



Company profile

A translation and interpretation agency
specializing in bridging communication
between Arab countries and Korea.

<https://trabic.kr>

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Are you an individual, business, or foreign government agency seeking a trusted translation and interpretation service provider, proficient in Korean, Arabic, English, and French? If so, consider these key questions when evaluating your options:

Key Questions to Consider:

1. Are you looking for a government-registered translation and interpretation service provider with a proven track record?
2. Do you require expertise in Korean, Arabic, English, and French for effective communication across international borders?
3. Is a highly qualified and experienced team of translators and interpreters essential to your needs?
4. How critical is maintaining strict confidentiality and security for your sensitive information?
5. Are you seeking comprehensive language solutions, including document translation, business communication, conference interpreting, and certified translations for legal purposes?

사업자등록증

(일반과세자)

등록번호 : 714-03-02087



상 호 : 트라빅
성 명 : 오승우 생년월일 :
개업연월일 : 2021년 05월 03일
사업장소재지 : 서울특별시 영등포구 국제금융로8길 27-8, 4층(여의도동, 엔에이치농협캐피탈빌딩)
사업의종류 : ☒업태 전문, 과학 및 기술서비스업 ☒종목 번역 및 통역 서비스업

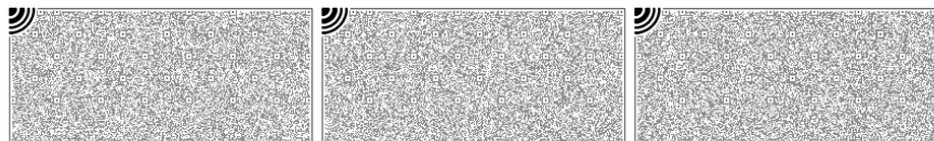
발급사유 :
공동사업자 :



사업자 단위 과세 적용사업자 여부 : 여() 부(☒)
전자세금계산서 전용 전자우편주소 :

2021년 05월 03일

영등포세무서장



The government-accredited official translation agency

We represent an official translation and interpretation company accredited by the South Korean government. We are proud to have the largest pool of resources, not only including top-tier translators but also boasting a wide range of translators and interpreters with diverse skills. This strength has enabled us to successfully take on various projects.

Languages of Our services

KOREAN



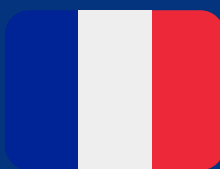
ARABIC



ENGLISH



FRENCH



Our company excels in providing translation and interpretation services, specializing in four primary languages: English, Korean, Arabic, and French.

While some companies might offer a broader spectrum of languages, our strategic concentration on these four languages enables us to deliver unparalleled quality and proficiency in each.





Service Provided

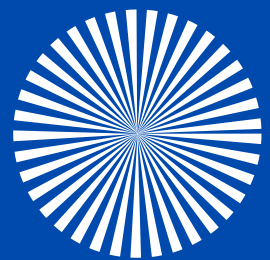
- Translation
- Interpretation
- Translation notarization
- Foreign ministry consular certification
- Apostille certification
- Embassy certification agency services

At TRABIC, we specialize in providing a wide range of language services to facilitate seamless communication between Korean and Arab countries. Our services cater to both Korean individuals, businesses, and government agencies entering the Arab market and Arab individuals, businesses, and government agencies entering the Korean market. We focus on offering language services in English, French, Arabic, and Korean, the most widely used languages in Korea and Arab countries.

Quality Assurance Plan

- Field-specific translator recruitment in Korea and Arab countries
- Translation process development
- Adherence to Language Quality Assessment (LQA) standards
- Dedicated in-house project management for all TRABIC's languages
- Adoption of specialized Arabic OCR program
- Korean-specific DTP environment setup
- Maintaining Arabic translation database per field

