

## Our commitment

### Confidentiality

Compliance with professional secrecy obligations is an essential requirement for everyone involved in our projects. To this end, all our translators have signed a confidentiality agreement before joining our network. Encotext is absolutely committed to protecting the privacy and confidentiality of all client information and, where necessary, will destroy all documents or draft documents before publication. We have a private FTP server for secure data transfer.

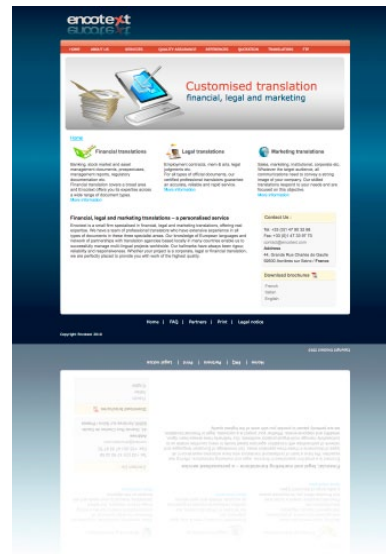
### Quality

Quality is assured through our work processes and reliance on specialized professional translators. Our proven experience in advising clients on linguistic matters and multilingual project coordination provides an additional guarantee for successful completion of your project.

### Responsiveness

We can cope with pressure and urgent deadlines! Responsiveness is our watchword and is one of our fundamental criteria for selecting external service providers.

[www.encotext.com](http://www.encotext.com)



**encotext**

44 Grande Rue Charles de Gaulle  
F – 92600 Asnières sur Seine  
Tel.: +33 (0)1 47 90 32 68  
Fax: +33 (0)1 47 33 97 70  
e-mail: [contact@encotext.com](mailto:contact@encotext.com)  
[www.encotext.com](http://www.encotext.com)

encotext

## Customized translations

Everyone has a different purpose.  
That's why Encotext is perfectly  
poised to adapt to your needs.

Customized translations



# Communication

## Areas of specialization

### Finance

#### Financial analysis

Annual reports, management reports, reference documents, fund performance and management commentaries, asset management and banking documents.

#### Stock market

Prospectuses (IPOs, M&As, rights issues), stock exchange announcements.

#### Accounting & Auditing

Engagement letters, summary memoranda and auditors' reports.

#### Employee shareholding

Official documentation for international employee stock option plans.

### Legal

Contracts, memoranda and articles of association, certificates of incorporation, court decisions, regulations, arbitration documents, leases, minutes of meetings, legal opinions.

### Marketing

Press releases, company newsletters and magazines, websites, HR documents, client satisfaction questionnaires, 360 assessment reports.

## Languages

French  
English  
Italian  
Spanish  
Portuguese  
German  
Dutch

**For Scandinavian, Asian and Eastern European languages, we work with selected partner agencies.**

## Our team of translators and editors

Our translators are graduates from the world's leading translation schools or former financial and legal professionals working in an international environment (lawyers, legal experts, finance directors, chartered accountants). They translate exclusively into their native language and have joined our network after a rigorous selection process that verifies their linguistic and technical skills.

## Our work process

For each client, we create a translation memory and a glossary based on our previously validated translations or those supplied as references by the client. This enables us to ensure terminology and stylistic consistency between different documents and to comply with company-specific terminology.

To attain optimal quality, all our translations go through a three-stage work process: **translation, editing and quality control.**

## 3-stage quality assurance process

### Translation

Depending on the type of document, volume and requested lead time, the translation is entrusted to one or more translators specialized in the relevant subject. Throughout the project, our translators are in communication with one another and they can readily consult us on any terminology or technical issues that arise. Your company's glossary, reference materials, and translation memories serve as a common platform for the translation team's work and guarantee the consistency of the final document.

### Editing

The translation is then placed with an editor who double-checks the terminology and resolves any linguistic difficulties raised by the translator. The editor will also proofread to ensure there are no omissions, check grammar, spelling and punctuation, make sure the document matches the original layout, and make stylistic improvements to enhance readability. When a translation has involved several translators (e.g. a big document with a short deadline), the editor has an essential role in harmonizing style and terminology.

### Quality control

The project manager checks post-editing quality to ensure compliance with the client's requirements (correct use of glossaries and reference materials and layout) and double-checks the overall translation.

legal

finance

optimal quality

