

# Association of Translation Companies

**Please note:** to become a member of the ATC you must be able to prove you sub-contract linguistic requirements  
Application to become a member of the ATC is initiated once a non-refundable administrative charge of £50 is received  
As you click on each 'X' you will be required to upload the relevant documentation. Your application cannot be fully submitted until each requirement for the required membership level has been completed

Please indicate which band of turnover applies to your company

Level	Turnover P.A.	Please tick appropriate box
Full member	< £150,000	
	£150,000 - £500,000	
	£500,000 - £1.5m	
	> £1.5m	
Supported start up (see notes for definition)		
Corporate member (see notes for definition)		
Accredited Partner (see notes for definition) n/a		
Technology Partner (see notes for definition) n/a		

Wherever an 'X' appears, you will be required to upload the relevant document or confirm your business meets the requirement

Item	Category				
	Regular	Start-up	Corporate	Accredited Partner	Technology Partner
Professional Indemnity Insurance relevant to location	X	X			
Contact details for trade referees (2 x client and 2 x supplier)	X	X			
County Court declaration	X	X			
Two years' accounts	X				
Supported start-ups	Draft accounts	X			
	Accountant's letter		X		
	Solicitor's letter		X		
	P&L, income and expenditure		X		



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DEFINING STANDARDS OF EXCELLENCE

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CONTINUED

Wherever an 'X' appears, you will be required to upload the relevant document or confirm your business meets the requirement

Item	Category				
	Regular	Start-up	Corporate	Accredited Partner	Technology Partner
Trading terms and conditions: Client	X	X		X	X
Trading terms and conditions: Supplier	X	X			
Confirm 65% of the core business is translation	X	X			
Agreement to adhere to ATC Code of Conduct & Memorandum and Articles of Association	X	X	X	X	X
Agreement to the subscription payment terms	X	X	X	X	X
Quality control	You have EITHER:				
	ISO accreditation: 9001, 17100, etc	X			
	OR:				
	A Quality Control statement?	X	X		
	A test for translator competence?	X	X		
	A standard internal QC process?	X	X		
A standard internal QC process?	X	X			

## Notes

Supported Start-up (the business must have been trading for a minimum of six months. Start-up membership is only available for 12 months after which you will be required to apply for full membership. However, start-up members will be performance reviewed after six months to ensure they are operating to ATC's expectations

Corporate member (department within a non-translation company)

Accredited Partner (banks, financial services, insurance etc)

Technology Partner (software)

A county court declaration should be signed and confirm (on your company letter headed paper) no directors of the company have, or at any time had, County Court Orders against them

\*Membership of more than one company attracts a £50 discount per application of the additional companies



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