Qualifications



Certified local translators
in various countries



Local Korean translators with
university major or higher



Compliance with LQA
(Language Quality
Assurance) standards

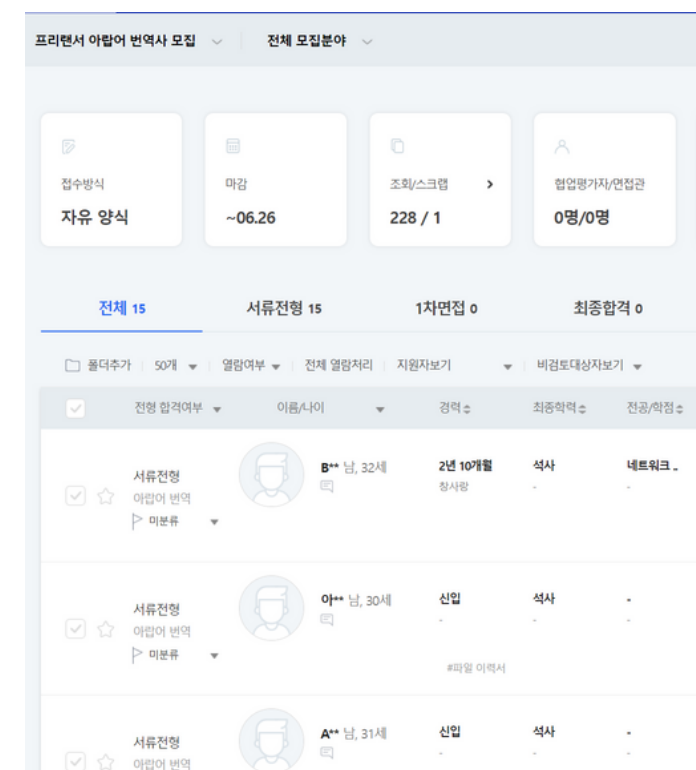
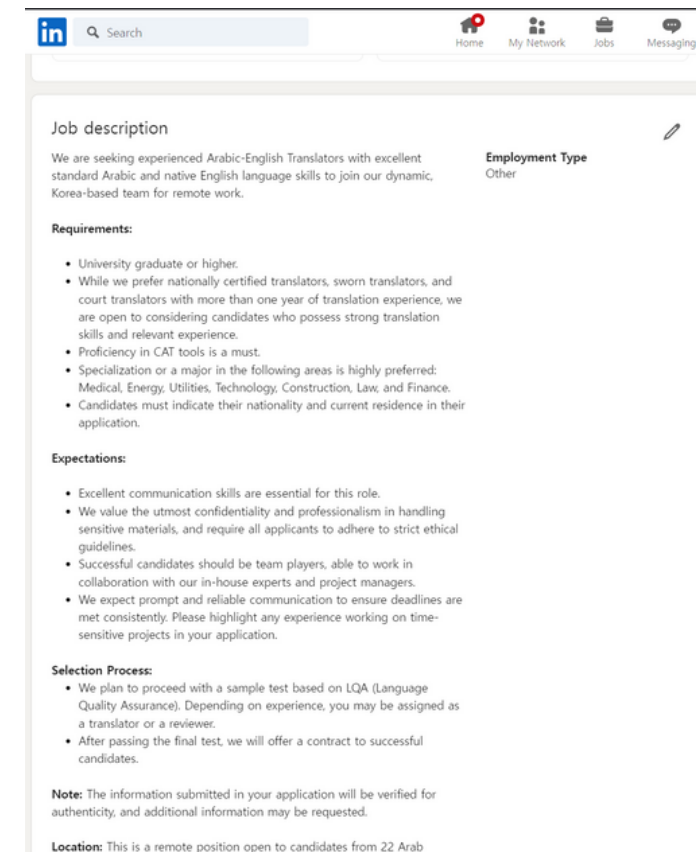
We pride ourselves on our team of highly qualified professionals, including certified local translators from Arab countries, Korean workers with advanced degrees, and Arabs who have majored in the Korean language.

Our commitment to Language Quality Assurance (LQA) standards ensures that our translations are of the highest quality. By working with certified translators in Arab countries, we enable our clients to submit documents directly to local agencies without the need to contact a separate local agency in the Arab country.

When submitting documents to Korea, they are prepared under the name of our company and can be submitted directly to the institution.

Hiring diverse talent through official job recruitment platforms such as LinkedIn

At TRABIC, we are committed to building a diverse and inclusive team that represents the communities we serve. To achieve this goal, we actively seek out talented individuals from a variety of backgrounds and experiences through official job recruitment platforms such as LinkedIn. By hiring a diverse team, we believe that we can better understand and meet the needs of our clients in an ever-changing global marketplace.



