeavor that necessitates a blend of methodologies. While human evaluation offers valuable insights, it can be inconsistent and resource-intensive. Automated evaluation metrics offer efficiency but might not capture all translation subtleties. Task-based evaluation can yield context-specific perspectives. Typically, a combination of these methods is employed by researchers and practitioners.

5.5.3 MACHINE TRANSLATION POST-EDITING

Post-editing refers to the practice of revising and enhancing machine translation (MT) output. This process aims to attain translations of publishable quality or to produce a functional, “good enough” quality outcome tailored for particular needs. Post-editing is now a common part of a translation workflow and a must-have skill for many translators. It's a good balance between speed and cost, making it useful for projects with tight schedules or limited budgets.

Post-editing can be carried out using a range of tools such as text editors, CAT tools, and dedicated post-editing platforms. These tools often display MT suggestions, enabling post-editors to revise and enhance the translation as needed.

5.5.4 SUMMING UP REMARKS

The introduction of NMT has notably enhanced the quality of MT, enabling smooth output in widely used languages. Integrating MT can boost speed and efficiency in translation workflows, but it demands careful attention to context, quality standards, and potential biases. Despite impressive outcomes, NMT comes with limitations such as errors and inherent biases. Accurate evaluation methods, involving both human and automatic assessments, play an important role in gauging MT quality effectively.

Translators play a central role in making decisions about when and how to use MT, and their involvement can shape the appropriate balance between automation and human input. A profound comprehension of MT mechanisms, awareness of its potentials and constraints, and grounded quality anticipations are vital for translators to effectively leverage MT advantages.

5.6 TRANSLATION PROJECT MANAGEMENT

Typically, individual translators find CAT tool-provided project forms adequate for integrating various elements of a translation task. Conversely, for translation companies (LSPs), projects tend to be complex, involving diverse formats, multiple languages, translator and reviser teams, reviewers, QA specialists, desktop publishing (DTP) and web designers, and data managers across global time zones, along with tight deadlines.

Jobs often arrive in the form of numerous small and urgently needed fragments, with documents frequently undergoing updates during the translation process. This demands an agile workflow and strategic utilization of leverage. Managing financial aspects, such as freelancer rates, client quotes and invoices, software subscriptions, and more, introduces an additional layer of intricacy.

The increasing demands have prompted translation companies (LSPs) to enhance the role of the professional project manager (PM), whose primary responsibility is to facilitate efficient communication and punctual project delivery, rather than serving as a linguist. In parallel, CAT tools have evolved to support complex projects and the PMs who manage them. Several have evolved into comprehensive translation management systems (TMS). A TMS serves as a solution for overseeing translation projects of varying scales and can incorporate glossaries, translation software, and translation memories. Various options are available, each with distinct features and integrations. While certain translation management systems encompass a CAT component, others serve as a BMS (business management system) without CAT functionality.

The primary requirements of a translation management system (TMS) encompass the following aspects:

(1) Cloud-based project setup, management, and delivery are overseen by one or multiple project managers.
(2) Centralized establishment and supervision of project workflow stages such as translation, revision, review, and sign-off.
(3) Centralized configuration, administration, and allocation of translation resources, including translation memories (TMs), terminology, and reference documents.
(4) Centralized creation and management of linguist accounts for translators, revisers, and terminologists.

(5) Centralized assignment of workflow tasks and deadlines to linguists.
(6) A collaborative translation editing workspace with real-time resource-sharing capabilities.
(7) Comprehensive oversight and management of project progress and financials.
(8) Automated communication options (including email) for routine tasks like generating and sending purchase orders and facilitating interaction between project managers and other project participants.

The TMS concept is rapidly evolving in the direction of full-scale business management systems on the one hand, and client-facing purchasing platforms on the other. These allow translation jobs to be ordered, quoted for, routed to a suitable linguist, and delivered entirely automatically, without the intervention of a project manager.

5.6.1 PLUNET BUSINESSMANAGER

Following the successful conclusion of my internship at Einfach Russisch, I transitioned into a role of a technical writer at Plunet, a German software company renowned for its translation management system as its main product. This puts me in the position to provide significant insights into Plunet's TMS.

Plunet is a company that specializes in providing translation business management software solutions for language service providers (LSPs) and translation departments. Founded in 2002 and based in Germany, Plunet offers a comprehensive Translation Business Management System (TMS) designed to streamline and automate various aspects of translation and localization workflows.

It helps manage projects, resources, financials, and communication within a centralized platform. Some of the key features of Plunet TMS include project management, vendor management, workflow automation, financial management, customer relationship management (CRM), reporting and analytics, and integration capabilities with other software tools and services.

The benefits of a software solution like Plunet help to create a centralized ecosystem for all participants in a given translation workflow to share a common space and access as needed. Requestors of translation content can begin by submitting content via a centralized customer portal. This can ensure the content is immediately and directly routed to the appropriate project manager (PM) with their own access rights, for the

process of evaluating, processing, and quoting. Pricing information can then be shared back with the requestor in their customer portal for either acceptance or rejection of the project in its current state. If a request is accepted, the PM can, with the help of a few select API-based CAT tool integrations, share the filtered and processed files for translation directly in the CAT tool needed, according to the necessary workflow. Translation resources, either freelance or agency (LSP) based, can also be assigned to these CAT projects from Plunet, and translation work with the given workflow may commence. When the translation has been confirmed and delivered, Plunet can in some cases automatically receive these finalized project files, and the PM can prepare them for delivery to the client in their customer portal. Depending on the needs of the organization, the customer, or the freelance or agency translation resources, metric and reporting information can also be gathered and compiled for statistical analysis, and invoice and purchase order payment and processing can also be handled, all from the Plunet platform. Barring some unnecessary technical details of workflows and other considerations, the overall architecture and intention of Plunet is to create a centralized environment that, when combined with API-based CAT tool integrations, provides an even more streamlined and centralized translation ecosystem.

Plunet's Translation Business Management System aims to enhance efficiency, collaboration, and transparency within translation projects, enabling LSPs and translation departments to better manage their operations, improve project delivery, and maintain a high level of customer satisfaction. It is widely used in the language industry and has gained a reputation for its multi-faceted user interface, scalability, and adaptability to various business models.

5.6.2 EVALUATING PLUNET'S LIMITATIONS

While Plunet's Translation Business Management System (TMS) offers a comprehensive suite of features and functionalities, there are certain areas where the system exhibits shortcomings and potential for enhancement. As the landscape of translation technology evolves, there emerges a need for more connected data sources, a direction that companies like Locale and Blackbird.io are pursuing, as well as platforms like GitLab, GitHub, and Postman, through the development of innovative integrations, content sources, and repositories.

One noteworthy aspect is the emergence of connectors and integrations that streamline the translation process, bypassing even the most common aspects of Plunet's operations and simplifying the workflow further. This trend is exemplified by connectors which can automatically transfer specific data sets from a data source and seamlessly transmit them to various translation endpoints like an LSP, specific MT engines, or even CAT tools. This approach highlights an area where yet again, the industry moves faster than the sum of its parts and creates potential to explore improvements within the evolving landscape of translation technology.

Despite its theoretical soundness, Plunet also faces challenges stemming from its technological infrastructure. The overall architecture of the system is outdated and lacks innovative, strategic thinking to advance into the future, rather than simply participate. For instance, the customer portal's aesthetics, functionality, and integration with the main Plunet portal could benefit from a more modern, user-friendly, and cohesive design. Additionally, some technical issues arise when utilizing Plunet's “modules” or added features where technological redundancies are either too much or too little, resulting in features that almost work, or shouldn’t function the way they do.

The effectiveness of technological tools, including Plunet's, is largely contingent on their setup and configuration showcasing that while limitations exist, they can be overcome with the right approach.

5.7 TRANSLATION QUALITY ASSURANCE

Ensuring translation quality has long been a persistent challenge within the profession. Translation projects utilize a diverse array of translation tools and technologies in various combinations. Translation memory (TM), machine translation (MT), terminology management, and specialized quality assurance (QA) or quality control (QC) tools and functionalities are employed before, during, and after translation, sometimes without the explicit awareness or agreement of translators.

Translation quality is intertwined with a broader discourse concerning the definition of quality across diverse sectors, often associated with the establishment of agreed standards by entities such as the European Committee for Standardization (CEN) and the International Organization for Standardization (ISO). Determining what constitutes acceptable or high-quality translation is challenging due to considerable

variations in requirements and preferences. For instance, during my internship at the European Union's Directorate General for Translation, I gained insights that quality hinges on context and situations rather than being an absolute measure.

5.8 SUMMING UP REMARKS

Translation tools and technologies have witnessed rapid advancements in recent years, a trend that is expected to persist in the future. CAT tools have evolved to encompass fresh functionalities aimed at maximizing the utility of existing translation data and providing diverse beneficial suggestions, even from machine translation. Notably, major language service providers are adopting platforms that directly connect translation buyers with freelance suppliers. These platforms assess the project's language and domain, automatically assigning it to a suitable linguist, eliminating the need for project manager intervention.

Although these advancements have often simplified and enhanced the work of individual translators, they have also introduced shifts that are prompting significant apprehension among professionals regarding their future roles and livelihoods. There is a prevailing concern that machine translation (MT) is not only exerting downward pressure on rates but also has the potential to erode the skills required for translation across various domains. This apprehension stems from the possibility that translation might increasingly be reduced to post-editing, or even be entirely replaced by MT in the near future.

Contrary to this pessimistic viewpoint, one can view it as a positive transformation, akin to that of a translator equipped with user-friendly and interconnected tools skillfully utilizing AI-supported technologies to amplify both creativity and efficiency. This perspective is materializing for those who have built a comprehensive suite of supportive tools for their responsibilities.

6. FOCUS AREAS FOR IMPROVEMENT AT EINFACH RUSSISCH

During my internship at Einfach Russisch, I gained insights into the company's operational processes and working methodologies. Leveraging my experience in the translation field and the knowledge acquired through my Master’s degree, this section will focus on evaluating the company's strengths and identifying areas that could be enhanced for improved efficiency.

6.1 EINFACH RUSSISCH'S STRENGTHS

The company's proficiency in attracting new customers and sustaining a consistent income flow through a steady stream of requests is evident. While my internship had limited exposure to business and marketing aspects, I observed the significant and successful impact of the high influx of requests on the company's operations.

The consistent influx of orders may be attributed to the transparent process of acquiring new requests within the company. Orders are placed through the company's website, where customers can readily access a comprehensive list of services offered, along with corresponding prices. It's worth noting that the company operates primarily under a business-to-customer (B2C) model, which ensures consistent pricing for all customers, regardless of the specific details of their orders. Also, the company's practice of starting work after receiving payment significantly aids its cash flow management and streamlines the customer's ordering process. This specific focus aligns with the demand for timely and accurate translations, especially given the presence of Russian immigrants in Germany, where the company is based. This strategic alignment between service offerings and market demand appears to be a sensible approach.

In conclusion, while Einfach Russisch demonstrates notable strengths in various aspects of its operations, there are discernible areas where efficiency enhancements could be beneficial. Embracing technology more proficiently, such as adopting a CAT tool, terminology management tool, or translation management system, could prove advantageous. I will now outline select areas for enhancement, accompanied by recommended solutions, with the intention of offering actionable insights.

6.2 USE OF CAT TOOLS AT EINFACH RUSSISCH

Einfach Russisch currently operates without utilizing any CAT tools or related subscriptions for its translation work. The company relies on traditional methods and Microsoft Office software installed on its server, while also maintaining templates for frequently translated document types. While the current approach effectively serves the company's service offerings, incorporating a CAT tool into the workflow could markedly enhance the translation process. Not only by benefitting from the aforementioned TM and MT functionalities but from the analysis functionality too. Even if the current approach functions, it is undeniably time-consuming and heavily reliant on manual efforts.

6.2.1 HOW WOULD EINFACH RUSSISCH BENEFIT FROM A CAT TOOL?

Firstly, a CAT tool would enhance translation efficiency by facilitating consistent terminology usage and improving overall accuracy. The tool's translation memory feature would store previously translated segments, allowing for easy retrieval and reuse, which is particularly valuable for frequently translated document types. TMs can even be created on a per-customer or per-use case basis, in order to address any potential security concerns over “shared content.”

Secondly, incorporating a CAT tool would provide a more efficient solution, allowing translators to create templates for each type of translation. Frequently requested translations could be worked on directly within the CAT tool's templates, with necessary adaptations and changes made to the document. Visual elements like QR codes, images, signatures, and stamps could be manually added, considering their irregularities and limited legibility which may complicate direct uploading to the CAT tool. Nonetheless, this approach still offers a way to save valuable time and improve overall efficiency.

Another crucial consideration is that CAT tools ensure consistent and stable formatting, which is often not the case with Word documents. Even with a template in a Word document, a minor change can disrupt the entire formatting, leading to time wasted on reformatting instead of translation. Implementing a CAT tool would prevent such formatting issues and help maintain the document's intended appearance, further enhancing efficiency in the translation process. Given that documents often arrive as PDF scans or image formats, direct readability by CAT tools is limited. While the work will still involve template-based approaches, implementing a CAT tool would provide a more stable workflow and efficient, time-saving strategy. This combination would effectively address the challenges posed by image-based documents while streamlining the translation process.

Furthermore, the CAT tool's collaborative features would streamline communication and collaboration among team members, enabling simultaneous work on projects and reducing the risk of errors. This is particularly advantageous given the potential involvement of multiple translators, revisers, and reviewers. Additionally, the automation capabilities of a CAT tool, such as auto-suggestions and real-time error checks, would expedite the translation process and maintain a high level of quality.

Lastly, the CAT tool's reporting and analysis functions could provide valuable insights into project metrics, aiding in project management, resource allocation, cost estimating and invoicing, and strategic decision-making.

One CAT tool that could suit Einfach Russisch well is RWS' Trados Studio. It offers comprehensive terminology management, integration with machine translation, and collaboration features through its cloud-based platform Trados Live and Trados Language Cloud.

6.3 TERMINOLOGY MANAGEMENT AT EINFACH RUSSISCH

As previously discussed, Einfach Russisch frequently receives client requests for translating legal documents. Legal language, found across many languages, often incorporates specific terms and structures uncommon in everyday communication. Simultaneously, clear comprehension and precise interpretation of all elements in legal texts are paramount for end users. Different translators naturally exhibit stylistic preferences in linguistic choices within their work, a phenomenon not confined to text types or genres. In legal translation, however, discrepancies in interpretation arising from stylistic variations can have serious implications. This underscores the vital importance of maintaining consistency in terminology usage.

Regarding the present state of terminology management at Einfach Russisch, it can be observed that it is largely lacking. There are no dedicated terminology glossaries in place, and the only method of ensuring consistency is through the utilization of templates for frequently translated documents.

6.3.1 HOW WOULD EINFACH RUSSISCH BENEFIT FROM A TERMINOLOGY MANAGEMENT TOOL (TMT)?

Firstly, it ensures consistent and accurate use of terminology across various translation projects, which is particularly critical for legal translations. Moreover, Terminology Management Tools enhance collaboration among team members by providing a transparent platform for communication and sharing of terminology resources.

The time and cost efficiency gained from a TMT are noteworthy. Translators can access and apply approved terminology quickly, speeding up project completion and

reducing operational costs. This efficiency is especially valuable for meeting tight deadlines and handling a diverse range of legal and technical documents.

Client satisfaction is another significant advantage. Accurate and domain-specific terminology usage instills confidence in clients, ensuring that their documents are translated with precision and in accordance with industry standards. Furthermore, a TMT's scalability is beneficial for accommodating Einfach Russisch's potential growth and diversification. Over time, a TMT accumulates a comprehensive database of approved terms, adding long-term value to the company's translation processes.

One potential TMT that could suit Einfach Russisch well is Trados GroupShare. This platform offers advanced terminology management, seamless integration with other RWS-owned and developed CAT tools, and collaborative features that would support the company's translation processes. Its user-friendly interface would facilitate easy adoption by team members. Another cloud-based option is memoQ, which also offers strong terminology management, project organization, and real-time collaboration features in a centralized cloud solution.

6.4 TRANSLATION MANAGEMENT PROCESSES AT EINFACH RUSSISCH

In the context of translation management at Einfach Russisch, it became evident that despite the automatic reception of client orders, the internal handling of these orders relies predominantly on manual procedures. Oxana, overseeing this responsibility, dispatches assignments to fellow translators through email, with all company communication occurring via email. The reliance on email communication and manual coordination can be prone to mistakes, particularly during periods of high workload, and can have a negative impact on overall efficiency.

