



## About our company

**Experienced:** *itlocal* is an ISO-Certified translation agency with global offices in California and Romania, that has served the linguistic needs of large companies worldwide. Over time, the company has deployed and coordinated numerous teams of project managers, translators, editors, quality assurance professionals, and production specialists who were proven experts in their field and proficient users of translation technology.

**Specialized:** *itlocal* has long delivered solutions to the players in the financial industry. Our database of financial terminology is being constantly improved and updated. Our experienced staff is ready to help clients save time and money while providing them with expertly localized content.

**Client-Oriented:** *itlocal* designed a specific Quality Assurance Process which allows for both consistency and client-specific customization. Our clients receive a tailored product, including specific glossaries, Language Conventions and Word Instructions.

*itlocal* can make all the difference when venturing into the financial market. Our localization services will enable you to communicate effectively, while our guaranteed quality will ensure the fulfillment of your needs, within the deadlines and budget that you will establish beforehand.

The past decades have been marked by an unprecedented global expansion for companies in the financial sector. This brings a complex set of challenges for businesses throughout the industry, from financial reports to prospecting. In a constantly changing environment, absolute attention to detail and maximum quality are genuine needs rather than commodities.

## Focus on Financial Translations

In the field of finance, there is no room for improvisation or creativity, as the growing internationalization of financial activities requires a strict and meticulous multilingual management.

Evidently, banks and other financial institutions expanding in other foreign markets have to comply with both local financial regulations and with local language norms and requirements. Usually, financial companies have to deliver their documentation in the language of the market where they decide to operate in.

We have a vast experience in simultaneously translating documents into multiple languages. This allows us to successfully meet the demands of our clients, whether they are a top institution, leading multinational firm, or top companies in the financial, real estate, insurance, accounting, consulting or auditing sectors.

In our translation process, we use instruments like glossaries and translation memories, keeping in mind the tight deadlines, legal constraints and technological requirements.

**We are dedicated to providing exemplary service, which is why we adhere to strict security processes, which will keep your documents safe and confidential. You can, therefore, have peace of mind knowing that your financial translation needs are being catered for by experienced professionals with a solid reputation.**

# FINANCIAL TRANSLATIONS



## Types of documents

### Accounting

- Annual and semi-annual reports (including general corporate information, accounting policies, balance sheets, cash flow statements, income statements, profit and loss accounts, notes to financial statements, chairpersons' statements, directors' reports, operating and financial reviews, auditors' reports)

### Asset management

- All legal information documents
- Initial Public Offerings (IPOs)
- Foreign registration filings and registration statements
- Global equity and debt offerings
- Financial comments (daily, weekly, monthly)
- Financial data sheets
- Marketing materials, press releases and other investment-related documents

### Investment banking

- Material for international deals
- Mergers & Acquisitions documentation
- Investment policies

### Insurance and risk management services

- Insurance plans and policies (group policies, general policies, life insurance, reinsurance, savings and investments, etc.)
- Expert reports, risk analysis documents
- General and special conditions, financial clauses
- Claims
- Management reports
- Annual reports
- Proceedings, reporting, minutes, deeds
- Press releases, newsletters, marketing material

### Lending and securities

- Documents targeted at investment advisors, broker-dealers and fund managers

### Real estate and mortgages

- Lease agreements

### Commercial banking

- Traditional documentation
- Web and software localization
- Consumer online banking
- Investor relations websites
- Web applications and services
- Payment software
- Interbank communication software

## Our Services

**Translation & Localization:** We have adopted a 3-step process of Translation, Editing and Proofreading (TEP) so that each project is viewed by three different sets of eyes, to ensure consistent quality on each and every delivery.

**Desktop Publishing & Graphics:** Our graphic designers take care of all the formatting to ensure that the layout of your translated document stays true to the source format. Our DTP teams can handle a large number of publishing formats (FrameMaker, PageMaker, InDesign, Adobe Photoshop and more) and platforms (PC and Mac). They are experts in generating final copy or camera-ready deliverables.

**Quality Assurance & Evaluation:** This is the final step in the translation or localization process, to ensure the quality in your documentation. We only use native speakers of the target language for each individual project.