트라빅 2022년 아랍어 프리랜서 번역사 모집

실력 있는 아랍어 번역사를 모집합니다. 트라빅은 국가 및 분야에 따라 전문 접수 팀을 구성하여 완벽한 현지 업무를 수행하며, 전문 프로젝트 매니저가 품질 관리 및 고객과의 커뮤니케이션을 담당하여, 번역가가 편하게 집중할 수 있는 환경을 조성합니다.

모집분야 및 자격요건

아랍어 번역 (○○명)
담당업무
· 아랍어 - 한국어 번역 한국어 - 아랍어 번역
자격요건
· 한국인 번역사
· 통번역 대학원 이상의 학력 소지자
· 아랍 국가 대학교 졸업자
· 국내 4년제 대학의 아랍어 전공자 중 아랍 국가에서 1년 이상 생활하신 분
· 아랍어 번역 실무 경력 1년 이상이신 분

Specialization

we specialize in providing high-quality translation services in the areas of **law, Medical and Health Care, financial, and IT**. Our team of expert linguists have extensive experience and knowledge in these fields, allowing us to provide accurate and nuanced translations that meet the specific needs of our clients.

Law

- **Litigation documents:** Court pleadings, briefs, and judgments.
- **Patents:** Patent applications, office actions, and other patent-related documents.
- **Regulatory compliance:** Legal opinions, compliance reports, and due diligence assessments.

Medical and Health Care

- **Clinical research:** Clinical trial documents, regulatory submissions, and informed consent forms.
- **Medical devices:** Product labels, user manuals, and packaging information.
- **pharmacology:** Drug information, clinical pharmacology data, and drug safety reports.

Financial

- **Financial statements:** Balance sheets, income statements, and cash flow statements.
- **Investor relations materials:** Annual reports, proxy statements, and investor presentations.
- **Market research:** Industry reports, market analysis, and customer surveys.

IT

- **Software documentation:** User manuals, technical specifications, and release notes.
- **Website content:** Product descriptions, FAQs, and customer support materials.
- **Mobile app localization:** UI text, app descriptions, and marketing materials.

Translation Process

Our advanced translation management tool provides clients with real-time access to the entire translation process, ensuring transparency and seamless communication. The tool is available in English, making it easy for clients to monitor progress and engage with the translation team as needed.

1. Thorough analysis of the source text

- Identification of specific terminology, industry jargon, and target audience
- Selection of the most suitable translator with relevant subject matter expertise

2. Initial Translation:

- Completed by a qualified language expert who is a native speaker of the target language
- Ensuring accuracy, clarity, and proper use of terminology

3. Editing and Proofreading:

- Conducted by a second native speaker with expertise in the subject matter
- Focus on refining language, style, and consistency while ensuring the translation is free of errors and omissions

4. Final Review and Quality Assurance:

- Performed by an experienced project manager who verifies the translation's compliance with LQA standards
- Evaluation of the translation's accuracy, consistency, and cultural appropriateness

5. Delivery and Client Feedback:

- Timely delivery of the final translation to the client
- Incorporation of any client feedback to ensure complete satisfaction

Disadvantages of Individual Translators

- Challenging quality control
- No objective evaluation
- Limited problem resolution
- Cumbersome management
- Limited availability and capacity
- Inconsistent pricing
- Reduced security and confidentiality

Choose our professional services for a seamless experience and high-quality results.

LQA Standards

Language Quality Assurance (LQA) standards are a set of guidelines that ensure translations are accurate, consistent, and culturally appropriate.

By adhering to these standards, we guarantee that our clients receive the best possible translation services to help them succeed in their global endeavors.