Additionally, Einfach Russisch frequently handles translation requests for official documents, often presenting complex formatting. I observed that the company lacks specific templates for each translation type. Instead, upon receiving a new translation request, Oxana would search through past translations to find a document that closely matched the current request. She would then provide me with the relevant previous document as reference material. Rather than starting translations from the beginning, the company commonly follows the practice of taking a copy of an existing translation and

making necessary adaptations and changes to transform it into the requested document for the client.

6.4.1 HOW WOULD EINFACH RUSSISCH BENEFIT FROM A TRANSLATION MANAGEMENT SYSTEM (TMS)?

Implementing a translation management system (TMS) like Plunet could bring substantial advantages to Einfach Russisch. Firstly, it enhances project management efficiency by streamlining project initiation, progress tracking, and delivery., especially when combined with an API-based CAT tool integration. The TMS centralizes project stages, resources, and timelines, simplifying oversight for project managers and facilitating task allocation, leading to smoother workflows.

Secondly, the TMS fosters enhanced communication by providing a collaborative platform for teams. Real-time updates, feedback exchange, and document sharing are facilitated, ultimately reducing communication gaps and promoting seamless collaboration.

With a TMS, the company can establish and manage terminology glossaries, ensuring uniform terminology use across various projects. This aspect is especially critical in legal translations, where precision and accuracy in terminology are of utmost importance.

Resource management is optimized through the TMS's centralized approach to translation assets. This encompasses translation memories, previously translated segments, and reference materials, ultimately improving resource utilization and reducing redundancy.

Furthermore, the TMS enables the creation of automated workflows, streamlining routine tasks and reducing the need for manual intervention. This automation not only saves time but also minimizes errors during project execution.

Financial management is also addressed, as TMTs often include features for budgeting, invoicing, and financial tracking. By automating these processes, Einfach Russisch can ensure precise financial oversight and efficient client billing, contributing to overall financial efficiency.

Finally, TMTs provide valuable reporting and analytics, offering insights into project performance. This feature helps identify bottlenecks, enhance operational

efficiency, and inform strategic business decisions, contributing to continuous improvement and optimization.

7. TRANSLATIONS COMPLETED AT EINFACH RUSSISCH

7.1 DIVING INTO TRANSLATION PROJECTS

A range of situations may call for the need for a legally recognized translated document in a specific country. These scenarios could involve the submission of documents in one language as evidence in administrative or legal proceedings conducted in a different language. Requests for translations may also arise from the need to facilitate recognition or validation of qualifications, merits, or specific situations that originate or pertain to a different country, whether for bureaucratic procedures, court cases, or other purposes.

Mayoral Asensio (2003) identifies a range of documents that could necessitate official translation, including recorded, documentary, and validating elements. He outlines a comprehensive list of examples, including recorded elements like birth and marriage certificates. Documentary elements involve letters, and reports, while validating elements include certifications from different stages of proceedings, such as notary public, or Hague apostille certifications. In essence, the need for official translation can extend to a wide variety of documents or texts, as any information or activity holds the potential to become pertinent in legal proceedings, contractual agreements, claims, reports, or other legal contexts.

7.2 EINFACH RUSSISCH TRANSLATION LOG

Throughout my internship, I meticulously recorded the translations I conducted using an organized Notion spreadsheet. This efficient tool facilitated tracking progress across various tasks. By the conclusion of the internship, I had successfully completed 75 legal translations. For a comprehensive overview, please refer to the attached Annex 4.

The last column of the table, visible below, is designated for attachments. In this section, I would insert the original document, followed by my translation. Additionally, if applicable, I included any supplementary reference documents provided by my mentor. Upon finalization, I incorporated a document containing feedback and corrections from my supervisor.

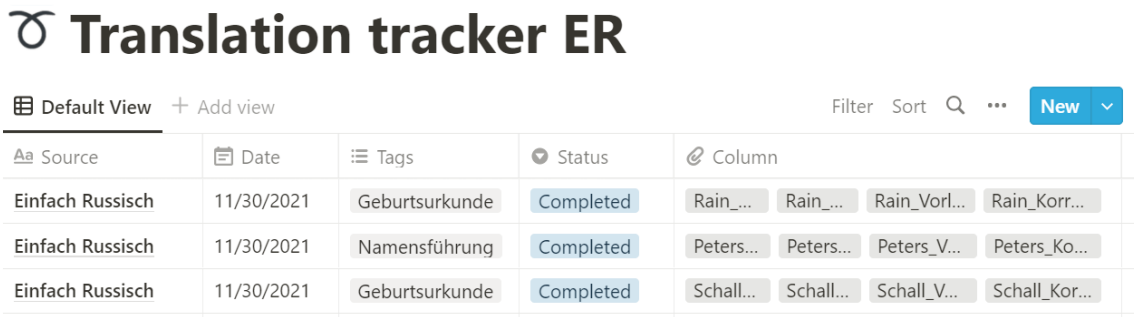


Figure 3: Einfach Russisch Translation Tracker

7.3 EXAMPLES OF TRANSLATIONS

In this section, I've chosen three document pairs for analysis and representation of my experiences at Einfach Russisch. I start with birth and marriage certificates, then delve into two instances involving apostilles. The analysis will concentrate on the original versions of the documents, as the challenges are inherently embedded in the originals. Accompanying translations into German, along with the full-size versions of the discussed documents, can be found in the Annexes. Within this section, they are presented primarily for visual support and improved comprehension. As you'll observe, any instances of lower-quality examples have been deliberately selected to showcase the heightened intricacies involved in the role of a legal translator.

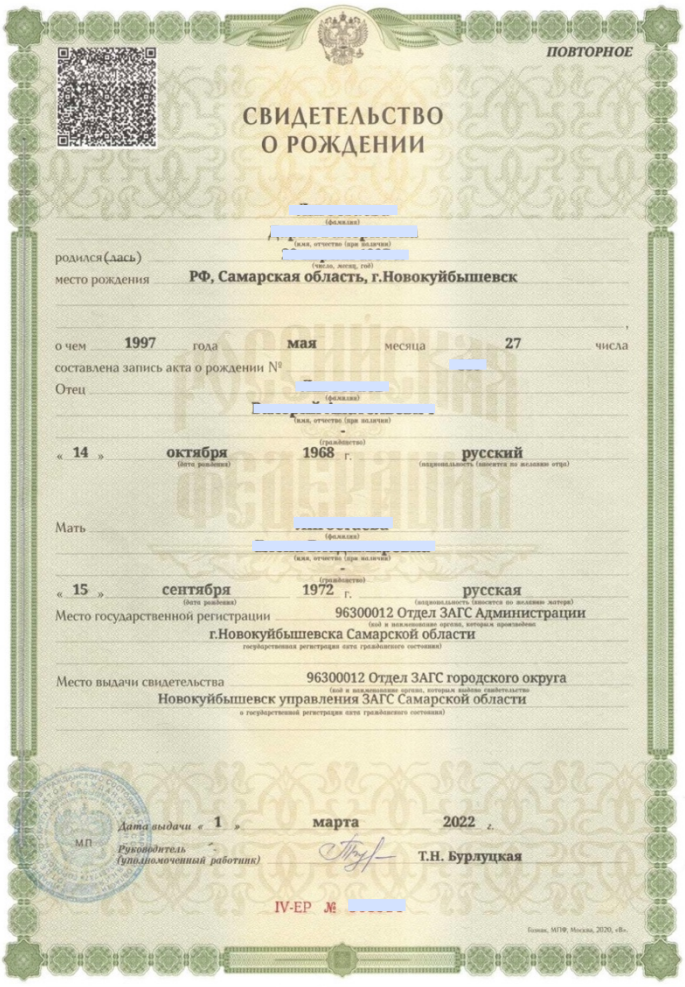
7.3.1 BIRTH CERTIFICATES

To start are two examples of birth certificates issued by the Russian Federation. Birth certificates, being standard legal documents, typically adhere to common conventions that make them easily recognizable for translators. The procedure of extracting text from these certificates is commonly uncomplicated, a topic that will be elaborated in detail later in the report. However, my internship experience underlines the imperative need for meticulous attention when dealing with these documents. Every detail, even seemingly minor ones like dates, stamps, and notations, must be treated with care to ensure a precise and faithful translation.

In the first scenario, we encounter a classical-looking birth certificate that follows a predefined electronic template. Given its common occurrence, it's unsurprising that Einfach Russisch–already possessed a pre-established translation template for such

cases.Drawing from my previous experience with these templates, this task was notably streamlined. Nevertheless, there's no room for debate – meticulous attention and care are unequivocally required. This involves a comprehensive review of both visible textual elements, and precision is crucial to accurately transcribe dates, enhance the document, and correctly interpret handwritten elements, such as stamps and notes.

These template-based documents tend to be straightforward to translate due to their standardized structure, often allowing for easy recognition through optical character recognition (OCR) technology. It's important to note that the quality of the original document may not always match the clarity of the first scenario. Despite these challenges, such documents usually retain a reasonable level of legibility and coherence and still require a high level of intricacy and attention to detail.



ПОВТОРНОЕ

СВИДЕТЕЛЬСТВО
О РОЖДЕНИИ

родился(лась)

место рождения РФ, Самарская область, г.Новокуйбышевск

о чем 1997 года мая месяца 27 числа

составлена запись акта о рождении №

Отец

« 14 » октября 1968 г. русский

Мать

« 15 » сентября 1972 г. русская

Место государственной регистрации 96300012 Отдел ЗАГС Администрации г.Новокуйбышевска Самарской области

Место выдачи свидетельства 96300012 Отдел ЗАГС городского округа Новокуйбышевск управления ЗАГС Самарской области

МП

Дата выдачи « 1 » марта 2022 г.

Руководитель (уполномоченный работник) Т.Н. Бурлуцкая

IV-ЕР №

Figure 4: Example of Standard Electronically Issued Birth Certificate (Russian Federation)

In the second scenario, however, I encountered an entirely new challenge. Legibility is severely compromised, often observed in documents exposed to the passage of time and adverse environmental conditions. These documents bear the scars of years, making the task of deciphering the content notably more challenging and time-consuming. The difficulty arose, for instance, when the stamp was rendered completely illegible, posing a significant hurdle. In such cases, rather than transcribing and translating, I marked it accordingly.



Figure 5: Example of Handwritten Birth Certificate (Russian Federation)

7.3.2 MARRIAGE CERTIFICATES

The selected marriage certificate examples below were chosen to further demonstrate the consistency of the challenges across various document types. In this instance, the varying file complexities demand varying levels of heightened care and attention, echoing the principles discussed in the earlier sections.



СВИДЕТЕЛЬСТВО
О ЗАКЛЮЧЕНИИ БРАКА

(фамилия)
(имя, отчество (при наличии))
Российская Федерация
(гражданство)
« 10 » октября 1986 г. русский
(дата рождения) (национальность)
Ленинград
(место рождения)
и
(фамилия)
(имя, отчество (при наличии))
Российская Федерация
(гражданство)
« 6 » декабря 1988 г. русская
(дата рождения) (национальность)
Приморский край, г. Находка, п. Ливадия
(место рождения)
заключили брак 12 мая 2021 г.
(число, месяц, год)
о чем 2021 года мая месяца 12 числа
составлена запись акта о заключении брака №

После заключения брака присвоены фамилии:
мужу
жене
Место государственной регистрации 97800019 Отдел регистрации актов
(код и наименование органа, который произвел государственную регистрацию акта гражданского состояния)
гражданского состояния о браке - дворец бракосочетания №1 Комитета по
делам записи актов гражданского состояния
Место выдачи свидетельства 97800019 Отдел регистрации
(код и наименование органа, который выдал свидетельство)
актов гражданского состояния о браке - дворец бракосочетания №1 Комитета
по делам записи актов гражданского состояния

Дата выдачи « 12 » мая 2021 г.
М.П. Руководитель
(уполномоченный работник) Н.Ю. Ашихмина

IV-АК №

Figure 6: Example of Standard Electronically Issued Marriage Certificate (Russian Federation)

In the second case, an intriguing aspect comes to light. Many of the translations received by Einfach Russisch were not limited to Russian citizens alone, they encompassed citizens of former Soviet Union countries, each with their own official languages. Notably, countries like Kazakhstan and Uzbekistan were prominent examples.

In this instance, we encounter a marriage certificate presented in both Russian and Kazakh languages. Although my translation would be rooted in the Russian text, similar scenarios were not rare. This highlights the diverse linguistic landscape that I navigated during my internship.


НЕКЕ ҚИЮ ТУРАЛЫ КУӘЛІК
СВИДЕТЕЛЬСТВО О ЗАКЛЮЧЕНИИ БРАКА
Азамат
Гражданин
родившийся 06 сентября 1981 туған
Туған жері
Место рождения Акмолинская обл.
және азаматша
и гражданка
родившаяся 08 марта 1980 туған
Туған жері
Место рождения Акмолинская обл.
21 июня 2002 года
неке қидырды
заключили брак
бұл жөнінде неке қию туралы актілерді тіркеу кітабында
о чем в книге регистрации актов о заключении брака
200 2 жылы 06 айының 21 күні
года месяца числа
№ жазу жазылды
произведена запись за №
Неке қиюдан кейін мына тектер берілді:
После заключения брака присвоены фамилии:
еріне
мужу
әйеліне
жене
Тіркелген жері
Место регистрации
Берілген мерзімі 200 2 жылы 06 айының 21 күні
Дата выдачи года месяца числа
1901 №

Figure 7: Example of Handwritten Marriage Certificate (Republic of Kazakhstan)

7.3.3 APOSTILLES

In the final scenario, we encounter two apostilles. An “apostille” is a certificate issued by a designated authority in a country that is a party to the Hague Apostille Convention. It authenticates official documents, such as birth certificates, marriage certificates, diplomas, and legal documents, when presented in a foreign country. The apostille verifies the document's origin, the signatory's role, and the authenticity of signatures and seals to-streamline cross-border document authentication.

The translation process in this case also adheres to previously established principles, with the exception of cases involving handwritten content, as illustrated in the example below. When confronted with such instances, the original document's structure, which often accompanied most translated documents, must be preserved. The translation should closely mirror the original, and visual elements like signatures and stamps should be consistently and accurately transcribed.



APOSTILLE и АПОСТИЛЬ
(CONVENTION DE LA HAYE DU 5 OCTOBRE 1961
ГААГСКАЯ КОНВЕНЦИЯ ОТ 5 ОКТЯБРЯ 1961 г.)

1. РОССИЙСКАЯ ФЕДЕРАЦИЯ
НАСТОЯЩИЙ ОФИЦИАЛЬНЫЙ ДОКУМЕНТ

2. ПОДПИСАН _____
(фамилия)

3. ВЫСТУПАЮЩИМ В КАЧЕСТВЕ ведущего
(должность)
специалиста

4. СКРЕПЛЕН ПЕЧАТЬЮ /ШТАМПОМ отдела ЗАГС
(официальное название учреждения)
городского округа Новокуйбышевск
управления ЗАГС Самарской области

УДОСТОВЕРЕНО

5. В ГОРОДЕ Самаре 6. _____
(дата цифрами)

7. _____
(фамилия, должность лица, ,название удостоверяющего органа)

8. За №

9. МЕСТО ПЕЧАТИ 10. ПОДПИСЬ

Figure 8: Example of Electronically Issued Apostille (Russian Federation)



APOSTILLE и АПОСТИЛЬ
(CONVENTION DE LA HAYE DU 5 OCTOBRE 1961
ГААГСКАЯ КОНВЕНЦИЯ ОТ 5 ОКТЯБРЯ 1961 г.)

1. РОССИЙСКАЯ ФЕДЕРАЦИЯ

НАСТОЯЩИЙ ОФИЦИАЛЬНЫЙ ДОКУМЕНТ

2. ПОДПИСАН _____
(фамилия)

3. ВЫСТУПАЮЩИМ В КАЧЕСТВЕ _____
(должность)

4. СКРЕПЛЕН ПЕЧАТЬЮ/ШТАМПОМ
(официальное название учреждения)

УДОСТОВЕРЕНО

5. В ГОРОДЕ Самаре 6. _____
(дата цифрами)

7. _____
(фамилия, должность лица,
название удостоверяющего органа)

8. За №

9. МЕСТО ПЕЧАТИ 10. ПОДПИСЬ

Figure 9: Example of Handwritten Apostille Apostille (Russian Federation)

7.4 APPLIED STRATEGIES IN DOCUMENT TRANSLATION

In cases where predefined templates streamlined the translation process, it's easier to ensure accurate transcription through comprehensive examination. By meticulously analyzing visible textual components and minute details, I guaranteed precision in translation. This approach facilitated the faithful preservation of crucial information while upholding consistency with the established format.

