

**BRIEF PROFILE**  
**INTERNATIONAL OFFICE FOR TRANSLATION**  
**(IOT)**

**INTERNATIONAL OFFICE FOR TRANSLATION (IOT)** is a leading translation agency in Yemen based in Sana'a providing professional and attested translation & interpretation services to international and local organizations, private and public clients and corporations, with strong and proven track record.

**IOT** was established and licensed by Ministry of Culture in 2003. It was registered as a firm with the Trade Register Department, Ministry of Industry and Trade under No. 2/35641 on 26/8/2009.

**IOT** provides integrated solutions for all your requirements to translation and interpretation services, and consider ourselves your ideal gate to the world of written translation, interpretation and linguistic edition related to Arabic and English languages, as well as a number of other main foreign languages like French, German, Italian and Spanish.

Started in 2005, **IOT** is the only Translation Organization of its kind, offering total Solution to your Language based Communication needs. **IOT** is on the recommended Panel of various Chambers of Commerce and Industry Trade Promotion Councils and Ministries. Our translation Services are highly appreciated by International Organizations.

Accuracy, Integrity and Reliability has been the driving force of IOT since our doors opened in 2005. For over 9 years we have strived to adhere to these principals, to deliver to our clients the best possible end product. We are passionate about our work and strive to be on the cutting edge of technology and industry standards to provide our clients a professional, accurate and efficient product.

**Mission statement:**

**INTERNATIONAL OFFICE FOR TRANSLATION** believes and is committed to establishing longterm relationships with its clients by providing high quality translation and interpretation services for all international organizations, government organizations, private corporations and individuals.

**Our Vision:**

IOT is considered a very essential aspect of cultural dialogue and simplification of sciences and Business. Therefore, we give a special concern to scientific, engineering and technological specialties.

**Our Objective:**

1. To provide language solutions for International Organizations operating in Yemen, as well as individuals, public and private companies in Yemen, Middle East and worldwide.
2. Achieve customer's satisfaction through the provision of high quality translation services with scientific review, linguistic auditing and finally ongoing follow-up with our client;
3. To be the leading agency in the region providing local and international translation and interpretation services; and
4. Obtain International accreditation.

## **OUR TRANSLATION SERVICES:**

### **General**

- Development projects' reports and documents.
- Mid-term, quarterly & Annual Reports
- Agreements
- Business and financial statements and documents
- Missions Reports
- Legal documents and trade agreements
- Marketing, advertising, and public relations materials
- Magazine and newspaper articles Technical manuals
- Medical, clinical research, and healthcare documents

### **Legal**

- Case Files
- Depositions
- Summons and Complaints
- Evidentiary and Financial Documents
- Judicial Proceedings
- Contracts
- Leases
- Patents and Related Intellectual Property (IP)

### **Financial**

- Quarterly, annual and all types of Reports
- Audit and Financial Statements
- Mergers and Acquisitions (M&A) Documents
- Equity Research
- Mutual Fund Reports
- Investor Relations Documents
- Legal and Marketing Materials

**We also offer Sound Equipment for rental**

### **Contact Details:**

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### **Our main clients include:**

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|-------------------------------------|-------------------------------------|
| ▪ World Bank Group                  | ▪ Grassroots                        |
| ▪ Care International Yemen          | ▪ Islamic Relief Yemen (IR)         |
| ▪ UNFPA                             | ▪ Halliburton Worldwide             |
| ▪ Interaction International, Yemen  | ▪ Schlumberger Overseas SA          |
| ▪ Yemen Red Crescent Society (YRCS) | ▪ DOV ENERGY LTD                    |
| ▪ French Red Crescent (FRC)         | ▪ Office of The Attorney General    |
| ▪ German Red Crescent               | ▪ Ministry of Fish wealth           |
| ▪ Norwegian Red Crescent (NRC)      | ▪ Ministry of Public Works          |
| ▪ Norwegian Refugee Council (NRC)   | ▪ Ministry of Foreign Affairs       |
| ▪ Mercy Corps. Yemen                | ▪ Economic Opportunities Fund (EOF) |
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### **Currently, the preferred supplier for a number of INGOs, including:**

- World Bank Yemen since September 2009 up to date.
- World Bank, Kuwait and Iraq country offices
- CARE International Yemen since 2010
- Economic Opportunities Fund (EOF), Yemen
- Yemen Red Crescent Society (YRCS), Norwegian Red Cross, Danish Red Cross, German Red Cross and French Red Cross.