Language Quality Assurance Assessment Details

No.	Evaluation Criterion	Points	Definition	Example
1	Accuracy	2	The target text does not accurately reflect the source text, allowing for any differences authorized by specifications.	Translating the Italian word 'canali' into English as 'canals' instead of 'channels'.
1-1	Addition	1	The target text includes text not present in the source.	A translation includes portions of another translation that were inadvertently pasted into the document.
1-2	Omission	1	Content is missing from the translation that is present in the source.	A paragraph present in the source is missing in the translation.
1-3	Mistranslation	2	The target content does not accurately represent the source content.	A source text states that a medicine should not be administered in doses greater than 200 mg, but the translation states that it should be administered in doses greater than 200 mg (i.e., negation has been omitted).
1-4	Over-translation	0.5	The target text is more specific than the source text.	The source text refers to a boy but is translated with a word that applies only to young boys rather than the more general term.
1-5	Under-translation	0.5	The target text is less specific than the source text.	The source text uses words that refer to a specific type of military officer but the target text refers to military officers in general.
1-6	Untranslated	2	Content that should have been translated has been left untranslated.	A sentence in a Japanese document translated into English is left in Japanese.
2	Fluency	0.1	Issues related to the form or content of a text, irrespective as to whether it is a translation or not.	A text has errors in it that prevent it from being understood.
2-1	Punctuation	0.5	is used incorrectly (for the locale or style).	An English text uses a semicolon where a comma should be used.
2-2	Spelling	0.5	Issues related to spelling of words.	The German word Zustellung is spelled Zustetlugn.
2-3	Grammar	1	Issues related to the grammar or syntax of the text, other than spelling and orthography.	<i>An English text reads The man was seeing the his wife.</i>
2-4	Grammatical register	0.5	The content uses the wrong grammatical register, such as using informal pronouns or verb forms when their formal counterparts are required.	A text used for a highly formal announcement uses the Norwegian du form instead of the expected De.
2-5	Inconsistency	0.5	The text shows internal inconsistency.	A text uses both app. and approx. for approximately.
2-6	Terminology Consistency	0.5	The target text uses inconsistent terminology for the same concept or term.	Example: A technical manual uses both "power supply" and "power source" interchangeably, causing confusion for the reader.
2-7	Readability	0.5	The target text is difficult to read or understand due to complex sentence structures, overly technical language, or other factors.	A translation of a user manual contains long, complex sentences and technical jargon that is difficult for the average user to understand.
3	Style	0.5	The text has stylistic problems.	The translation of a light-hearted and humorous advertising campaign is in a serious and "heavy" style even though specifications said it should match the style of the source text.
3-1	Inconsistent style	0.5	Style is inconsistent within a text.	One part of a text is written in a light and terse style while other sections are written in a more wordy style.
3-2	Unidiomatic	0.5	The content is grammatical, but not idiomatic.	The following text appears in an English translation of a German letter: "We thanked him with heart" where "with heart" is an understandable, but non-idiomatic rendering, better stated as "heartily".
3-3	Tone and Voice	0.5	The target text does not convey the intended tone and voice of the source text.	A source text that uses a friendly and conversational tone is translated into a formal and impersonal style.
4	Locale convention	0.5	The text does not adhere to locale-specific mechanical conventions and violates requirements for the presentation of content in the target locale.	An incorrect format for currency is used for a German text, with a period (.) instead of a comma (,) as a thousands separator. A text translated into Japanese uses Western quote marks to indicate title rather than the appropriate Japanese quote marks (「 and 」).
4-1	Date format	0.1	A text uses a date format inappropriate for its locale.	An English text has 2012-06-07 instead of the expected 06/07/2012.
5	Verity	0.1	The text makes statements that contradict the world of the text.	The text states that a feature is present on a certain model of automobile when in fact it is not available.
5-1	Culture-specific reference	0.5	Content inappropriately uses a culture-specific reference that will not be understandable to the intended audience.	An English text refers to steps in a process as First base, Second base, and Third base, and to successful completion as a Home run and uses other metaphors from baseball. These prove difficult to translate and confuse the target audience in Germany.
5-2	Cultural Adaptation	0.5	The target text does not adapt culturally-specific content for the target audience, leading to misunderstandings or potential offense.	A translation of an advertisement includes a joke that is considered funny in the source culture but is offensive or inappropriate in the target culture.

Guidelines for Utilizing LQA Scores

SCORE CALCULATION METHOD

In the case of translating a sentence in a product manual, "Do not open the radiator cap while the engine is running," as "Open the radiator cap while the engine is running," which is considered critical, the score is calculated by multiplying 10 points for severity by 2 points for the 1-3 mistranslation in the language quality criteria, resulting in $10 * 2$ points.