When faced with documents without a predefined template and streamlined process, I utilized techniques to improve legibility. Through adjustments in lighting, contrast, and resolution during translation, I worked to unveil obscured content. Contextual cues were crucial in this process, as I took into account the document's overall structure and available information to deduce and precisely translate the concealed elements.

Another significant aspect that demanded my attention was the transliteration of Russian names into German. Transliteration employs fuzzy phonetic matches, maintaining the original format without altering it into a different language. This process entailed the precise transfer of sound combinations, words, phrases, and linguistic sequences from the Cyrillic writing system to the Latin writing system.

It is essential to underscore that transliteration differs from translation. While translation facilitates understanding text from an unfamiliar language, transliteration focuses on reproducing the pronunciation and phonetic aspects of the linguistic sequence, rather than interpreting its meaning.

Transliteration enables individuals who are not acquainted with a particular alphabet to read the text once it has been transformed into the alphabet of their native language. This process primarily focuses on conveying pronunciation, which is particularly advantageous when dealing with foreign anthroponyms and unique terms from foreign cultures. This suggests that if a reader's priority is to pronounce text in an unfamiliar language rather than comprehend its meaning, transliteration is appropriate. However, if understanding the text's meaning is of utmost importance, translation services are necessary.

Transliteration plays a crucial role in legal translation, particularly for proper names such as anthroponyms, cities, streets, and personal data. While online searches can yield acceptable transliterations for place names, the distinctiveness of personal names renders such searches impractical. Without transliteration, the diversity of personal names could lead to inconsistent translations. It serves a broader purpose, ensuring standardization and consistency in legal and bureaucratic translation.

Within my work, the process of transliterating text from Cyrillic to the Latin alphabet entails preserving the structure of the Cyrillic alphabet (i.e., in Russian) while transmitting phonemes, words, and phrases to the Latin alphabet (i.e., for German). If you refer to the Annex section, you will notice that the names were initially transcribed following the client's passport specifications. Subsequently, in parentheses, you will find a transcription according to the ISO-Norm R9.

Acknowledging the intricacy of specific documents, I sought guidance from my supervisor, Oxana, who possessed extensive experience in dealing with documents of similar nature. Her insights and expertise proved invaluable, guaranteeing the precision and faithfulness of the translation.

Throughout my internship, my engagement with a variety of document types honed my translation skills and fostered proficiency. Notably, birth certificates constituted a substantial portion of my work, accounting for 44 out of 76 translations. As a result, I am confident in my readiness to confront future translation challenges with a well-equipped toolkit of approaches and experiences.

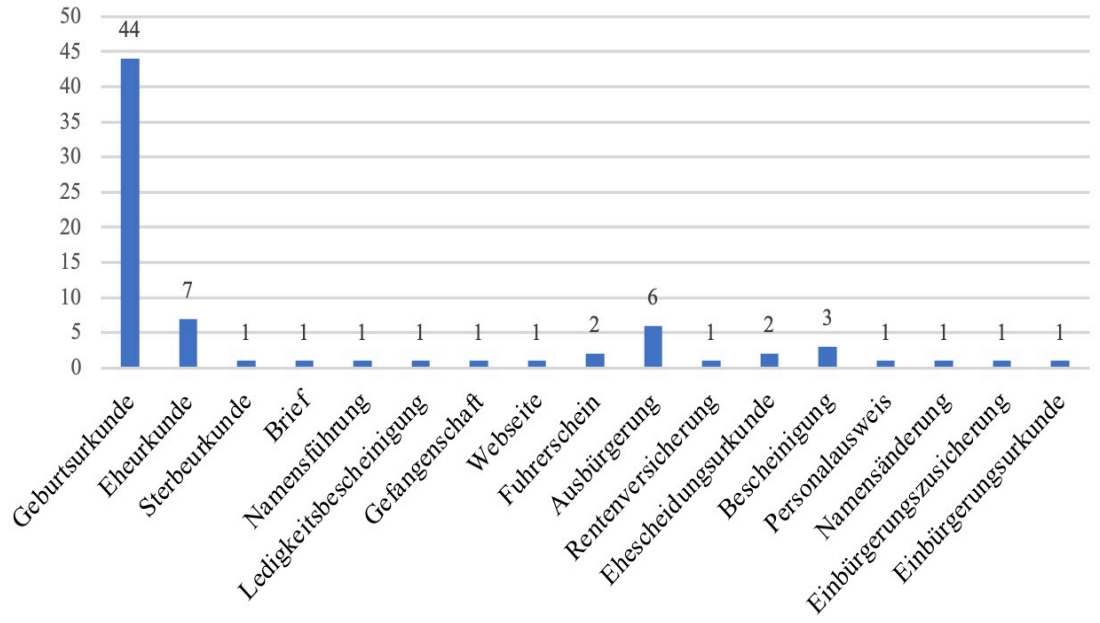


Figure 10: Visual Representation of Translations Completed by Type of Document

Key:

DE	EN
Geburtsurkunde	Birth certificate
Eheurkunde	Marriage Certificate
Sterbeurkunde	Death Certificate
Brief	Letter
Namensführung	Name Change
Ledigkeitsbescheinigung	Certificate of No Impediment
Gefangenschaft	Imprisonment
Webseite	Website
Führerschein	Driver's License
Ausbürgerung	Expatriation
Rentenversicherung	Pension Insurance
Ehescheidungsurkunde	Divorce Certificate
Bescheinigung	Certificate
Personalausweis	ID Card
Namensänderung	Deed Poll
Einbürgerungszusicherung	Naturalization Assurance
Einbürgerungsurkunde	Certificate of Naturalization

8. A CLOSE-UP: IN-DEPTH LEGAL TRANSLATION ANALYSIS

In this section, a comprehensive analysis will be conducted on one translation example completed during the internship. The analysis will encompass various aspects, including document formatting and layout, the utilization of legal abbreviations and acronyms, proper handling of legal citations, inclusion of translator's notes, adherence to date formatting conventions, integration of stamps and seals, as well as the identification and resolution of terminological disparities within both the Russian and German versions of the document.

This analysis will focus on three key components: the original Russian document, the provided template, and the resulting translated German version. Typically, Einfach Russisch, and specifically my supervisor, Oxana, would provide templates for translations, given the highly standardized nature of the required documents. It's essential to note that I was explicitly instructed to strictly adhere to these templates, despite my inquiries about certain aspects of their content. Therefore, a significant portion of this analysis and critique will be dedicated to evaluating the template itself.

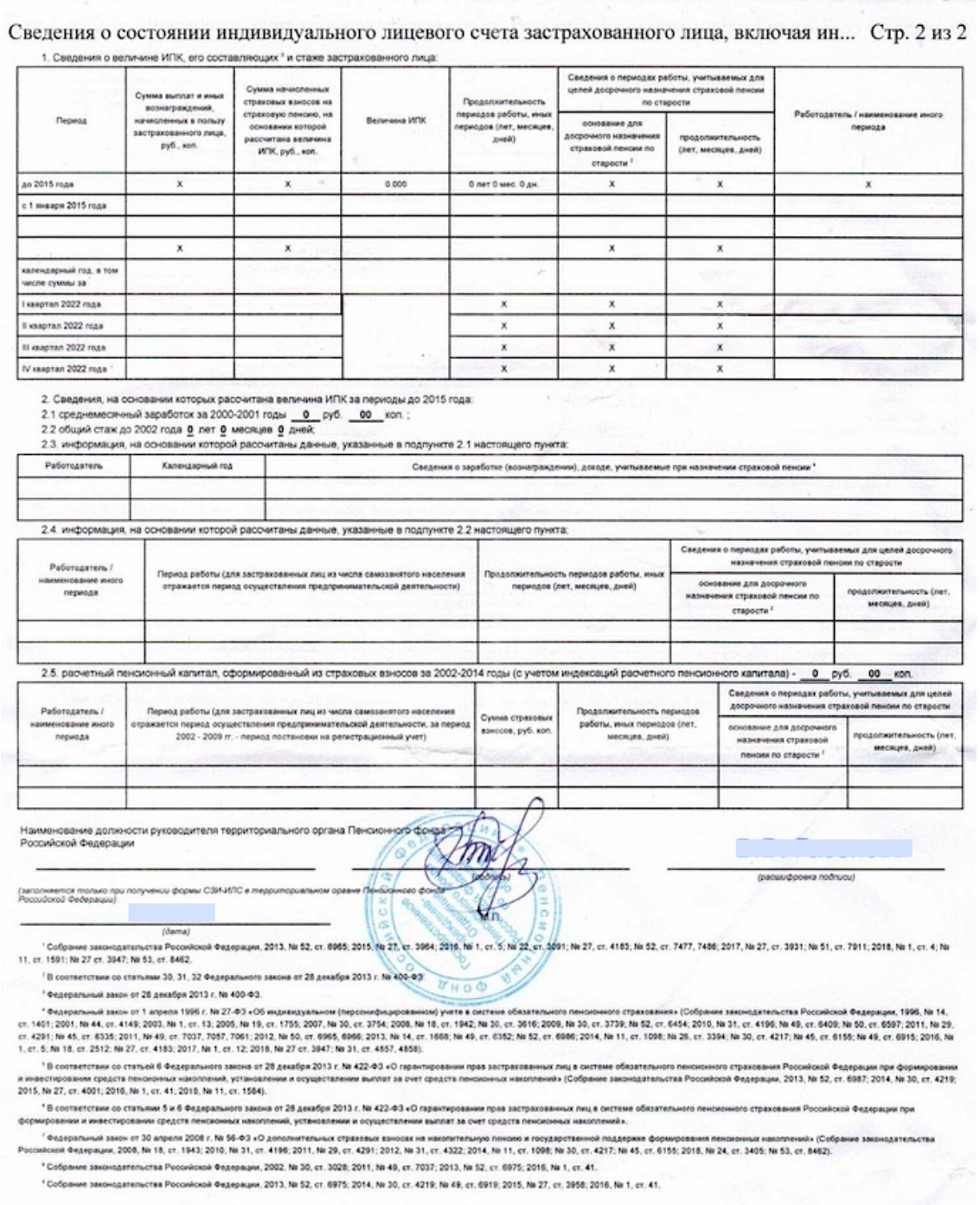
To begin, and for reference, the full versions of the original document, the company-provided template, and the final translation are available in the annexes (Annex 10). The original document, a two-page Russian certificate, serves the purpose of verifying an individual's insurance status within the Russian Federation Ministry for Work and Social Protection, with a specific emphasis on pension-related matters. In the Russian context, this document holds significant importance as an official government-issued record. When translated into German, its primary function remains unaltered. However, it must adapt seamlessly to align with the German social insurance system and conform to the legal and social framework governing social benefits in Germany.

It's essential to reiterate that personal client data is not the focal point of this analysis. Instead, the primary objective is to center our attention on the provided translation template, identify discrepancies in translation, and explore the variations in legal systems. This examination will be structured into seven subsections outlined below.

8.1 DOCUMENT FORMATTING AND LAYOUT

When translating a document, it's essential to align its visual presentation with the expectations and conventions of the target language and legal system. This means closely

replicating the original document's formatting, including fonts, spacing, and layout. Consistency in these aspects ensures clarity and legibility, which is especially critical in complex documents containing tables and sections. In this case, the document's intricate formatting, characterized by calculations and multiple tables, is the first notable aspect within its specific genre.



Сведения о состоянии индивидуального лицевого счета застрахованного лица, включая ин... Стр. 2 из 2

1. Сведения о величине ИПК, его составляющих [3] и стаже застрахованного лица:

Период	Сумма выплат и иных вознаграждений, начисленных в пользу застрахованного лица, руб., коп.	Сумма начисленных страховых взносов на страховую пенсию, на основании которой рассчитана величина ИПК, руб., коп.	Величина ИПК	Продолжительность периодов работы, иных периодов (лет, месяцев, дней)	Сведения о периодах работы, учитываемых для целей досрочного назначения страховой пенсии по старости		Работодатель / наименование иного периода
					основание для досрочного назначения страховой пенсии по старости [2]	продолжительность (лет, месяцев, дней)	
до 2015 года	X	X	0.000	0 лет 0 мес. 0 дн.	X	X	X
с 1 января 2015 года							
	X	X			X	X	
календарный год, в том числе суммы за							
I квартал 2022 года				X	X	X	
II квартал 2022 года				X	X	X	
III квартал 2022 года				X	X	X	
IV квартал 2022 года				X	X	X	

2. Сведения, на основании которых рассчитана величина ИПК за периоды до 2015 года:
2.1 среднемесячный заработок за 2000-2001 годы 0 руб. 00 коп. ;
2.2 общий стаж до 2002 года 0 лет 0 месяцев 0 дней;
2.3. информация, на основании которой рассчитаны данные, указанные в подпункте 2.1 настоящего пункта:

Работодатель	Календарный год	Сведения о заработке (вознаграждении), доходе, учитываемые при назначении страховой пенсии [4]

2.4. информация, на основании которой рассчитаны данные, указанные в подпункте 2.2 настоящего пункта:

Работодатель / наименование иного периода	Период работы (для застрахованных лиц из числа самозанятого населения отражается период осуществления предпринимательской деятельности)	Продолжительность периодов работы, иных периодов (лет, месяцев, дней)	Сведения о периодах работы, учитываемых для целей досрочного назначения страховой пенсии по старости	
			основание для досрочного назначения страховой пенсии по старости [2]	продолжительность (лет, месяцев, дней)

2.5. расчетный пенсионный капитал, сформированный из страховых взносов за 2002-2014 годы (с учетом индексаций расчетного пенсионного капитала) - 0 руб. 00 коп.

Работодатель / наименование иного периода	Период работы (для застрахованных лиц из числа самозанятого населения отражается период осуществления предпринимательской деятельности, за период 2002 - 2009 гг. - период постановки на регистрационный учет)	Сумма страховых взносов, руб. коп.	Продолжительность периодов работы, иных периодов (лет, месяцев, дней)	Сведения о периодах работы, учитываемых для целей досрочного назначения страховой пенсии по старости	
				основание для досрочного назначения страховой пенсии по старости [2]	продолжительность (лет, месяцев, дней)

Наименование должности руководителя территориального органа Пенсионного фонда Российской Федерации

(подпись) (расшифровка подписи)

(заполняется только при получении формы СЗИ-ИЛС в территориальном органе Пенсионного фонда Российской Федерации)

(дата)

[1] Собрание законодательства Российской Федерации, 2013, № 52, ст. 6965; 2015, № 27, ст. 3964; 2016, № 1, ст. 5; № 22, ст. 3091; № 27, ст. 4183; № 52, ст. 7477, 7486; 2017, № 27, ст. 3931; № 51, ст. 7911; 2018, № 1, ст. 4; № 11, ст. 1591; № 27 ст. 3947; № 53, ст. 8462.

[2] В соответствии со статьями 30, 31, 32 Федерального закона от 28 декабря 2013 г. № 400-ФЗ.

[3] Федеральный закон от 28 декабря 2013 г. № 400-ФЗ.

[4] Федеральный закон от 1 апреля 1996 г. № 27-ФЗ «Об индивидуальном (персонифицированном) учете в системе обязательного пенсионного страхования» (Собрание законодательства Российской Федерации, 1996, № 14, ст. 1401; 2001, № 44, ст. 4149; 2003, № 1, ст. 13; 2005, № 19, ст. 1755; 2007, № 30, ст. 3754; 2008, № 18, ст. 1942; № 30, ст. 3616; 2009, № 30, ст. 3739; № 52, ст. 6454; 2010, № 31, ст. 4196; № 49, ст. 6409; № 50, ст. 6597; 2011, № 29, ст. 4291; № 45, ст. 6335; 2011, № 49, ст. 7037, 7057, 7061; 2012, № 50, ст. 6965, 6966; 2013, № 14, ст. 1668; № 49, ст. 6352; № 52, ст. 6986; 2014, № 11, ст. 1098; № 26, ст. 3394; № 30, ст. 4217; № 45, ст. 6155; № 49, ст. 6915; 2016, № 1, ст. 5; № 18, ст. 2512; № 27, ст. 4183; 2017, № 1, ст. 12; 2018, № 27 ст. 3947; № 31, ст. 4857, 4858).

