

## Guidance for the Translation of Foreign Documents

**Gatehouse Bank does not accept translations from Brokers.**

The documents need to be translated by a:

- Notary public that provided translation services for documents; or
- A translation company which is a member of the Association of Translation Companies.

**The following companies provide acceptable translation services. The full name, date and contact details of the translator must be provided to confirm the authenticity of the translator:**

- <https://www.iti.org.uk/>
- <http://www.ciol.org.uk/>
- <https://www.atc.org.uk/>
- Further companies can be found here:  
<https://www.gov.uk/government/collections/lists-of-translators-and-interpreters>

**Documents that must be translated:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Payslips, Accounts, Tax returns, Employers reference</li> <li>• Bank Statements</li> <li>• Mortgage/Finance Statements</li> <li>• Utility Bills</li> </ul> | <ul style="list-style-type: none"> <li>• Accounts</li> <li>• Salary Certificates</li> <li>• Any document relating to proof of deposit</li> </ul> |
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(Please note the above list is not an exhaustive list, any document required for the approval of a finance transaction as reasonably requested, will be required to be translated)

Evidence	Translation Required
Proof of ID and address	Customer specific details (Name and Address). If the document contains transactional information this must also be translated.
Bank Statements	Customer details, all transactional information
Income Evidence	Fully translated
Mortgage/Finance Statements	Customer details, all transactional information

**All original untranslated documents must also be provided**

**What does not need to be translated ...**

- Marketing information, logos, slogans etc
- Disclaimers and T&Cs
- Contact details for the provider of the document