DELIVERY OF TRANSLATED OUTPUTS

The translation will be revised and delivered at no additional cost, as many times as needed, until the score reaches 5 points or lower.

Points	Definition	Meaning
10	Critical	Errors that may carry health, safety, legal or financial implications, violate geopolitical usage guidelines, damage the organization's reputation, cause the application to crash or negatively modify/misrepresent the functionality of a product or service, or which could be seen as offensive.
5	Major	Errors that may confuse or mislead the user or hinder proper use of the product/service due to significant change in meaning or because errors appear in a visible or important part of the content.
2	Minor	Errors that don't lead to loss of meaning and wouldn't confuse or mislead the user but would be noticed, would decrease stylistic quality, fluency or clarity, or would make the content less appealing.
0.5	Neutral	Used to log additional information, problems or changes to be made that don't count as errors, e.g. they reflect a reviewer's choice or preferred style, they are repeated errors or instruction/glossary changes not yet implemented, a change to be made that the translator is not aware of.
0	Excellent	Used to praise for exceptional achievement.

Security Maintenance Plan:

- Enhanced security via integration with Google Cloud Translation API for machine translation needs (MTPE)
- Technical security measures implemented through translation management software
- Creation of electronic Non-Disclosure Agreement (NDA) contracts
- Provision of on-site translation services and project management as required

Confidentiality and Security

STEP 1

Google Cloud translation API
integration



STEP 2

CAT Tool Security settings



STEP 3

Non-Disclosure Agreement
(NDA) contract



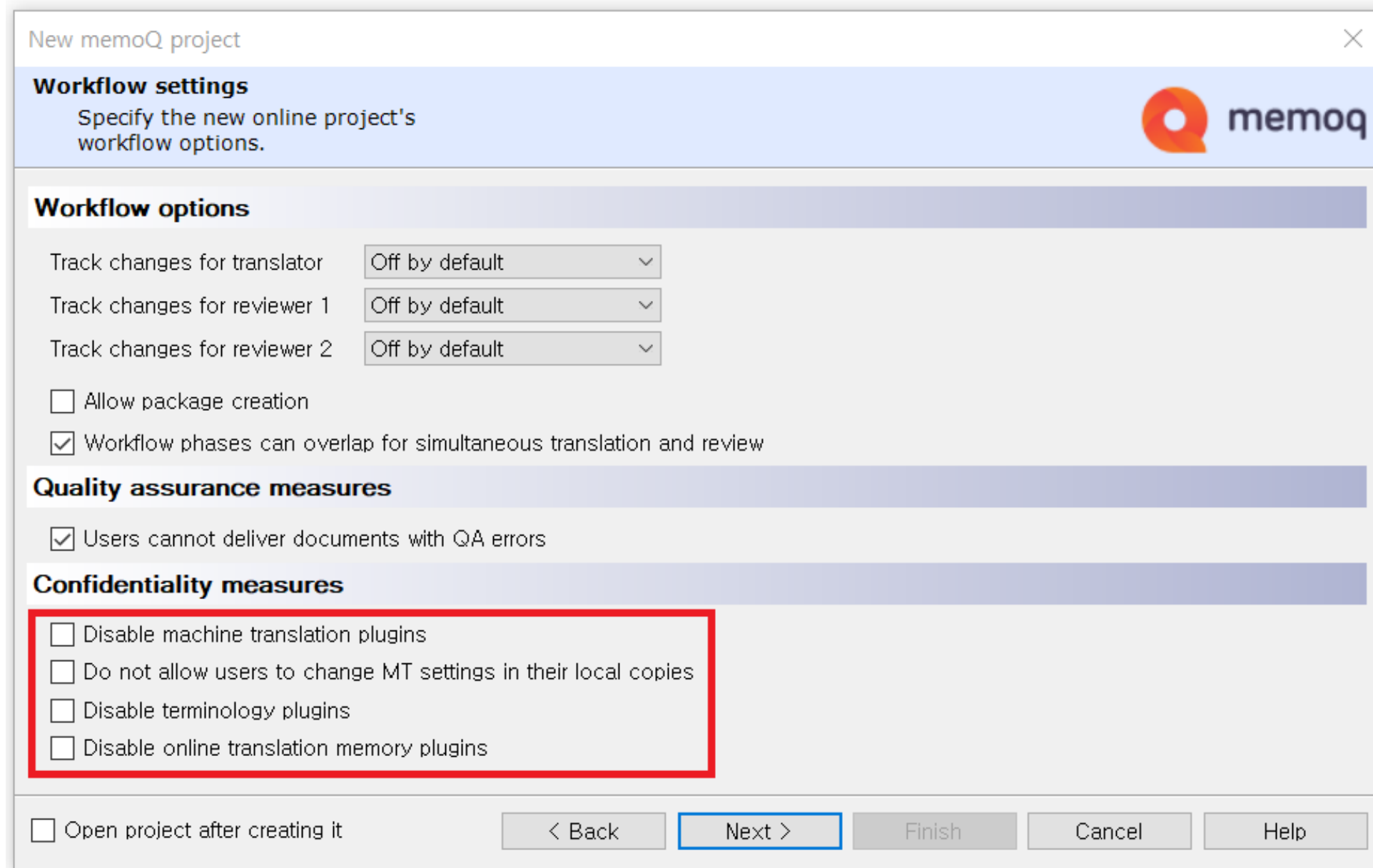
Google Cloud translation API integration