[5] В соответствии со статьей 6 Федерального закона от 28 декабря 2013 г. № 422-ФЗ «О гарантировании прав застрахованных лиц в системе обязательного пенсионного страхования Российской Федерации при формировании и инвестировании средств пенсионных накоплений, установлении и осуществлении выплат за счет средств пенсионных накоплений» (Собрание законодательства Российской Федерации, 2013, № 52, ст. 6987; 2014, № 30, ст. 4219; 2015, № 27, ст. 4001; 2016, № 1, ст. 41; 2018, № 11, ст. 1584).

[6] В соответствии со статьями 5 и 6 Федерального закона от 28 декабря 2013 г. № 422-ФЗ «О гарантировании прав застрахованных лиц в системе обязательного пенсионного страхования Российской Федерации при формировании и инвестировании средств пенсионных накоплений, установлении и осуществлении выплат за счет средств пенсионных накоплений».

[7] Федеральный закон от 30 апреля 2008 г. № 56-ФЗ «О дополнительных страховых взносах на накопительную пенсию и государственной поддержке формирования пенсионных накоплений» (Собрание законодательства Российской Федерации, 2008, № 18, ст. 1943; 2010, № 31, ст. 4196; 2011, № 29, ст. 4291; 2012, № 31, ст. 4322; 2014, № 11, ст. 1098; № 30, ст. 4217; № 45, ст. 6155; 2018, № 24, ст. 3405; № 53, ст. 8462).

[8] Собрание законодательства Российской Федерации, 2002, № 30, ст. 3028; 2011, № 49, ст. 7037; 2013, № 52, ст. 6975; 2016, № 1, ст. 41.

[9] Собрание законодательства Российской Федерации, 2013, № 52, ст. 6975; 2014, № 30, ст. 4219; № 49, ст. 6919; 2015, № 27, ст. 3958; 2016, № 1, ст. 41.

Figure 11: Example of Pension Insurance (Russian Federation) (page 2)

The primary goal is to ensure clarity and understanding for clients and end users, while considering their practical needs and visual comfort. Balancing fidelity to the original with readability is crucial. Visual aspects are significant, especially when dealing with original documents featuring small lettering that hinders readability without zooming in. Such is the case with this document, where prioritizing readability and accessibility often necessitates adjustments to enhance legibility.

Moreover, while examining the documents, a noticeable difference in page count emerges between the template (4 pages), my translation (3 pages), and the original document (2 pages). While this may not seem significant, it holds paramount importance for those unfamiliar with the source or target language.

Indeed, while my three-page translation closely mirrors the original document, the utilization of the template results in the doubling of the original length, which can be challenging for non-Russian speakers when trying to locate corresponding information. A translation closely mirroring the original enhances accessibility and interpretability. Furthermore, since translations are also printed and mailed, practical and ecological considerations should be taken.

8.2 LEGAL ABBREVIATIONS AND ACRONYMS

Abbreviations and acronyms are frequently encountered in both the Russian and German languages, each with its own conventions and usage patterns. In the context of legal documents, ensuring clarity in translations often requires the application of strategies such as direct translation, transliteration, the inclusion of explanatory notes, or adaptation to local linguistic conventions. These approaches effectively address the linguistic nuances of each language, ultimately guaranteeing the clarity of the translated document for its intended audience.

In the case of this document, when dealing with acronyms, my supervisor, as evidenced in the template, chose to employ the transliteration strategy. However, in my perspective, if a direct translation was unavailable, including an explanatory note would have been a more effective approach.

For instance, the Russian abbreviation “Форма СЗИ-ИЛС” stands for “Форма Сведения о Защите Информации - Информационная и Логическая Система” in its full form. In English, it can be translated as “Information Security Information and

Logical System Form.” In German, a likely translation would be "Formular für Informationssicherheit und Logische Systeme," indicating a form or document related to information security and logical systems.

I proposed translating the acronym to convey its full meaning in German or finding a suitable equivalent. However, my supervisor prioritized formatting consistency and advocated for transliteration to faithfully replicate the original document.

On one hand, this is a valid point, as deciphering the meaning of an abbreviation can indeed be a time-consuming and challenging task. On the other hand, by choosing transliteration, the likelihood of a non-Russian speaker understanding the acronym approaches zero. Moreover, in this specific case, there's no need for extensive research to discern the meaning of the Russian acronym.

One potential compromise, and in my view, a more effective approach, would be to retain the transliteration within the document's main text and offer clarification and translation through a footnote, presented as a translator's note. This allows the target audience to refer to the footnote and gain a clear understanding of the German equivalent of an acronym they are unfamiliar with.

Here is another example of this. ОКУД stands for “Общероссийский классификатор управленческой документации,” which translates to “All-Russian Classifier of Management Documentation.” In German, it would be translated as “Allgemeiner russischer Klassifikator für Verwaltungsdokumentation.” This classification system is used for managing administrative and organizational documentation in Russia.

ОКПО stands for “Общероссийский классификатор предприятий и организаций,” which translates to “All-Russian Classifier of Enterprises and Organizations.” In German, it would be translated as “Allgemeiner russischer Klassifikator für Unternehmen und Organisationen.” This system is used for classifying various types of enterprises and organizations in Russia.

In both of these cases, opting for adding translator's notes instead of solely transliterating the acronyms would effectively clarify technical content, minimize confusion, and empower the target audience to grasp the meaning, thereby enhancing the overall quality and comprehensibility of the document.

This situation exemplifies the common challenge of maintaining formatting consistency while delivering meaningful translations, especially when dealing with acronyms. Transliteration, direct translation, or incorporating translator's notes each have their advantages, and the optimal choice may vary depending on the circumstances. A meaningful translation should ultimately consider the context and translation goals.

8.3 LEGAL CITATIONS

German and Russian legal citations vary in structure and presentation, making it crucial to carefully consider these technicalities during the translation process.

In Russian legal citations, it is customary to start with the title of the federal law (Федеральный закон), often abbreviated with its common acronym. The law's full title is generally provided in Russian Cyrillic script. Here is an example from the original document being examined: “Федеральный закон от 28 декабря 2013 г. № 400-ФЗ «О страховых пенсиях» (далее - Федеральный закон от 28 декабря 2013 г. № 400-ФЗ)” translates to “Federal Law of December 28, 2013, No. 400-FZ 'On Insurance Pensions' (hereinafter referred to as Federal Law of December 28, 2013, No. 400-FZ).”

In German legal citations, the structure is similar, where the name of the act or statute (Gesetz) is typically listed first, following a similar pattern to Russian legal citations: “Föderale Gesetz № 400-FZ “Über Versicherungsrenten” vom 28. Dezember 2013 (im Folgenden - das Föderale Gesetz № 400-FZ vom 28. Dezember 2013).” This means that the version taken from the template adheres to the requirements and rules of German legal citations and is generally correct in its structure and format.

Additionally, two other aspects need to be emphasized. Firstly, “г.” (year) has been omitted in accordance with the common practice in German legal citations. Secondly, it's important to note that a small change that should have been implemented was overlooked. Specifically, there should have been a change from “№” to “Nr.” This adjustment conforms to German abbreviations, where “Nr.” stands for “Nummer,” translating to “number” in English. This abbreviation is widely employed in various contexts, including legal citations, to represent “No.” or “№” as found in other languages.

Having a thorough understanding of these distinctions is of utmost importance to ensure accurate citation and referencing of legal sources.

8.4 TRANSLATOR'S NOTES

Translator's notes are explanatory comments or annotations included by translators in a translated document. They can be presented in different formats, such as square brackets [ ], parentheses ( ), or as numbered endnotes or footnotes.

These notes serve various purposes: explaining untranslatable terms, clarifying cultural references, demystifying acronyms, explaining technical jargon, providing context for legal terms, etc. Their ultimate goal is to ensure the translated text is clear, and accurately conveys the original meaning.

In the example below, we encounter a specific but common instance of using a translator's note ("Anmerkung des Übersetzers" in German). Here, it is applied to indicate that a part of a stamp is illegible and cannot be accurately translated. While this may deviate from the typical use of such notes, it is a frequent occurrence in legal translation. Stamps are often obscured by signatures or have poor quality, making precise translation challenging.

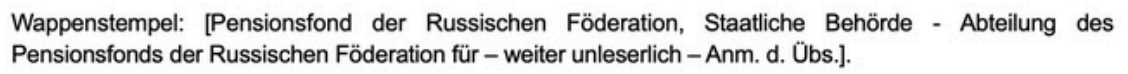

Wappenstempel: [Pensionsfond der Russischen Föderation, Staatliche Behörde - Abteilung des Pensionsfonds der Russischen Föderation für – weiter unleserlich – Anm. d. Übs.].

Figure 12: Example of Translator's Note (German)

This also enables the translator to maintain a cautious stance during translation, avoiding the mere assumption or guesswork regarding unreadable text. It is safer to leave a note rather than risk making a mistake. This cautious approach is particularly important in legal translation, where translators often provide certification and bear legal responsibility for the translated content.

8.5 DATE FORMATTING

When translating legal or official documents, particularly in cases like the one under examination, it's crucial to align the date format with the legal requirements of the target language. Both Russian and German typically employ the day-month-year format, but their visual representations differ. Russian uses, for instance, 01.01.2023, while German typically employs 01. Januar 2023.

The template provided for this translation displays inconsistency in the German date formats, as it alternates between the two presented options. It is important to

approach this matter thoughtfully, ensuring the harmonization of the date format for consistent representation and to prevent potential misinterpretations.

8.6 LEGAL STAMPS AND SEALS

Legal stamps, which include notary stamps and seals, play a crucial role in verifying and validating documents within legal systems. In the German context, there is the term “Wappenstempel,” which translates to “coat of arms stamp” in English. This term refers to a specialized stamp or seal that features a coat of arms or heraldic symbol. To describe a stamp that doesn't feature a coat of arms in German, the common terms used are “Stempel” or “Siegel.” These refer to a regular seal or stamp without any specific heraldic elements.

Wappenstempel: [Pensionsfond der Russischen Föderation, Staatliche Behörde - Abteilung des Pensionsfonds der Russischen Föderation für – weiter unleserlich – Anm. d. Übs.].

Figure 13: Example of a Stamp (German)

In the provided template, the term “Wappenstempel” is utilized to describe a stamp that lacks a coat of arms. This usage is erroneous and should be rectified since it does not convey the intended meaning accurately.

8.7 LEGAL TERMINOLOGY

Legal translators working with documents in both Russian and German encounter unique challenges rooted in differences in legal terminology. These discrepancies extend beyond language to encompass variations in citation formats, nuanced legal concepts, and cultural contexts. To excel, legal translators must possess a deep understanding of both legal systems and exhibit a heightened awareness of these terminology distinctions. Below, I will review certain terms from the original document and assess their translations into German as illustrative examples.

The Russian term “утверждена,” which translates to “approved” or “confirmed” in English, can be rendered in German as “genehmigt,” “bestätigt,” or “zugelassen,” contingent on the particular context. In a legal document context, “genehmigt” or “bestätigt” may be the preferred translations, signifying official approval, confirmation,

or authorization by a competent authority. The template's choice of “genehmigt” aligns well with this context.

The Russian term “пенсионный фонд,” which means “pension fund” or “retirement fund,” can be translated into German as “Rentenfonds” or “Pensionsfonds.” Both translations effectively convey the concept of a pension fund, and either term can be employed in a legal document context. The choice of “Pensionsfonds” in the template is a suitable option.

One term that posed a translation challenge during my internship was “стаж,” which I initially rendered in German as “Berufserfahrung,” translating to “professional experience” or “work experience.”

My supervisor emphasized the importance of adhering to the specific requirements and conventions of the legal system or organization for which the translation is intended. While “Berufserfahrung” is a commonly used and appropriate translation, in this document, a more specialized and context-specific term, “Beschäftigungsdauer,” is preferred. It accurately conveys the concept of how long an individual has been employed or engaged in work-related activities.

This brief analysis of terms with multiple possible translations in German highlights the template's overall effectiveness in meeting the requirements of the German legal system. However, it also underscores the importance of the translator possessing a deep and nuanced understanding of both legal systems to make context-appropriate translation choices.

8.8 SUMMING UP REMARKS

Legal translation between Russian and German demands precision, given the intricacies of legal terminology, varying legal systems, and the crucial role of translators as intermediaries. Translators must adeptly navigate linguistic nuances and adapt to contextual requirements. While templates can offer guidance, they should be critically assessed for suitability. Overall, legal translation demands linguistic expertise, legal acumen, and cultural sensitivity to ensure documents maintain their integrity and convey their intended meaning accurately.

9. KEY TAKEAWAYS AND REFLECTIONS

Throughout my internship, I had the invaluable opportunity to delve into the world of legal document translation and explore the intricacies of various document types.

One of the significant realizations from this internship is the importance of meticulous attention to detail. Whether dealing with predefined templates or documents of deteriorated quality, every element matters. The careful transcription of dates, interpretation of handwritten components, and accurate portrayal of stamps and notations are crucial for maintaining the integrity and accuracy of the translation. The balance between adherence to templates and adaptation to challenging originals exemplifies the multidimensional nature of translation work.

The second major insight revolves around the integration of technology in translation processes. While tools can streamline certain aspects of translation, they are not infallible. Technology should be wielded as a supporting tool rather than a replacement for the human translator's discernment and expertise. Moreover, my experience at Plunet introduced me to the intricacies of translation management systems, demonstrating their potential to enhance project efficiency and collaboration while still illuminating a clear path for improvement and innovation for the future.

Lastly, this internship reaffirmed the importance of adaptability and continuous learning. Each document type presented unique challenges, requiring me to employ different strategies and approaches. The diversity of documents, ranging from birth certificates to apostilles, underscored the need for translators to be versatile and well-versed in various domains. Furthermore, encountering limitations and technical issues with translation tools and systems prompted the exploration of alternative solutions, fostering a mindset of innovation and problem-solving.

The insights gained and skills honed during this internship have equipped me to approach future translation challenges with confidence and resilience. The combination of meticulous attention to detail, strategic technology integration, collaboration, adaptability, and continuous learning forms the foundation for successful and impactful translation work. Embracing innovative tools and strategies, Einfach Russisch can position itself to meet the demands of an ever-evolving translation landscape, ensuring accuracy, consistency, and efficiency in its legal and official document translations.

In summary, this Internship Report offers a comprehensive analysis of Einfach Russisch's translation processes and highlights the transformative potential of technology-driven solutions. By exploring the challenges and opportunities presented during my internship, this report provides valuable insights that could guide the company's journey toward enhancing its translation operations. Embracing innovative tools and strategies, Einfach Russisch can position itself to meet the demands of an ever-evolving translation landscape, ensuring accuracy, consistency, and efficiency in its legal and official document translations. My experiences in these diverse environments have strengthened my commitment to the realms of legal translation, linguistics, and effective communication. As technology continues to evolve and advance, shaping the industry's landscape, it also drives a profound transformation in the paradigm. These pages may one day be seen as relics of a bygone era. Anticipating the future, I eagerly await the opportunities it holds and the progress that lies ahead.

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11. ANNEXES

ANNEX 1 - REFERENCE LETTER

Einfach Russisch
Ernststraße 15
30559 Hannover

PRAKTIKUMSZEUGNIS

Frau **Anastasiia Khomenko**, geboren am **24. Februar 1998**, war im Rahmen ihres Praktikums innerhalb des Masterstudiengangs Übersetzung und Sprachdienstleistungen der Universität Porto, im Zeitraum vom 1. März 2022 bis zum 31. Mai 2022 in unserem Unternehmen beschäftigt.

Während dieser Zeit hat Frau Khomenko ihre Aufgaben mit einem sehr hohen Maß an Eigeninitiative und Leistungsbereitschaft stets zu unserer vollen Zufriedenheit erfüllt.

Sie lieferte sehr gute Arbeitsergebnisse und hat alle vereinbarten Ziele stets erreicht. Frau Khomenko verfügt durch ihre fundierte akademische Ausbildung über sehr gute Kenntnisse für die Aufgaben in Zusammenhang mit der Übersetzung von Dokumenten. Neu erworbene Kompetenzen setzte sie immer effektiv in der Arbeitspraxis ein.

Ihr Verhalten gegenüber Vorgesetzten und Kollegen war stets vorbildlich.

Für ihren weiteren Berufs- und Lebensweg wünschen wir Frau Khomenko alles Gute und auch weiterhin viel Erfolg.