**Content Writing & SEO Localization:** We always have marketing strategies in mind and this allows us to innovate and offer quality content for each and every one of our clients. Every client wants every project done well, every time, and that is what we offer. Having an adequate content strategy is the key to standing out in any competitive market.

**Virtual Staffing & Outsourcing:** When we talk about tailoring an international strategy to your needs, we mean it. Sometimes that calls for independent contractors and in-house staff to support your short and long term campaign goals. In such a scenario, itlocal is your resource for recruiting Translators, Project managers, QA Experts, Linguistic Testers and more.

## Main languages WE TRANSLATE

Albanian  
Arabic  
Armenian  
Bulgarian  
Croatian  
Czech  
Danish  
Dutch (Belgium, Netherlands)  
English (Australia, Canada, Ireland, UK, USA)  
Estonian  
Finnish  
French (Belgium, Canada, France, Switzerland)  
German (Austria, Belgium, Germany, Switzerland)  
Greek  
Hebrew  
Hindi  
Hungarian  
Icelandic  
Italian (Italy, Switzerland)  
Japanese  
Korean  
Latvian  
Lithuanian  
Norwegian  
Polish  
Portuguese (Brazil, Portugal)  
Romanian  
Russian  
Serbian (Cyrillic, Latin)  
Simplified Chinese (China, Malaysia, Singapore)  
Slovak  
Slovenian  
Spanish (Latin America, Spain, USA)  
Swedish  
Thai  
Traditional Chinese (China, Hong Kong)  
Turkish  
Ukrainian  
Vietnamese

## Why choose us

- We only use language experts with degrees in economics, accounting, business administration or finance and/or with careers in a corporate environment
- Editing and reviews performed by specialist proofreaders
- We are well-accustomed to tight deadlines
- Use of financial jargon in compliance with legal regulations, with the main accounting regulations in the EU and worldwide, with the International Financial Reporting Standards (IFRS), with the European Securities and Markets Authority (ESMA) and with the Generally Accepted Accounting Principles
- Use of client-specific terminology databases and standardized language
- Professional translation ethics
- Precision and attention to detail
- Dedicated project managers
- Maximum data security through dedicated tools
- Strict Quality Assurance process we abide by
- We build solid relationships with our clients and offer them the highest quality services
- Our clients' needs and objectives are at the core of our philosophy. Always
- Translation aiding tools such as Trados and other CAT Tools, sector specific glossaries, terminology databases etc.
- Increased efficiency and quality
- Centralization of your financial terminology
- Glossary terms maintenance
- Easy access 24/7

## Quality Assurance and Information Security

- Continuously improving our documented procedures defining the manner of preparation, translation, production, uploading and servicing, where the absence of such procedures could adversely affect quality
- Use of suitable production, uploading, and servicing equipment, and a suitable working environment
- Monitoring and control of suitable process parameters and product characteristics
- Ensuring information confidentiality, integrity and availability entrusted by the interested parties for client utilization
- Recognizing the importance of ensuring compliance with applicable regulations when providing services to our clients

## General Data Protection Regulation

We fully recognize the crucial importance of confidentiality and safety of your materials. Strict procedures and guidelines are followed in order to safeguard your documentation throughout the entire process of translation, verification and delivery.

**itlocal** processes the personal information you provide, for the purpose of delivering translation and localization services and for fulfilling orders and invoicing services. The data provided will be stored whilst the commercial relationship lasts, or for the duration needed to comply with legal obligations in force. The data is only ceded to the necessary consultants for fiscal matters and will not be passed on to other third parties unless there is a legal obligation to do so, or unless you have explicitly agreed so.

You are entitled to obtain confirmation on whether we are processing your personal data, which data we are processing, and therefore you have the right to update or rectify inexact data, as well as have the data erased when they are no longer necessary.

All the experts that collaborate with **itlocal** are also compliant with the GDPR. We (and our subcontractors) are not using free machine translation engines to process your information. We've always taken the safety of data very seriously, and our clients, employees and suppliers know that we are 100% discrete.



### United States

8950 W Olympic Blvd,  
CA 90211  
+1.213.908.1401

### Romania

63 Unirii Boulevard  
F4 Building  
Bucharest  
030834  
+40.748.267.037