We prioritize the security and confidentiality of our clients' information. While general translators may use Google Translate on websites or applications, potentially exposing sensitive information to Google, we utilize a paid Google Cloud API translation product to ensure thorough confidentiality. This advanced technology is accessible only to professional translation companies like ours.

The main difference between the Google Cloud Translation API version and the general Google privacy policy lies in how user data is used and handled.

1. Data usage for improvement: In the general Google privacy policy, user data may be used to improve Google services. However, when using the Google Cloud Translation API, data usage is more restricted. The Data Usage FAQ states that "Google does not use the content you send to train and improve our Google Translation features." This offers additional privacy protection for Cloud Translation API users compared to the free Google translation service.
2. Data retention: The Google Cloud Translation API retains user data only briefly in memory to perform translations and return the results. In contrast, the general Google privacy policy may allow for longer data retention periods, depending on the specific service being used.
3. Data sharing: The Google Cloud Translation API explicitly states that it will not make the content of the text sent available to the public or share it with any third party. While the general Google privacy policy also aims to protect user data, it may share aggregated, non-personally identifiable information with partners or the public.
4. Data protection: Both the Google Cloud Translation API and general Google privacy policy ensure the security of user data. However, the Cloud Translation API adheres to the Cloud Data Processing Addendum, which provides specific security measures for Google Cloud Services.

CAT Tool Security settings



The screenshot shows the 'New memoQ project' dialog box. The 'Workflow settings' section is active, showing 'Workflow options' and 'Quality assurance measures'. The 'Confidentiality measures' section is highlighted with a red box, containing four unchecked checkboxes: 'Disable machine translation plugins', 'Do not allow users to change MT settings in their local copies', 'Disable terminology plugins', and 'Disable online translation memory plugins'. The 'Next >' button is highlighted with a blue border.

New memoQ project

Workflow settings
Specify the new online project's workflow options.

Workflow options

Track changes for translator: Off by default

Track changes for reviewer 1: Off by default

Track changes for reviewer 2: Off by default

☐ Allow package creation

☒ Workflow phases can overlap for simultaneous translation and review

Quality assurance measures

☒ Users cannot deliver documents with QA errors

Confidentiality measures

☐ Disable machine translation plugins

☐ Do not allow users to change MT settings in their local copies

☐ Disable terminology plugins

☐ Disable online translation memory plugins

☐ Open project after creating it

< Back Next > Finish Cancel Help

By using CAT tools, we benefit from their built-in security features. All texts are separated, allowing translators to work on individual sentences without the ability to download or view the document in its original form. Furthermore, we can grant various permissions to each translator, further enhancing the security of your information.