Hannover, 31. Mai 2022



Oxana Bode - Inhaberin und Geschäftsführerin von Einfach Russisch
Tel.: +49 1578 9319577
Email: oxana@einfach-russisch.de

ANNEX 2 – INTERNSHIP DECLARATION

Einfach Russisch
Ernststraße 15
30559 Hannover

Oxana Bode
Tel.: +49 1578 9319577
Email: oxana@einfach-russisch.de

DECLARATION

The translation company **Einfach Russisch**, with head office at Ernststraße 15, 30559 Hannover, declares that **Anastasiia Khomenko**, holder of ID card number 31808503, carried out, in this company, the supervised internship as part of the Master's in Translation and Language Services at the Faculty of Arts of the University of Porto, from 1st of March to 31st of May 2022, having fulfilled the defined goals, demonstrating total professionalism, commitment and good personal relationship.

Hannover, 31 of May 2022

O. Bode

(Oxana Bode)

Internship Supervisor



ANNEX 3 – DATA CONFIDENTIALITY AGREEMENT

Einfach Russisch
Ernststraße 15
30559 Hannover

Oxana Bode
Tel.: +49 1578 9319577
Email: oxana@einfach-russisch.de

DECLARATION

The translation company **Einfach Russisch**, with head office at Ernststraße 15, 30559 Hannover, authorizes trainee translator **Anastasiia Khomenko** to use, in her Internship Report, information acquired at this company during her supervised internship as part of the Master's in Translation and Language Services at the Faculty of Arts of the University of Porto, as well as the material translated during this period, while respecting confidentiality and data omission requirements in the case of non-public documents. In accordance with the protocol established, the company also authorizes a copy of the internship's final report to remain in the library of the Faculty of Letters of the University of Porto.

Hannover, 31 of May 2022

O. Bode

(Oxana Bode)

Internship Supervisor



ANNEX 4 – LIST OF TRANSLATIONS COMPLETED

Nº	Source	Date	Task	Type of Document	SL/TL
1	Einfach Russisch	30/01/2021	TRA	Geburtsurkunde	RU/DE
2	Einfach Russisch	30/01/2021	TRA	Namensführung	DE/RU
3	Einfach Russisch	30/01/2021	TRA	Geburtsurkunde	RU/DE
4	MR Plan Group	02/02/2022	TRA TERM	Logistik	EN/RU
5	Einfach Russisch	19/02/2022	TRA	Ledigkeitsbescheinigung	RU/DE
6	Einfach Russisch	19/02/2022	TRA	Gefangenschaft	RU/DE
7	Einfach Russisch	28/02/2022	TRA	Ausbürgerung	RU/DE
8	Einfach Russisch	28/02/2022	TRA	Ausbürgerung	RU/DE
9	Einfach Russisch	03/03/2022	TRA	Webseite	DE/UK
10	Einfach Russisch	03/03/2022	TRA	Geburtsurkunde	RU/DE
11	Einfach Russisch	03/03/2022	TRA	Geburtsurkunde	RU/DE
12	Einfach Russisch	04/03/2022	TRA	Geburtsurkunde	RU/DE
13	Einfach Russisch	06/03/2022	TRA	Geburtsurkunde	RU/DE
14	Einfach Russisch	06/03/2022	TRA	Geburtsurkunde	RU/DE
15	Einfach Russisch	06/03/2022	TRA	Eheurkunde	DE/RU
16	Einfach Russisch	06/03/2022	TRA	Geburtsurkunde	DE/RU
17	Einfach Russisch	06/03/2022	TRA	Geburtsurkunde	DE/RU
18	Einfach Russisch	06/03/2022	TRA	Geburtsurkunde	DE/RU
19	Einfach Russisch	07/03/2022	TRA	Führerschein	RU/DE
20	Einfach Russisch	07/03/2022	TRA	Führerschein	RU/DE
21	Einfach Russisch	08/03/2022	TRA	Eheurkunde	RU/DE
22	Einfach Russisch	08/03/2022	TRA	Geburtsurkunde	RU/DE
23	Einfach Russisch	08/03/2022	TRA	Geburtsurkunde	RU/DE
24	Einfach Russisch	09/03/2022	TRA	Eheurkunde	RU/DE
25	Einfach Russisch	09/03/2022	TRA	Geburtsurkunde	RU/DE
26	Einfach Russisch	09/03/2022	TRA	Geburtsurkunde	RU/DE
27	Einfach Russisch	09/03/2022	TRA	Geburtsurkunde	RU/DE
28	Einfach Russisch	10/03/2022	TRA	Geburtsurkunde	RU/DE
29	Einfach Russisch	14/03/2022	TRA	Ausbürgerung	RU/DE
30	Einfach Russisch	14/03/2022	TRA	Ausbürgerung	RU/DE

31	Einfach Russisch	14/03/2022	TRA	Geburtsurkunde	RU/DE
32	Einfach Russisch	14/03/2022	TRA	Geburtsurkunde	RU/DE
33	Einfach Russisch	14/03/2022	TRA	Geburtsurkunde	RU/DE
34	Einfach Russisch	15/03/2022	TRA	Geburtsurkunde	RU/DE
35	Einfach Russisch	15/03/2022	TRA	Geburtsurkunde	RU/DE
36	Einfach Russisch	15/03/2022	TRA	Sterbeurkunde	DE/RU
37	Einfach Russisch	16/03/2022	TRA	Liebesbrief	DE/RU
38	Einfach Russisch	18/03/2022	TRA	Geburtsurkunde	UK/DE
39	Einfach Russisch	21/03/2022	TRA	Ausbürgerung	RU/DE
40	Einfach Russisch	22/03/2022	TRA	Rentenversicherung	RU/DE
41	Einfach Russisch	22/03/2022	TRA	Eheurkunde	DE/RU
42	Einfach Russisch	22/03/2022	TRA	Geburtsurkunde	RU/DE
43	Einfach Russisch	22/03/2022	TRA	Geburtsurkunde	RU/DE
44	Einfach Russisch	24/03/2022	TRA	Geburtsurkunde	RU/DE
45	Einfach Russisch	24/03/2022	TRA	Eheurkunde	RU/DE
46	Einfach Russisch	24/03/2022	TRA	Ausbürgerung	RU/DE
47	Einfach Russisch	25/03/2022	TRA	Eheurkunde	RU/DE
48	Einfach Russisch	28/03/2022	TRA	Geburtsurkunde	RU/DE
49	Einfach Russisch	28/03/2022	TRA	Geburtsurkunde	RU/DE
50	Einfach Russisch	28/03/2022	TRA	Geburtsurkunde	RU/DE
51	Einfach Russisch	28/03/2022	TRA	Geburtsurkunde	RU/DE
52	Einfach Russisch	28/03/2022	TRA	Geburtsurkunde	RU/DE
53	Einfach Russisch	28/03/2022	TRA	Geburtsurkunde	RU/DE
54	Einfach Russisch	29/03/2022	TRA	Geburtsurkunde	RU/DE
55	Einfach Russisch	29/03/2022	TRA	Geburtsurkunde	RU/DE
56	Einfach Russisch	29/03/2022	TRA	Geburtsurkunde	RU/DE
57	Einfach Russisch	29/03/2022	TRA	Geburtsurkunde	RU/DE
58	Einfach Russisch	29/03/2022	TRA	Sterbeurkunde	RU/DE
59	Einfach Russisch	30/03/2022	TRA	Geburtsurkunde	DE/RU
60	Einfach Russisch	30/03/2022	TRA	Geburtsurkunde	DE/RU
61	Einfach Russisch	30/03/2022	TRA	Geburtsurkunde	DE/RU
62	Einfach Russisch	30/03/2022	TRA	Geburtsurkunde	DE/RU
63	Einfach Russisch	04/04/2022	TRA	Geburtsurkunde	RU/DE
64	Einfach Russisch	04/04/2022	TRA	Geburtsurkunde	RU/DE

65	Einfach Russisch	04/04/2022	TRA	Geburtsurkunde	RU/DE
66	Einfach Russisch	05/04/2022	TRA	Geburtsurkunde	RU/DE
67	Einfach Russisch	05/04/2022	TRA	Eheurkunde	RU/DE
68	Einfach Russisch	05/04/2022	TRA	Ehescheidungsurkunde	RU/DE
69	Einfach Russisch	05/04/2022	TRA	Ehescheidungsurkunde	RU/DE
70	Einfach Russisch	05/04/2022	TRA	Geburtsurkunde	RU/DE
71	Einfach Russisch	06/04/2022	TRA	Einbürgerungszusicherung	DE/RU
72	Einfach Russisch	06/04/2022	TRA	Personalausweis	DE/RU
73	Einfach Russisch	06/04/2022	TRA	Namensänderung	DE/RU
74	Einfach Russisch	06/04/2022	TRA	Bescheinigung	DE/RU
75	Einfach Russisch	06/04/2022	TRA	Einbürgerungsurkunde	DE/RU
76	Einfach Russisch	07/04/2022	TRA	Bescheinigung	DE/RU

Table 1: List Of Translations Completed During The Work Placement

Key:

DE	**EN**
Geburtsurkunde	Birth certificate
Eheurkunde	Marriage Certificate
Sterbeurkunde	Death Certificate
Brief	Letter
Namensführung	Name Change
Ledigkeitsbescheinigung	Certificate of No Impediment
Gefangenschaft	Imprisonment
Webseite	Website
Führerschein	Driver's License
Ausbürgerung	Expatriation
Rentenversicherung	Pension Insurance
Ehescheidungsurkunde	Divorce Certificate
Bescheinigung	Certificate
Personalausweis	ID Card
Namensänderung	Deed Poll
Einbürgerungszusicherung	Naturalization Assurance
Einbürgerungsurkunde	Certificate of Naturalization
Logistik	Logistics

ANNEX 5 – TRANSLATIONS COMPLETED BY TYPE OF DOCUMENT

Nº	Type of Document	Nº of Translations Completed
1	Geburtsurkunde	44
2	Eheurkunde	7
3	Sterbeurkunde	2
4	Brief	1
5	Namensführung	1
6	Ledigkeitsbescheinigung	1
7	Gefangenschaft	1
8	Webseite	1
9	Fuhrerschein	2
10	Ausbürgerung	6
11	Rentenversicherung	1
12	Ehescheidungsurkunde	2
13	Bescheinigung	3
14	Personalausweis	1
15	Namensänderung	1
16	Einbürgerungszusicherung	1
17	Einbürgerungsurkunde	1
Total		75

Table 2: List Of Translations Completed by Type of Document

Key:

DE	EN
Geburtsurkunde	Birth certificate
Eheurkunde	Marriage Certificate
Sterbeurkunde	Death Certificate
Brief	Letter
Namensführung	Name Change
Ledigkeitsbescheinigung	Certificate of No Impediment
Gefangenschaft	Imprisonment
Webseite	Website
Führerschein	Driver's License
Ausbürgerung	Expatriation

Rentenversicherung	Pension Insurance
Ehescheidungsurkunde	Divorce Certificate
Bescheinigung	Certificate
Personalausweis	ID Card
Namensänderung	Deed Poll
Einbürgerungszusicherung	Naturalization Assurance
Einbürgerungsurkunde	Certificate of Naturalization

ANNEX 6 – MR PLAN GROUP STATISTICS

Nº	Document	Nº Words EN (ST)	Nº Words RU (TT)	Total
1	Machining IT Processes	1074	1110	2184
2	ERP ME IT Processes	1326	1487	2813
3	Engineering Management	543	484	1027
4	Phosphating	2308	2307	4615
5	Heat Treatment	1500	1508	3008
6	Assembly Line IT Process	1095	1254	2349
7	Logistics IT Processes	1201	1321	2522
8	Maintenance Production TG	572	618	1190
9	Maintenance Building IT	518	547	1065
10	Measuring Equipment IT	579	544	1123
11	Machining Components IT	771	698	1469
12	Transportation IT	4305	4451	8756
13	Hardening IT	800	762	1562
14	Quality Process Basic IT	1331	1322	2653
15	Precision forging IT	822	749	1571
16	Phosphating IT	679	741	1420
Total		19 424	19 903	39 327

Table 3: Statistical Data Concerning MR Plan Group Project

ANNEX 7 – BIRTH CERTIFICATES



ПОВТОРНОЕ

СВИДЕТЕЛЬСТВО
О РОЖДЕНИИ

(фамилия)

(имя, отчество (при наличии))

родился(лась) 29 апреля 1997 г.
(число, месяц, год)

место рождения РФ, Самарская область, г.Новокуйбышевск

о чем 1997 года мая месяца 27 числа

составлена запись акта о рождении №

Отец

(фамилия)

(имя, отчество (при наличии))

(гражданство)

« 14 » октября 1968 г. русский
(дата рождения) (национальность (вносится по желанию отца))

Мать

(фамилия)

(имя, отчество (при наличии))

(гражданство)

« 15 » сентября 1972 г. русская
(дата рождения) (национальность (вносится по желанию матери))

Место государственной регистрации 96300012 Отдел ЗАГС Администрации
(код и наименование органа, которым произведена
г.Новокуйбышевска Самарской области
государственная регистрация акта гражданского состояния)

Место выдачи свидетельства 96300012 Отдел ЗАГС городского округа
(код и наименование органа, которым выдано свидетельство
Новокуйбышевск управления ЗАГС Самарской области
о государственной регистрации акта гражданского состояния)

МП

Дата выдачи « 1 » марта 2022 г.

Руководитель
(уполномоченный работник) Т.Н. Бурлуцкая

IV-ЕР №

Гознак, МПФ, Москва, 2020, «В».

Figure 14: Standard Electronically Issued Birth Certificate (Russian Federation) (Original RU)

Bescheinigte Übersetzung aus dem Russischen
Namensschreibweise nach dem Pass (in Klammern – Schreibung nach ISO-Norm R9)

[Staatswappen der Russischen Föderation]

[*QR-Code*]

ZWEITAUSFERTIGUNG

GEBURTSURKUNDE

[redacted]
(Name, Vorname, Vatersname (wenn vorhanden)

wurde am **29. April 1997**
(Tag, Monat, Jahr)

geboren.

Geburtsort **Russische Föderation, Samara Oblast, Stadt Novokuibyshevsk,**

worüber am **27. Mai 1997** eine Eintragung über die Geburt Nr. [redacted] vorgenommen wurde

Vater

[redacted]
(Name, Vorname, Vatersname (wenn vorhanden)

(Staatsangehörigkeit)

14. Oktober 1968 (Geburtsdatum) **Russe** (Nationalität (wird auf Wunsch des Vaters eingetragen)

Mutter

[redacted]
(Name, Vorname, Vatersname (wenn vorhanden)

(Staatsangehörigkeit)

15. September 1972 (Geburtsdatum) **Russin** (Nationalität (wird auf Wunsch der Mutter eingetragen)

Ort der staatlichen Registrierung **96300012 Standesamt der Verwaltung der Stadt Novokuibyshevsk, Samara Oblast**
(Code und Bezeichnung der Behörde, welche die staatliche Registrierung der standesamtlichen Akte vorgenommen hatte)

Ort der Ausstellung **96300012 Standesamt des Stadtkreises Novokuibyshevsk, Standesamtsverwaltung, Samara Oblast**
(Code und Bezeichnung der Behörde, welche die Urkunde über die staatliche Registrierung der standesamtlichen Akte ausgestellt hatte)

Ausstellungsdatum **01. März 2022**

M.P.

Leiterin des Standesamtes [*Unterschrift*] **T. N. Burlutskaya**

IV-ER Nr. [redacted]
[russisch: IV-EP [redacted]]

Wappenstempel: [Standesamt der Verwaltung der Stadt Novokuibyshevsk, Samara Oblast, Standesamt des Stadtkreises Novokuibyshevsk der Standesamtsverwaltung, Samara Oblast, weiter unleserlich – Anm. d. Übs.]

Figure 15: Standard Electronically Issued Birth Certificate (Russian Federation) (Translation DE)



Figure 16: Handwritten Birth Certificate (Russian Federation) (Original RU)

Bescheinigte Übersetzung aus dem Russischen
Namensschreibweise nach dem Pass (in Klammern – Schreibung nach ISO-Norm R9)

[Staatswappen der RSFSR]
GEBURTSURKUNDE

GEBURTSURKUNDE

Die Bürgerin	(a) (Name, Vorname, Vatersname)
wurde am	**27/x-1959 siebenundzwanzigsten Oktober neunzehnhundertneunundfünfzig** (ausgeschrieben und in Ziffern Jahr, Monat und Tag)
geboren.	
Geburtsort des Kindes: Stadt, Gemeinde	[unleserlich – Anm. d. Übs.]
Bezirk	**Lazo**
Gebiet, Region	**Region Chabarowsk**

worüber im Geburtenzivilstandsregister am **1. Dezember 1959** eine entsprechende Eintragung unter der Nr. __ vorgenommen wurde.