Non-Disclosure Agreement (NDA) contract

Confidentiality Agreement

This Confidentiality Agreement (the "Agreement"), effective as of the date of electronic consent ("Effective Date"), is entered into between TRABIC (located at 4F, 27-8 International Finance Road 8, Yeongdeungpo-gu, Seoul, Republic of Korea) and the Translator ("_____", hereinafter referred to as "you"). In consideration of the covenants and conditions contained herein, you agree as follows:

Purpose

TRABIC engages you as an independent contractor to provide translation services, and for the provision of services, TRABIC has provided and may further provide certain documents and technical and business information it wishes you to treat as confidential.

Confidential Information

A. Definition

"Confidential Information" means any information that TRABIC directly or indirectly discloses to you in writing, orally, or through any tangible means (including but not limited to research, product plans, products, services, equipment, customers, markets, software, inventions, processes, designs, drawings, hardware configuration information, marketing and financial documents, prototypes, samples, data sets, TRABIC's facilities and equipment), whether or not designated as "confidential" at the time of disclosure. Confidential Information may also include information of third parties that TRABIC owns and discloses to you under this Agreement.

B. Exceptions

Confidential Information does not include any information that: (i) was publicly known or generally available without any obligation of confidentiality before TRABIC disclosed it to you; or (ii) becomes publicly known or generally available without any obligation of confidentiality after TRABIC directly or indirectly disclosed it to you.

To prevent information leakage, we complete Non-Disclosure Agreements (NDAs) with all our translators before they begin working on any project. This fundamental safeguard ensures the utmost privacy for our clients.

What is CAT tools?

Computer-Assisted Translation (CAT) tools help streamline the translation process by automating certain tasks, such as terminology management, translation memory, and consistency checks. By using CAT tools, we can provide our clients with faster turnaround times, more accurate translations, and cost-effective solutions.

Main Features of CAT tool

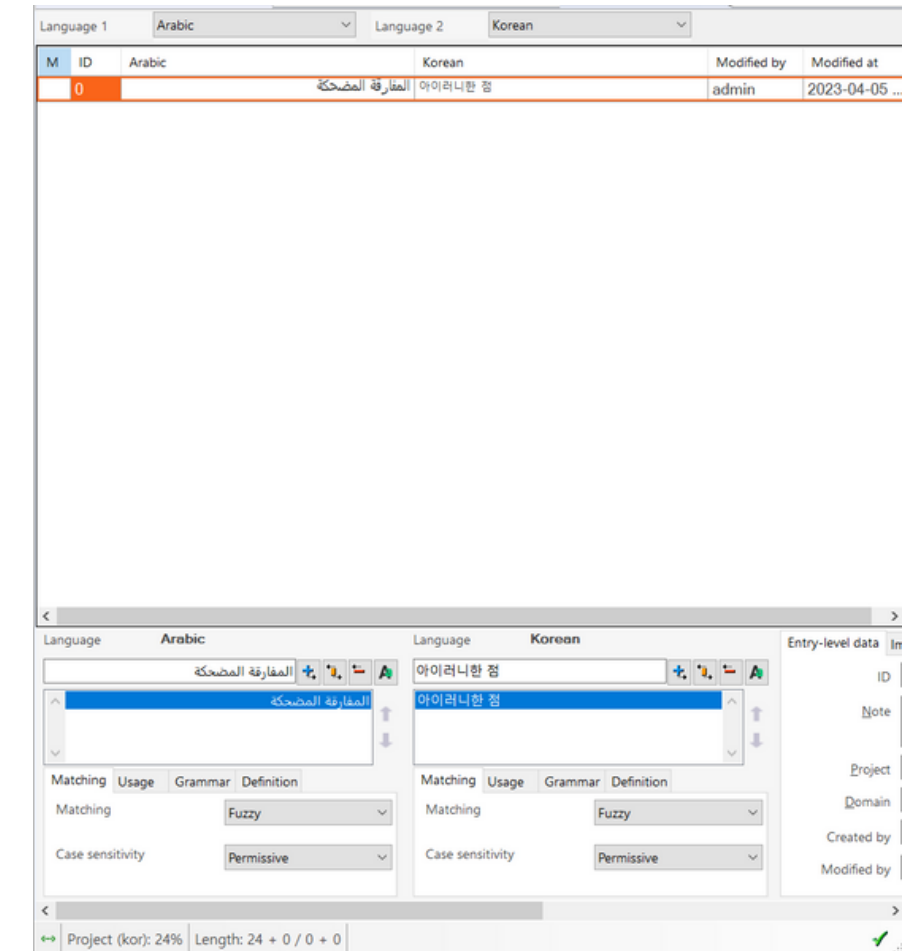
TB MANAGEMENT (TERMINOLOGY MANAGEMENT)