ELTERN:

Vater	() (Name, Vorname, Vatersname)
Nationalität	**Ukrainer**
Mutter	() (Name, Vorname, Vatersname)
Nationalität	**Ukrainerin**
Ort der Registrierung	**Standesamt der Gemeinde Dzhangov**
Ausstellungsdatum:	**1. Dezember 1959**

M.P.

I-EČ Nr.
[russisch: I-ЕЧ №]

Leiter des Standesamtes: [Unterschrift]

Wappenstempel: [unleserlich – Anm. d. Übs.]

[unleserlich – Anm. d. Übs.]
AUSGESTELLTER PASS
II-[weiter unleserlich – Anm. d. Übs.] Nr. *530006*
22 XI [weiter unleserlich – Anm. d. Übs.]

Die Richtigkeit und Vollständigkeit vorstehender Übersetzung aus der russischen Sprache wird hiermit bescheinigt. Hannover, den 07.03.2022

Figure 17: Handwritten Birth Certificate (Russian Federation) (Translation DE)

ANNEX 8 – MARRIAGE CERTIFICATES



СВИДЕТЕЛЬСТВО
О ЗАКЛЮЧЕНИИ БРАКА

(фамилия)

(имя, отчество (при наличии))

Российская Федерация
(гражданство)

« 10 » октября 1986 г. русский
(дата рождения) (национальность)

Ленинград
(место рождения)

и

(фамилия)

(имя, отчество (при наличии))

Российская Федерация
(гражданство)

« 6 » декабря 1988 г. русская
(дата рождения) (национальность)

Приморский край, г. Находка, п. Ливадия
(место рождения)

заключили брак 12 мая 2021 г.
(число, месяц, год)

о чем 2021 года мая месяца 12 числа

составлена запись акта о заключении брака №

После заключения брака присвоены фамилии:

мужу

жене

Место государственной регистрации 97800019 Отдел регистрации актов
(код и наименование органа, которым произведена
гражданского состояния о браке - дворец бракосочетания №1 Комитета по
государственная регистрация акта гражданского состояния)
делам записи актов гражданского состояния

Место выдачи свидетельства 97800019 Отдел регистрации
(код и наименование органа, которым выдано свидетельство
актов гражданского состояния о браке - дворец бракосочетания №1 Комитета
о государственной регистрации акта гражданского состояния)
по делам записи актов гражданского состояния

Дата выдачи « 12 » мая 2021 г.

М.П. Руководитель
(уполномоченный работник) Н.Ю. Ашихмина

IV-АК №

Гознак, МПФ, Москва, 2020, «В».

Figure 18: Standard Electronically Issued Marriage Certificate (Russian Federation) (Original RU)

Bescheinigte Übersetzung aus dem Russischen
Namensschreibweise nach dem Pass (in Klammern – Schreibung nach ISO-Norm R9)

[QR-Code]

[Staatswappen der Russischen Föderation]

EHEURKUNDE

(S[redacted])
(Name, Vorname, Vatersname)
Staatsbürger Russlands
(Staatsbürgerschaft)
10. Oktober 1986
(Geburtsdatum)
Russe
(Nationalität)
Leningrad
(Geburtsort)

und

([redacted])
(Name, Vorname, Vatersname)
Staatsbürgerin Russlands
(Staatsbürgerschaft)
6. Dezember 1988
(Geburtsdatum)
Russin
(Nationalität)
Region Primorje, Stadt Nachodka, Gemeinde Liwadija
(Geburtsort)

schlossen am **12. Mai 2021**
(Datum, Monat, Jahr)

die Ehe, worüber am **12. Mai 2021** die Eintragung Nr. **1**[redacted] über eine Eheschließung vorgenommen wurde.

Nach der Eheschließung wurden Familiennamen zuerkannt:
dem Ehemann: **Smirnov** (Smirnov)
der Ehefrau: **Smirnova** (Smirnova)

Ort der staatlichen Registrierung **97800019 Standesamt - Eheschließungsregisteramt Nr. 1 der Standesamtsverwaltung**
(Bezeichnung des Standesamtes)

Ort der Ausstellung der Urkunde **97800019 Standesamt - Eheschließungsregisteramt Nr. 1 der Standesamtsverwaltung**
(Bezeichnung des Standesamtes)

Ausstellungsdatum **12. Mai 2021**
Leiterin des Standesamtes [Unterschrift] N. Û. Ašihmina

IV-AK Nr. [redacted]
[russisch: IV-AK [redacted]]

Wappenstempel: [Regierung Sankt Petersburg, Standesamtsverwaltung, Eheschließungsregisteramt Nr. 1 der Standesamtsverwaltung, D-I].

Goznak, MPF, Moskau, 2020 „V"

Figure 19: Standard Electronically Issued Marriage Certificate (Russian Federation) (Translation DE)

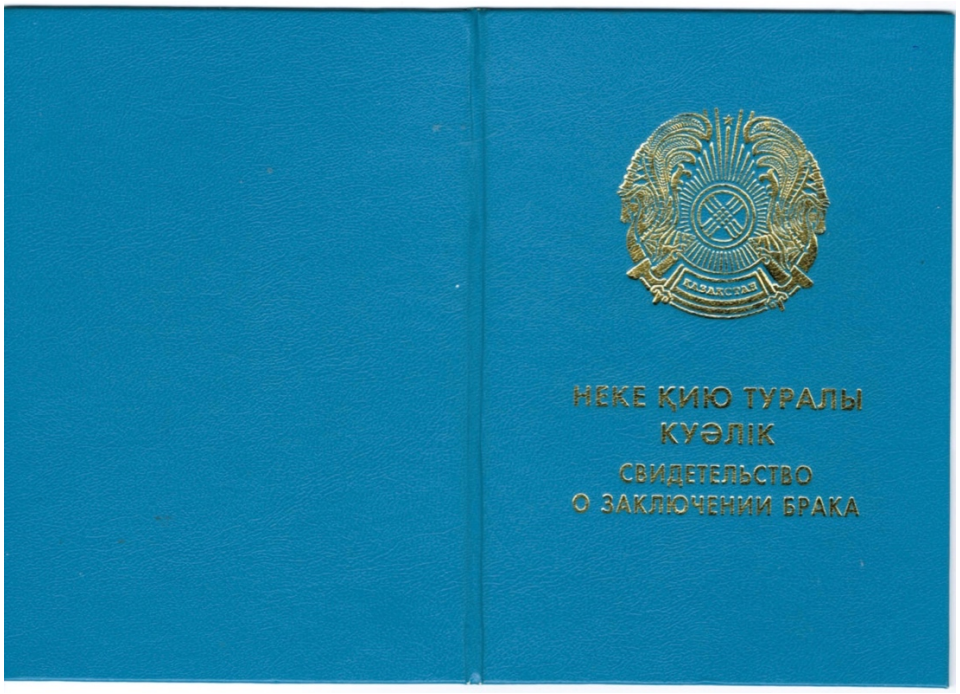




Figure 20: Handwritten Marriage Certificate (Republic of Kazakhstan) (Original RU)

Bescheinigte Übersetzung aus dem Russischen
Namensschreibweise nach dem Pass (in Klammern – Schreibung nach ISO-Norm R9)

[Staatswappen der Republik Kasachstan]
Eheurkunde

[Staatswappen der Republik Kasachstan]

EHEURKUNDE

Der Staatsbürger [redacted]
(Name, Vorname, Vatersname)

geboren **06. September 1981**
(Tag, Monat, Jahr)

Geburtsort **Gebiet Aqmola**

und Staatsbürgerin [redacted]
(Name, Vorname, Vatersname)

geboren **08. März 1980**
(Tag, Monat, Jahr)

Geburtsort **Gebiet Aqmola**

schlossen die Ehe am **21 Juni 2002 (zweitausendzwei),**
Tag, Monat, Jahn (In Ziffern und ausgeschrieben)

worüber am **21.06.2002** die Eintragung Nr. [redacted] vorgenommen wurde.

Nach der Eheschließung wurden folgende Familiennamen zuerkannt:
dem Ehemann: [redacted]
der Ehefrau: [redacted]

Ort der Registrierung **Standesamt des Kreises Almaty der Stadt Astana***
(Bezeichnung und Standort des Standesamtes)

Ausstellungsdatum **21.06.2002**

Leiter der registrierenden Behörde [*Unterschrift*] B. Bazarbaeva

M.P.

Wappenstempel: [Republik Kasachstan, Astana, weiter in kasachischer Sprache – Anm. d. Übs.]

1901 Nr. [redacted]

In der oberen rechten Ecke handschriftlich:

[*du/p-t Nr. 1* [redacted]]

*) heute Nur-Sultan – Anm. d. Übs.

Die Richtigkeit und Vollständigkeit vorstehender Übersetzung aus der russischen Sprache wird hiermit bescheinigt. Hannover, den 24.03.2022

Figure 21: Handwritten Marriage Certificate (Republic of Kazakhstan) (Translation DE)

ANNEX 9 – APOSTILLES



APOSTILLE и АПОСТИЛЬ
(CONVENTION DE LA HAYE DU 5 OCTOBRE 1961
ГААГСКАЯ КОНВЕНЦИЯ ОТ 5 ОКТЯБРЯ 1961 г.)

1. РОССИЙСКАЯ ФЕДЕРАЦИЯ
НАСТОЯЩИЙ ОФИЦИАЛЬНЫЙ ДОКУМЕНТ

2. ПОДПИСАН _____
(фамилия)

3. ВЫСТУПАЮЩИМ В КАЧЕСТВЕ *ведущего*
(должность)
специалиста

4. СКРЕПЛЕН ПЕЧАТЬЮ /ШТАМПОМ *отдела ЗАГС*
(официальное название учреждения)
городского округа Новокуйбышевск
управления ЗАГС Самарской области

УДОСТОВЕРЕНО

5. В ГОРОДЕ *Самаре* 6. _____
(дата цифрами)

7. *Дубовик О.А., начальником архивного отдела*
(фамилия, должность лица, ,название удостоверяющего органа)
управления ЗАГС Самарской области

8. За №: _____

9. МЕСТО ПЕЧАТИ

10. ПОДПИСЬ _____

Figure 22: Electronically Issued Apostille (Russian Federation) (Original RU)

APOSTILLE

(HAAGER ABKOMMEN VOM 5. OKTOBER 1961)

1. RUSSISCHE FÖDERATION

   DIESE ÖFFENTLICHE URKUNDE

2. WURDE UNTERSCHRIEBEN VON [redacted]
   (Name)

3. IN IHRER EIGENSCHAFT ALS ***Leitende Spezialistin***
   (Amt)

4. SIE IST VERSEHEN MIT DEM SIEGEL/STEMPEL DES ***Standesamtes des Stadtkreises Novokuibyshevsk der Standesamtsverwaltung, Samara Oblast***
   (Offizielle Bezeichnung der Behörde)

   BESTÄTIGT

5. IN DER STADT ***Samara*** 6. [redacted]
   (Datum in Ziffern)

7. Durch ***Dubovik O. A., Leiter der Archivabteilung des Standesamtsverwaltung, Samara Oblast***
   (Name, Amt der Person, Bezeichnung der beglaubigenden Behörde)

8. UNTER DER Nr. [redacted]

9. PLATZ FÜR SIEGEL 10. UNTERSCHRIFT *[Unterschrift]*

Wappenstempel: [Standesamtsverwaltung, Samara Oblast, Archivabteilung, staatliche Hauptregisternummer 1036300451747, weiter unleserlich – Anm. d. Übs.].

*Insgesamt nummeriert, verschnürt und versiegelt **2** (zwei) Blätter.*
Leiter der Archivabteilung der Standesamtsverwaltung, Samara Oblast

[Unterschrift] *O. A. Dubovik*

Wappenstempel: [Standesamtsverwaltung, Samara Oblast, Archivabteilung, staatliche Hauptregisternummer 1036300451747, weiter unleserlich – Anm. d. Übs.].

Die Richtigkeit und Vollständigkeit vorstehender Übersetzung aus der russischen Sprache wird hiermit bescheinigt. Hannover, den 14.03.2022

Figure 23: Electronically Issued Apostille (Russian Federation) (Translation DE)



Figure 24: Handwritten Apostille (Russian Federation) (Original RU)

APOSTILLE

(HAAGER ABKOMMEN vom 5. Oktober 1961)

1.RUSSISCHE FÖDERATION

DIESE ÖFFENTLICHE **GEBURTSURKUNDE**

2. WURDE UNTERSCHRIEBEN VON _____
(Name)

3. IN IHRER EIGENSCHAFT ALS **Leiterin des Standesamtes**
(Amt)

4. SIE IST VERSEHEN MIT DEM SIEGEL/STEMPEL DES **Standesamt des Kreises Krasnoarmejskij, Standesamt der Verwaltung des Gebietes Samara**
(offizielle Bezeichnung der Behörde)

BESTÄTIGT

5. IN DER STADT **Samara**

6. AM _____
(Datum In Ziffern)

7. **Durch Ponkova T. A., leitende Expertin der Abteilung für Archivierung des Standesamtes des Gebietes Samara**
(Name, Amt der Person, Bezeichnung der beglaubigenden Behörde)

8. UNTER DER Nr. ___

9. PLATZ FÜR SIEGEL

10. UNTERSCHRIFT

_____

[*Unterschrift*]

Wappenstempel: [Standesamt der Verwaltung des Gebietes Samara, Standesamt des Kreises Krasnoarmejskij, staatliche Hauptregisternummer 1036300451747, weiter unleserlich – Anm. d. Übs.].

Die Richtigkeit und Vollständigkeit vorstehender Übersetzung aus der russischen Sprache wird hiermit bescheinigt. Hannover, den 29.03.2022

Figure 25: Handwritten Apostille (Russian Federation) (Translation DE)

ANNEX 10 – PENSION INSURANCE

УТВЕРЖДЕНА
приказом Министерства
труда и социальной защиты
Российской Федерации
от 9 января 2019 г. № 2н

Форма СЗИ-ИЛС

Код по ОКУД [ ] Код по ОКПО [ ]

Сведения о состоянии индивидуального лицевого счета застрахованного лица

Реквизиты запроса, на основании которого сформированы настоящие Сведения:
системный номер 1
дата приема
исходящий номер системы персонифицированного учета

Настоящие Сведения сформированы по разделам, содержащим соответствующие данные, по состоянию на "01"января2022

Сведения о застрахованном лице:
фамилия
имя
отчество (при наличии)
дата рождения "04"июня1997
страховой номер
индивидуального лицевого счета

Вариант пенсионного обеспечения в системе обязательного пенсионного страхования, выбранный застрахованным лицом 1967 года рождения и моложе

(направление страховых взносов на формирование только страховой пенсии / направление страховых взносов на формирование страховой и накопительной пенсий (6% индивидуального тарифа страховых взносов)

Величина индивидуального пенсионного коэффициента (далее - ИПК) 0.000

(для получателя страховой пенсии либо иной пенсии, назначенной с применением Федерального закона от 28 декабря 2013 г. № 400-ФЗ «О страховых пенсиях» [1] (далее - Федеральный закон от 28 декабря 2013 г. № 400-ФЗ), указываются данные, не учтенные при установлении пенсии)
ИПК рассчитан по сведениям, полученным от работодателей, а также по сведениям о периодах осуществления другой социально значимой деятельности (прохождения военной службы по призыву, ухода за детьми до достижения ими возраста полутора лет (с коэффициентом 1,8), ухода за инвалидом, иное), отраженным в индивидуальном лицевом счете застрахованного лица. ИПК рассчитан исходя из условий назначения страховой пенсии по старости на общих основаниях и может быть уточнен при назначении пенсии с учетом выбранного варианта пенсионного обеспечения. ИПК исходя из количества детей будет рассчитан при назначении пенсии

Стаж (учитываемый для целей назначения пенсии)

0 лет 0 месяцев 0 дней

(для получателя страховой пенсии либо иной пенсии, назначенной с применением Федерального закона от 28 декабря 2013 г. № 400-ФЗ, указываются данные, не учтенные при установлении пенсии)

Продолжительность периодов работы, учитываемых для целей досрочного назначения страховой пенсии по старости:

Основание для досрочного назначения страховой пенсии по старости [2]	Продолжительность (лет, месяцев, дней)

(для получателя страховой пенсии либо иной пенсии, назначенной с применением Федерального закона от 28 декабря 2013 г. № 400-ФЗ, указываются данные, не учтенные при установлении пенсии)

Сведения о проживании в районах Крайнего Севера (приравненных к ним местностях) на 31 декабря 2001 г. *(указывается для лиц, не являющихся получателями страховой пенсии либо иной пенсии, назначенной с применением Федерального закона от 28 декабря 2013 г. № 400-ФЗ)*

(районный коэффициент)

1. Сведения о величине ИПК, его составляющих [3] и стаже застрахованного лица:

Период	Сумма выплат и иных вознаграждений, начисленных в пользу застрахованного лица, руб., коп.	Сумма начисленных страховых взносов на страховую пенсию, на основании которой рассчитана величина ИПК, руб., коп.	Величина ИПК	Продолжительность периодов работы, иных периодов (лет, месяцев, дней)	Сведения о периодах работы, учитываемых для целей досрочного назначения страховой пенсии по старости		Работодатель / наименование иного периода
					основание для досрочного назначения страховой пенсии по старости [2]	продолжительность (лет, месяцев, дней)	
до 2015 года	X	X	0.000	0 лет 0 мес. 0 дн.	X	X	X
с 1 января 2015 года							
	X	X			X	X	
календарный год, в том числе суммы за							
I квартал 2022 года				X	X	X	
II квартал 2022 года				X	X	X	
III квартал 2022 года				X	X	X	
IV квартал 2022 года [1]				X	X	X	

2. Сведения, на основании которых рассчитана величина ИПК за периоды до 2015 года:

2.1 среднемесячный заработок за 2000-2001 годы **0** руб. **00** коп. ;

2.2 общий стаж до 2002 года **0** лет **0** месяцев **0** дней;

2.3. информация, на основании которой рассчитаны данные, указанные в подпункте 2.1 настоящего пункта:

Работодатель	Календарный год	Сведения о заработке (вознаграждении), доходе, учитываемые при назначении страховой пенсии [4]

2.4. информация, на основании которой рассчитаны данные, указанные в подпункте 2.2 настоящего пункта:

Работодатель / наименование иного периода	Период работы (для застрахованных лиц из числа самозанятого населения отражается период осуществления предпринимательской деятельности)	Продолжительность периодов работы, иных периодов (лет, месяцев, дней)	Сведения о периодах работы, учитываемых для целей досрочного назначения страховой пенсии по старости	
			основание для досрочного назначения страховой пенсии по старости [2]	продолжительность (лет, месяцев, дней)

2.5. расчетный пенсионный капитал, сформированный из страховых взносов за 2002-2014 годы (с учетом индексаций расчетного пенсионного капитала) - **0** руб. **00** коп.

Работодатель / наименование иного периода	Период работы (для застрахованных лиц из числа самозанятого населения отражается период осуществления предпринимательской деятельности, за период 2002 - 2009 гг. - период постановки на регистрационный учет)	Сумма страховых взносов, руб. коп.	Продолжительность периодов работы, иных периодов (лет, месяцев, дней)	Сведения о периодах работы, учитываемых для целей досрочного назначения страховой пенсии по старости	
				основание для досрочного назначения страховой пенсии по старости [2]	продолжительность (лет, месяцев, дней)

Наименование должности руководителя территориального органа Пенсионного фонда Российской Федерации

(подпись)

В.В. Гассиева

(расшифровка подписи)

(заполняется только при получении формы СЗИ-ИЛС в территориальном органе Пенсионного фонда Российской Федерации)

М.П.

(дата)

[1] Собрание законодательства Российской Федерации, 2013, № 52, ст. 6965; 2015, № 27, ст. 3964; 2016, № 1, ст. 5; № 22, ст. 3091; № 27, ст. 4183; № 52, ст. 7477, 7486; 2017, № 27, ст. 3931; № 51, ст. 7911; 2018, № 1, ст. 4; № 11, ст. 1591; № 27 ст. 3947; № 53, ст. 8462.

[2] В соответствии со статьями 30, 31, 32 Федерального закона от 28 декабря 2013 г. № 400-ФЗ.

[3] Федеральный закон от 28 декабря 2013 г. № 400-ФЗ.

[4] Федеральный закон от 1 апреля 1996 г. № 27-ФЗ «Об индивидуальном (персонифицированном) учете в системе обязательного пенсионного страхования» (Собрание законодательства Российской Федерации, 1996, № 14, ст. 1401; 2001, № 44, ст. 4149; 2003, № 1, ст. 13; 2005, № 19, ст. 1755; 2007, № 30, ст. 3754; 2008, № 18, ст. 1942; № 30, ст. 3616; 2009, № 30, ст. 3739; № 52, ст. 6454; 2010, № 31, ст. 4196; № 49, ст. 6409; № 50, ст. 6597; 2011, № 29, ст. 4291; № 45, ст. 6335; 2011, № 49, ст. 7037, 7057, 7061; 2012, № 50, ст. 6965, 6966; 2013, № 14, ст. 1668; № 49, ст. 6352; № 52, ст. 6986; 2014, № 11, ст. 1098; № 26, ст. 3394; № 30, ст. 4217; № 45, ст. 6155; № 49, ст. 6915; 2016, № 1, ст. 5; № 18, ст. 2512; № 27, ст. 4183; 2017, № 1, ст. 12; 2018, № 27 ст. 3947; № 31, ст. 4857, 4858).

[5] В соответствии со статьей 6 Федерального закона от 28 декабря 2013 г. № 422-ФЗ «О гарантировании прав застрахованных лиц в системе обязательного пенсионного страхования Российской Федерации при формировании и инвестировании средств пенсионных накоплений, установлении и осуществлении выплат за счет средств пенсионных накоплений» (Собрание законодательства Российской Федерации, 2013, № 52, ст. 6987; 2014, № 30, ст. 4219; 2015, № 27, ст. 4001; 2016, № 1, ст. 41; 2018, № 11, ст. 1584).

[6] В соответствии со статьями 5 и 6 Федерального закона от 28 декабря 2013 г. № 422-ФЗ «О гарантировании прав застрахованных лиц в системе обязательного пенсионного страхования Российской Федерации при формировании и инвестировании средств пенсионных накоплений, установлении и осуществлении выплат за счет средств пенсионных накоплений».

[7] Федеральный закон от 30 апреля 2008 г. № 56-ФЗ «О дополнительных страховых взносах на накопительную пенсию и государственной поддержке формирования пенсионных накоплений» (Собрание законодательства Российской Федерации, 2008, № 18, ст. 1943; 2010, № 31, ст. 4196; 2011, № 29, ст. 4291; 2012, № 31, ст. 4322; 2014, № 11, ст. 1098; № 30, ст. 4217; № 45, ст. 6155; 2018, № 24, ст. 3405; № 53, ст. 8462).

[8] Собрание законодательства Российской Федерации, 2002, № 30, ст. 3028; 2011, № 49, ст. 7037; 2013, № 52, ст. 6975; 2016, № 1, ст. 41.

[9] Собрание законодательства Российской Федерации, 2013, № 52, ст. 6975; 2014, № 30, ст. 4219; № 49, ст. 6919; 2015, № 27, ст. 3958; 2016, № 1, ст. 41.

Figure 26: Pension Insurance (Russian Federation) (Original RU)

Bescheinigte Übersetzung aus dem Russischen
Namensschreibweise nach dem Pass (in Klammern – Schreibung nach ISO-Norm R9)

Angaben zum Stand des Versicherungskontos einer versicherten Person, inklusiv …

GENEHMIGT
durch den Erlass des Ministeriums für
Arbeit und Sozialschutz
der Russischen Föderation
vom 9. Januar 2019 Nr. 2n

Form SZI-ILS

OKUD-Code ☐ OKPO-Code ☐

Angaben zum Stand des Versicherungskontos einer versicherten Person

Details der Anfrage, auf deren Grundlage diese Auskunft erstellt wird:

Systemnummer	**1**
Eingangsdatum	**04. März 2022**
Ausgangsrufnummer des persönlichen Abrechnungssystems	[redacted]

Die vorliegenden Auskünfte wurden nach Abschnitten mit entsprechenden Angaben, bezogen auf den **01. Januar 2022**, erstellt.

Angaben über die versicherte Person:

Name	[redacted]
Vorname	[redacted]
Vatersname (wenn vorhanden)	[redacted]
Geburtsdatum	**04. Juni 1997**
Nummer des Versicherungskontos	[redacted]

Die Art der Altersvorsorge in der gesetzlichen Rentenversicherung, welche vom Versicherten des Jahrgangs 1967 und jünger gewählt wurde.

(Verwendung der Versicherungsbeiträge nur zur Bildung einer Versicherungsrente / Verwendung der Versicherungsbeiträge zur Bildung von Versicherungen und kapitalgedeckten Renten (6% des individuellen Versicherungsbeitragssatzes)

Die Höhe des individuellen Rentenkoeffizienten (im Folgenden - IRK) **0.000**

(für den Empfänger einer Versicherungsrente oder einer anderen Rente, die auf der Grundlage des Föderalen Gesetzes № 400-FZ "Über Versicherungsrenten"[1] vom 28. Dezember 2013 (im Folgenden - das Föderale Gesetz № 400-FZ vom 28. Dezember 2013) festgesetzt wurde, werden die bei der Rentenfestsetzung nicht berücksichtigten Daten angegeben).
Die Berechnung des IRK erfolgt auf der Grundlage von Angaben der Arbeitgeber sowie von Informationen über die Zeiten anderer sozial wichtiger Tätigkeiten (Wehrdienst, Betreuung von Kindern unter eineinhalb Jahren (mit einem Faktor von 1,8), Betreuung einer behinderten Person, sonstige), die im individuellen Konto des Versicherten ausgewiesen sind. Das IRK wird auf der Grundlage der Bedingungen für die Festsetzung der Versicherungsrente wegen Alter aus allgemeinen Bedingungen berechnet und kann zum Zeitpunkt der Rentenfestsetzung je nach der gewählten Rentenoption angepasst werden. Das IRK, das sich nach der Anzahl der Kinder richtet, wird bei der Rentenfestsetzung berechnet.

Beschäftigungsdauer (wird für Rentenzwecke berücksichtigt)

0 Jahre **0** Monate **0** Tage

(für den Empfänger einer Versicherungsrente oder einer anderen Rente, die auf der Grundlage des Föderalen Gesetzes № 400-FZ *vom 28. Dezember 2013 festgesetzt wurde, werden die bei der Rentenfestsetzung nicht berücksichtigten Daten angegeben).*

Die Dauer der Beschäftigungszeiträume, die für die vorzeitige Festsetzung der Versicherungsrente wegen Alter berücksichtigt werden:

Grund für die vorzeitige Festsetzung der Versicherungsrente wegen Alter	Dauer (Jahre, Monaten, Tage)

(für den Empfänger einer Versicherungsrente oder einer anderen Rente, die auf der Grundlage des Föderalen Gesetzes № 400-FZ *vom 28. Dezember 2013 festgesetzt wurde, werden die bei der Rentenfestsetzung nicht berücksichtigten Daten angegeben).*

Angaben zum Wohnsitz im Hohen Norden (gleichgestellte Gebiete) zum 31. Dezember 2001.

(für Personen, die keine Versicherungsrente oder eine andere auf der Grundlage des Föderalen Gesetzes Nr. 400-FZ vom 28. Dezember 2013 gewährte Rente beziehen):

_____

(Bezirksfaktor)

04.03.2022

Angaben zum Stand des Versicherungskontos einer versicherten Person, inklusiv …

1. Angaben zur Höhe von IRK, seiner Bestandteile[3] und der Beschäftigungsdauer der versicherten Person:

Zeitraum	Höhe der Auszahlungen und sonstigen Vergütungen, die zu Gunsten der versicherten Person angefallen sind, Rubel, Kopeken	Die Höhe der angefallenen Versicherungsbeiträge für die Versicherungsrente, auf deren Grundlage die IRK-Höhe berechnet wird, Rubel, Kopeken	IRK - Höhe	Dauer der Beschäftigungszeiten, sonstiger Zeiträume (Jahre, Monate, Tage)	Angaben zu den für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter berücksichtigten Arbeitszeiten		Arbeitgeber/ Bezeichnung des sonstigen Zeitraums
					Grundlage für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter[2]	Dauer (Jahre, Monate, Tage)	
bis 2015	X	X	0.000	0 Jahre, 0 Monate, 0 Tage	X	X	X
seit dem 1. Januar 2015							
	X	X			X	X	
Kalenderjahr, darunter Summen für							
I. Quartal 2021				X	X	X	
II. Quartal 2021				X	X	X	
III. Quartal 2021				X	X	X	
IV. Quartal 2021				X	X	X	

2. Angaben, auf deren Grundlage das IRK für Zeiträume vor 2015 berechnet wurde:

2.1 Durchschnittlicher Monatseinkommen für 2000-2001 **__0__** Rubel **__00__** Kopeken;

2.2 Gesamte Beschäftigungsdauer vor 2002 **_0_** Jahre **_0_** Monate **_0_** Tage;

2.3 Angaben, auf deren Grundlage, die in Unterpunkt 2.1 diesen Abschnitts genannten Daten berechnet werden:

Arbeitgeber	Kalenderjahr	Angaben zum Lohn (Prämien), Einkommen, das bei der Festsetzung der Versicherungsrente berücksichtigt wird[4]

2.4 Angaben, auf deren Grundlage, die in Unterpunkt 2.2 diesen Abschnitts genannten Daten berechnet werden:

Arbeitgeber/ Bezeichnung des sonstigen Zeitraums	Beschäftigungszeit (bei selbständigen Versicherten wird die Zeit der unternehmerischen Tätigkeit berücksichtigt, für den Zeitraum 2002 - 2009 - Anmeldezeitraum)	Höhe der Versicherungsbeiträge	Dauer der Beschäftigungs-zeiten, sonstiger Zeiträume (Jahre, Monate, Tage)	Angaben zu den für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter berücksichtigten Arbeitszeiten	
				Grundlage für die vorzeitige Rentenfestlegung der	Dauer (Jahre, Monate, Tage)

				Versicherungs-rente wegen Alter	

2.5 Berechnetes Versorgungskapital, gebildet aus den Versicherungsbeiträgen von 2002-2014 (unter Berücksichtigung von Indexierungen des berechneten Versorgungskapitals) **0** Rubel **00** Kopeken.

Arbeitgeber/ Bezeichnung des sonstigen Zeitraums	Beschäftigungszeit (bei selbständigen Versicherten wird die Zeit der unternehmerischen Tätigkeit berücksichtigt, für den Zeitraum 2002 - 2009 - Anmeldezeitraum)	Höhe der Versicherungs-beiträge	Dauer der Beschäftigungs-zeiten, sonstiger Zeiträume (Jahre, Monate, Tage)	Angaben zu den für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter berücksichtigten Arbeitszeiten	
				Grundlage für die vorzeitige Rentenfestlegung der Versicherungs-rente wegen Alter	Dauer (Jahre, Monate, Tage)

Bezeichnung des Amtes des Leiters der territorialen Behörde des Pensionsfonds der Russischen Föderation

	[Unterschrift]	**V. V. Gassieva**
(nur auszufüllen, wenn das Form SZI-ILS bei der Gebietsdirektion des Rentenfonds der Russischen Föderation eingeht)	*(Unterschrift)*	*(Entzifferung der Unterschrift)*

(Datum)

Wappenstempel: [Pensionsfond der Russischen Föderation, Staatliche Behörde - Abteilung des Pensionsfonds der Russischen Föderation für – weiter unleserlich – Anm. d. Übs.].

[1] Gesetzessammlung der Russischen Föderation, 2013, Nr. 52, § 6965; 2015, Nr. 27, § 3964; 2016, Nr. 1, § 5; Nr. 22, § 3091; Nr. 27, § 4183; Nr. 52, § 7477, 7486; 2017, Nr. 27, § 3931; Nr. 51, § 7911; 2018, Nr. 1, § 4; Nr. 11, § 1591; Nr. 27, § 3947; Nr. 53, § 8462.

[2] In Übereinstimmung mit den Artikeln 30, 31, 32 des Bundesgesetzes vom 28. Dezember 2013 Nr. 400-FZ.