CAT tools allow for the efficient management of **terminology databases**, ensuring consistency and accuracy across all translations. This is especially crucial in technical fields, where defined terms are critical.

CAT tools can be systematically configured to use specific terminology unconditionally, maintaining consistency throughout the translation.

TM (TRANSLATION MEMORY)

CAT tools utilize **translation memory** to store previously translated texts, enabling faster and more consistent translations by reusing previous translations when applicable. Our TM management contains a vast amount of high-quality translations, which have been reviewed by language experts and subject-matter specialists. This extensive database enables us to provide the best possible translations for our clients.



Main Features of CAT tool



DATA SHARING AND COLLABORATION

CAT tools enable seamless collaboration by allowing data sharing among team members within the software. This feature streamlines the translation process and ensures a unified approach across projects.



QA CHECK (QUALITY ASSURANCE CHECK)

CAT tools offer built-in quality assurance checks, **helping translators identify and correct potential errors**, such as inconsistencies, omissions, or formatting issues



Interpretation Services

Our professional interpreters are experienced in various settings, such as business meetings, conferences, legal proceedings, and medical appointments.

- Consecutive interpretation
- Simultaneous interpretation
- Telephone interpretation
- Whispered Interpretation
- Liaison Interpretation

Notary and Apostille, Consular Authentication Services:



Our notary services involve verifying the signatory's identity and authenticating their signature, a process crucial for contracts, deeds, affidavits, and other legal documents. Conducted by notaries, this procedure fortifies the trustworthiness of documents, ensuring they meet all legal and procedural demands.

Apostille services are available for documents intended for international use, particularly in countries acknowledging the 1961 Hague Convention. Acquiring an Apostille certification enables documents to be legally acknowledged overseas without needing additional verification.

Our 'Notary & Apostille Certification' service is aimed at easing the international document certification process."

TESTIMONIALS

IT COMPANY MANAGER

"The prompt response and attentive follow-up greatly impressed me. After my initial use, I was pleased with the results and decided to use the service again. I highly recommend it for business purposes."



유*****

★★★★★ 5.0 | 22.08.31 10:21

번역도 빠르고 꼼꼼하게 잘 봐주셨습니다. 감사합니다:)

CAR COMPANY DIRECTOR

"TRABIC impressed me with their exceptional attention to detail and high-quality results. Unlike my previous experience with another translation company, I was thoroughly satisfied with their services. Their team took the time to carefully review and complete my project, and I am grateful to have found a reliable translation partner in TRABIC. Thank you for your professionalism and dedication to delivering outstanding work."



트*****

★★★★★ 5.0 | 22.05.16 16:18

답변도 정말 빠르시고 사후관리까지 해주셔서 넘 감동이었습니다.
첫 이용해보고 맘에 들어서 재이용했어요 강력 추천합니다!

Why Choose Us?

- Our exceptional team of qualified translators and interpreters is committed to delivering accurate and high-quality translations tailored to your needs
- We prioritize strict confidentiality and security measures to protect sensitive information and maintain privacy
- We offer comprehensive language solutions, including document translation, business communication, conference interpreting, and certified translations for legal purposes
- Addressing the challenges of double translation: we strive to streamline processes, and ensure translation quality by leveraging our expertise and resources

Our Esteemed Clients

At TRABIC, we have had the privilege of partnering with a diverse range of distinguished clients across various industries. Our experience working with both small businesses and large corporations has enabled us to refine our approach and deliver exceptional translation services tailored to our clients' unique needs. Here is a selection of four of the esteemed companies we have collaborated with:



Kindly understand that due to confidentiality clauses, the remainder of the companies cannot be disclosed.



Contact Us

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