[3] Föderales Gesetz vom 28. Dezember 2013 Nr. 400-FZ.

[4] Föderales Gesetz vom 1. April 1996 Nr. 27-FZ "Über die individuelle (personifizierte) Rechnungslegung in der obligatorischen Rentenversicherung" (Gesetzsammlung der Russischen Föderation, 1996, Nr. 14, § 1401; 2001, Nr. 44, § 4149; 2003, Nr. 1, § 13; 2005, Nr. 19, § 1755; 2007, Nr. 30, § 3754; 2008, Nr. 18, § 1942; Nr. 30, § 3616; 2009, Nr. 30, § 3739; Nr. 52, § 6454; 2010, Nr. 31, § 4196; Nr. 49, § 6409; Nr. 50, § 6597; 2011, Nr. 29, § 4291; Nr. 45, § 6335; 2011, Nr. 49, § 7037, 7057, 7061; 2012, Nr. 50, § 6965, 6966; 2013, Nr. 14, § 1668; Nr. 49, § 6352; Nr. 52, § 6986; 2014, Nr. 11, §1098; Nr. 26, §3394; Nr. 30, §4217; Nr. 45, §6155; Nr. 49, §6915; 2016, Nr. 1, §5; Nr. 18, §2512; Nr. 27, §4183; 2017, Nr. 1, §12; 2018, Nr. 27, §3947; Nr. 31, §4857, 4858).

[5] Gemäß § 6 des Föderalen Gesetzes vom 28. Dezember 2013 Nr. 422-FZ "Über die Gewährleistung der Rechte der Versicherten im obligatorischen Rentenversicherungssystem der Russischen Föderation bei der Bildung und Anlage von Rentensparguthaben, der Einrichtung und Auszahlung von Rentensparguthaben" (Gesetzessammlung der Russischen Föderation, 2013, Nr. 52, § 6987; 2014, Nr. 30, § 4219; 2015, Nr. 27, § 4001; 2016, Nr. 1, § 41; 2018, Nr. 11, § 1584).

[6] Gemäß §§ 5, 6 des Föderalen Gesetzes vom 28. Dezember 2013 Nr. 422-FZ "Über die Gewährleistung der Rechte der Versicherten in der obligatorischen Rentenversicherung der Russischen Föderation bei der Bildung und Anlage von Rentensparguthaben, der Feststellung und Auszahlung von Rentensparguthaben".

[7] Föderales Gesetz vom 30. April 2008 Nr. 56-FZ "Über zusätzliche Versicherungsbeiträge für die kapitalgedeckte Rente und über die staatliche Förderung des Rentensparguthabens" (Gesetzsammlung der Russischen Föderation, 2008, Nr. 18, § 1943; 2010, Nr. 31, § 4196; 2011, Nr. 29, § 4291; 2012, Nr. 31, § 4322; 2014, Nr. 11, § 1098; Nr. 30, § 4217; Nr. 45, § 6155; 2018, Nr. 24, § 3405; Nr. 53, § 8462).

[8] Gesetzessammlung der Russischen Föderation, 2002, Nr. 30, § 3028; 2011, Nr. 49, § 7037; 2013, Nr. 52, § 6975; 2016, Nr. 1, § 41.

[9] Gesetzessammlung der Russischen Föderation, 2013, Nr. 52, § 6975; 2014, Nr. 30, § 4219; Nr. 49, § 6919; 2015, Nr. 27, § 3958; 2016, Nr. 1, § 41.

04.03.2022

Die Richtigkeit und Vollständigkeit vorstehender Übersetzung aus der russischen Sprache wird hiermit bescheinigt. Hannover, den 21.03.2022

Figure 27: Pension Insurance (Russian Federation) (Translation DE)

Bescheinigte Übersetzung aus dem Russischen
Namensschreibweise nach dem Pass (in Klammern – Schreibung nach ISO-Norm R9)

GENEHMIGT
durch den Erlass des Ministeriums für
Arbeit und Sozialschutz
der Russischen Föderation
vom 9. Januar 2019 Nr. 2n

Form SZI-ILS

OKUD-Code _____ OKPO-Code _____

Angaben zum Stand des Versicherungskontos einer versicherten Person

Details der Anfrage, auf deren Grundlage diese Auskunft erstellt wird:	
Systemnummer	**7af760d868be11ecbb7cda0b6396aeca**
Eingangsdatum	**29. Dezember 2021**
Ausgangsrufnummer des persönlichen Abrechnungssystems	[redacted]

Die vorliegenden Auskünfte wurden nach Abschnitten mit entsprechenden Angaben, bezogen auf den **01. Oktober 2021,** erstellt.

Angaben über die versicherte Person:

Name	[redacted]
Vorname	[redacted]
Vatersname (wenn vorhanden)	([redacted])
Geburtsdatum	**02. März 1984**
Nummer des Versicherungskontos	[redacted]

Die Art der Altersvorsorge in der gesetzlichen Rentenversicherung, welche vom Versicherten des Jahrgangs 1967 und jünger gewählt wurde

Verwendung der Versicherungsbeiträge nur zur Bildung einer Versicherungsrente

(Verwendung der Versicherungsbeiträge nur zur Bildung einer Versicherungsrente / Verwendung der Versicherungsbeiträge zur Bildung von Versicherungen und kapitalgedeckten Renten (6% des individuellen Versicherungsbeitragssatzes)

Die Höhe des individuellen Rentenkoeffizienten (im Folgenden - IRK) **27.400**

(für den Empfänger einer Versicherungsrente oder einer anderen Rente, die auf der Grundlage des Föderalen Gesetzes № 400-FZ "Über Versicherungsrenten"[1] vom 28. Dezember 2013 (im Folgenden - das Föderale Gesetz № 400-FZ vom 28. Dezember 2013) festgesetzt wurde, werden die bei der Rentenfestsetzung nicht berücksichtigten Daten angegeben).
Die Berechnung des IRK erfolgt auf der Grundlage von Angaben der Arbeitgeber sowie von Informationen über die Zeiten anderer sozial wichtiger Tätigkeiten (Wehrdienst, Betreuung von Kindern unter eineinhalb Jahren (mit einem Faktor von 1,8), Betreuung einer behinderten Person, sonstige), die im individuellen Konto des Versicherten ausgewiesen sind. Das IRK wird auf der Grundlage der Bedingungen für die Festsetzung der Versicherungsrente wegen Alter aus allgemeinen Bedingungen berechnet und kann zum Zeitpunkt der Rentenfestsetzung je nach der gewählten Rentenoption angepasst werden. Das IRK, das sich nach der Anzahl der Kinder richtet, wird bei der Rentenfestsetzung berechnet.

Beschäftigungsdauer (wird für Rentenzwecke berücksichtigt)

9 Jahre **2** Monate **1** Tage

(für den Empfänger einer Versicherungsrente oder einer anderen Rente, die auf der Grundlage des des Föderalen Gesetzes № 400-FZ *vom 28. Dezember 2013 festgesetzt wurde, werden die bei der Rentenfestsetzung nicht berücksichtigten Daten angegeben).*

Die Dauer der Beschäftigungszeiträume, die für die vorzeitige Festsetzung der Versicherungsrente wegen Alter berücksichtigt werden:

Grund für die vorzeitige Festsetzung der Versicherungsrente wegen Alter	Dauer (Jahre, Monaten, Tage)

(für den Empfänger einer Versicherungsrente oder einer anderen Rente, die auf der Grundlage des des Föderalen Gesetzes № 400-FZ *vom 28. Dezember 2013 festgesetzt wurde, werden die bei der Rentenfestsetzung nicht berücksichtigten Daten angegeben).*

Angaben zum Wohnsitz im Hohen Norden (gleichgestellte Gebiete) zum 31. Dezember 2001.

(für Personen, die keine Versicherungsrente oder eine andere auf der Grundlage des Föderalen Gesetzes Nr. 400-FZ vom 28. Dezember 2013 gewährte Rente beziehen):

_____
(Bezirksfaktor)

1. Angaben zur Höhe von IRK, seiner Bestandteile[3] und der Beschäftigungsdauer der versicherten Person:

Zeitraum	Höhe der Auszahlungen und sonstigen Vergütungen, die zu Gunsten der versicherten Person angefallen sind, Rubel, Kopeken	Die Höhe der angefallenen Versicherungsbeiträge für die Versicherungsrente, auf deren Grundlage die IRK-Höhe berechnet wird, Rubel, Kopeken	IRK - Höhe	Dauer der Beschäftigungszeiten, sonstiger Zeiträume (Jahre, Monate, Tage)	Angaben zu den für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter berücksichtigten Arbeitszeiten		Arbeitgeber/ Bezeichnung des sonstigen Zeitraums
					Grundlage für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter[2]	Dauer (Jahre, Monate, Tage)	
bis 2015	X	X	27.400	9 Jahre, 2 Monate, 1 Tage	X	X	X
seit dem 1. Januar 2015							
	X	X			X	X	
Kalenderjahr, darunter Summen für							
I. Quartal 2021				X	X	X	
II. Quartal 2021				X	X	X	
III. Quartal 2021				X	X	X	
IV. Quartal 2021				X	X	X	

2. Angaben, auf deren Grundlage das IRK für Zeiträume vor 2015 berechnet wurde:
2.1 Durchschnittlicher Monatseinkommen für 2000-2001 **0** Rubel **00** Kopeken;
2.2 Gesamte Beschäftigungsdauer vor 2002 **0** Jahre **0** Monate **0** Tage;
2.3 Angaben, auf deren Grundlage die in Unterpunkt 2.1 diesen Abschnitts genannten Daten berechnet werden:

Arbeitgeber	Kalenderjahr	Angaben zum Lohn (Prämien), Einkommen, das bei der Festsetzung der Versicherungsrente berücksichtigt wird[4]

2.4 Angaben, auf deren Grundlage die in Unterpunkt 2.2 diesen Abschnitts genannten Daten berechnet werden:

Arbeitgeber/ Bezeichnung des sonstigen Zeitraums	Beschäftigungszeit (bei selbständigen Versicherten wird die Zeit der unternehmerischen Tätigkeit berücksichtigt, für den Zeitraum 2002 - 2009 - Anmeldezeitraum)	Höhe der Versicherungs-beiträge	Dauer der Beschäftigungs-zeiten, sonstiger Zeiträume (Jahre, Monate, Tage)	Angaben zu den für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter berücksichtigten Arbeitszeiten	
				Grundlage für die vorzeitige Rentenfestlegung der Versicherungs-rente wegen Alter	Dauer (Jahre, Monate, Tage)

2.5 Berechnetes Versorgungskapital, gebildet aus den Versicherungsbeiträgen von 2002-2014 (unter Berücksichtigung von Indexierungen des berechneten Versorgungskapitals)
400 451 Rubel **29** Kopeken.

Arbeitgeber/ Bezeichnung des sonstigen Zeitraums	Beschäftigungszeit (bei selbständigen Versicherten wird die Zeit der unternehmerischen Tätigkeit berücksichtigt, für den Zeitraum 2002 - 2009 - Anmeldezeitraum)	Höhe der Versicherungs-beiträge	Dauer der Beschäftigungs-zeiten, sonstiger Zeiträume (Jahre, Monate, Tage)	Angaben zu den für die vorzeitige Rentenfestlegung der Versicherungsrente wegen Alter berücksichtigten Arbeitszeiten	
				Grundlage für die vorzeitige Rentenfestlegung der Versicherungs-rente wegen Alter	Dauer (Jahre, Monate, Tage)

Angaben über zusätzliche Versicherungsbeiträge für kapitalgedeckte Renten, einschließlich der Beiträge im Rahmen des Programms zur staatlichen Kofinanzierung des Rentenguthabens[7]:

Jahr	Zusätzliche Versicherungsbeiträge für kapitalgedeckte Renten der versicherten Person, Rubel, Kopeken	Hohe der staatlichen Kofinanzierung[7], Rubel, Kopeken	Arbeitgeberbeiträge, Rubel, Kopeken

Bezeichnung des Amtes
des Leiters der territorialen Behörde
des Pensionsfonds der Russischen Föderation

_____ _____ _____
(nur auszufüllen, wenn das Form SZI-ILS bei der Gebietsdirektion des Rentenfonds der Russischen Föderation eingeht) *(Unterschrift)* *(Entzifferung der Unterschrift)*

M.P.

_____
(Datum)

1 Gesetzessammlung der Russischen Föderation, 2013, Nr. 52, § 6965; 2015, Nr. 27, § 3964; 2016, Nr. 1, § 5; Nr. 22, § 3091; Nr. 27, § 4183; Nr. 52, § 7477, 7486; 2017, Nr. 27, § 3931; Nr. 51, § 7911; 2018, Nr. 1, § 4; Nr. 11, § 1591; Nr. 27, § 3947; Nr. 53, § 8462.

2 In Übereinstimmung mit den Artikeln 30, 31, 32 des Bundesgesetzes vom 28. Dezember 2013 Nr. 400-FZ.

3 Föderales Gesetz vom 28. Dezember 2013 Nr. 400-FZ.

4 Föderales Gesetz vom 1. April 1996 Nr. 27-FZ "Über die individuelle (personifizierte) Rechnungslegung in der obligatorischen Rentenversicherung" (Gesetzsammlung der Russischen Föderation, 1996, Nr. 14, § 1401; 2001, Nr. 44, § 4149; 2003, Nr. 1, § 13; 2005, Nr. 19, § 1755; 2007, Nr. 30, § 3754; 2008, Nr. 18, § 1942; Nr. 30, § 3616; 2009, Nr. 30, § 3739; Nr. 52, § 6454; 2010, Nr. 31, § 4196; Nr. 49, § 6409; Nr. 50, § 6597; 2011, Nr. 29, § 4291; Nr. 45, § 6335; 2011, Nr. 49, § 7037, 7057, 7061; 2012, Nr. 50, § 6965, 6966; 2013, Nr. 14, § 1668; Nr. 49, § 6352; Nr. 52, §

6986; 2014, Nr. 11, §1098; Nr. 26, §3394; Nr. 30, §4217; Nr. 45, §6155; Nr. 49, §6915; 2016, Nr. 1, §5; Nr. 18, §2512; Nr. 27, §4183; 2017, Nr. 1, §12; 2018, Nr. 27, §3947; Nr. 31, §4857, 4858).

5 Gemäß § 6 des Föderalen Gesetzes vom 28. Dezember 2013 Nr. 422-FZ "Über die Gewährleistung der Rechte der Versicherten im obligatorischen Rentenversicherungssystem der Russischen Föderation bei der Bildung und Anlage von Rentensparguthaben, der Einrichtung und Auszahlung von Rentensparguthaben" (Gesetzessammlung der Russischen Föderation, 2013, Nr. 52, § 6987; 2014, Nr. 30, § 4219; 2015, Nr. 27, § 4001; 2016, Nr. 1, § 41; 2018, Nr. 11, § 1584).

6 Gemäß §§ 5, 6 des Föderalen Gesetzes vom 28. Dezember 2013 Nr. 422-FZ "Über die Gewährleistung der Rechte der Versicherten in der obligatorischen Rentenversicherung der Russischen Föderation bei der Bildung und Anlage von Rentensparguthaben, der Feststellung und Auszahlung von Rentensparguthaben".

7 Föderales Gesetz vom 30. April 2008 Nr. 56-FZ "Über zusätzliche Versicherungsbeiträge für die kapitalgedeckte Rente und über die staatliche Förderung des Rentensparguthabens" (Gesetzsammlung der Russischen Föderation, 2008, Nr. 18, § 1943; 2010, Nr. 31, § 4196; 2011, Nr. 29, § 4291; 2012, Nr. 31, § 4322; 2014, Nr. 11, § 1098; Nr. 30, § 4217; Nr. 45, § 6155; 2018, Nr. 24, § 3405; Nr. 53, § 8462).

8 Gesetzessammlung der Russischen Föderation, 2002, Nr. 30, § 3028; 2011, Nr. 49, § 7037; 2013, Nr. 52, § 6975; 2016, Nr. 1, § 41.

9 Gesetzessammlung der Russischen Föderation, 2013, Nr.. 52, § 6975; 2014, Nr.. 30, § 4219; Nr.. 49, § 6919; 2015, Nr.. 27, § 3958; 2016, Nr.. 1, § 41.

Die Richtigkeit und Vollständigkeit vorstehender Übersetzung aus der russischen Sprache wird hiermit bescheinigt. Hannover, den 21.03.2022

Figure 28: Pension Insurance (Russian Federation) (Template DE)