

# Jomwiby Translators

**Specialised in Translation, Interpretation, Tour Guiding, Localization,  
Voice-Overs, Stationery, Secretarial Services, etc.**

**Cell No. 0975297862/0965297862/0955297862**

**Email: [jomwiby@gmail.com](mailto:jomwiby@gmail.com)/[zamtrans.intl@yahoo.com](mailto:zamtrans.intl@yahoo.com)**

**Website: [www.jomwibytranslators.weebly.com/](http://www.jomwibytranslators.weebly.com/)**

**[www.zamtransinternational.weebly.com](http://www.zamtransinternational.weebly.com)**

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## **Company Profile**

## **1.0. Introduction**

Jomwiby Translators is a *Zambian* firm wholly owned by indigenous *Zambian* citizens which supports the government of the day.

The company was registered on 20<sup>th</sup> March, 2019 in accordance with the provision of The Registration of Business Names Act, and the Regulation made thereunder. The company's registration number is 320190004313.

We, Jomwiby Translators, set out to provide a steady and efficient quality goods and services to our customers. The directors of Jomwiby Translators have embarked on training our workers to higher heights so as to provide satisfactory goods and services to our clients. We are mainly involved in **Translation, Editing, Proofreading, Interpretation, Voiceovers, Tour Guiding, Localization, Stationery and Secretarial Services**.

Languages we mainly deal in include: All *Zambian* languages (Bemba, Tonga, Nyanja, Chewa, Kaonde, Luvale, Lozi, Tumbuka, Namwanga, Lenje, Lala, etc) as well as *Zimbabwean* Shona.

## **2.0. Our Vision**

To enhance the quality delivery of our services at reduced prices, removing bureaucracy to the satisfaction of customers and clients who may sometimes get caught up in substandard goods or services.

We believe that the provision of our goods and services will speak a lot about who we are; beyond excellence. We therefore pledge, that all our prospective customers and clients as well as partners will find our dealings, business worthy, so they can enjoy the high acclaim that doing business with establishments such as ours, bring to their business.

## **3.0. Our Focus**

Jomwiby Translators are focused exclusively on the management and execution of portfolio of Translation and Interpretation services directly applicable to meeting and exceeding our clients expectations. Our clear focus ensures an unwavering discipline in applying proven methodologies and procedures to the execution of these projects.

## **4.0. Contact Details**

### **4.1. Physical Address**

Plot C20B, Namulundu, Jazzy Compound  
C/o Lukashya SDA Church,  
P.O. Box 410933  
Kasama, Northern Province, Zambia.

## 4.2. Company Contact

**Director** : Joseph Mwila Bwembya

Cell No. : +260975297862/+260965297862

WhatsApp : +260975297862/+260965297862

Email : [jowmwiby@gmail.com](mailto:jowmwiby@gmail.com)/[zamtrans.intl@yahoo.com](mailto:zamtrans.intl@yahoo.com)

Skype ID : jomwiby1

**Secretary** : Foster Kaoma Musawa

Cell No. : 0965469719

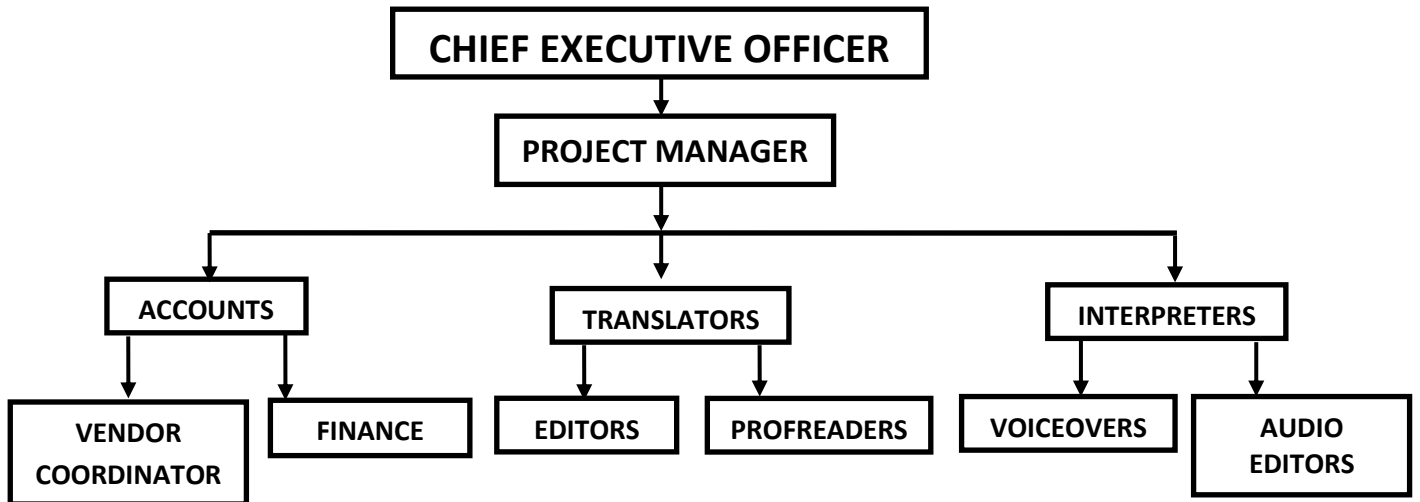
Email : [fostermkaoma@gmail.com](mailto:fostermkaoma@gmail.com)

## 5.0. Bankers

Cavmont Bank,  
Kasama Branch

## 6.0. Company Structure

The Company is drawn up of the following staff whose aim is to make prompt, efficient and informed decisions concerning the services that we offer.



## **7.0. Our Rates**

### **i. Translation**

- Per Word : 0.07 USD or ZMW 0.80 Ngwe
- Per Page : 20 USD or ZMW 250

### **ii. Proofreading/Editing**

- Per Word : 0.03 USD or ZMW 0.40 Ngwee
- Hourly Rate : 30 USD or ZMW 400
- Minimum Charge : 15 USD or ZMW 180 (for simple projects that cannot be rated well)

### **iii. Interpretation**

- Per Hour: 30 USD or ZMW 350
- Per Day : 90 USD or ZMW 1,000

### **iv. Tour Guiding :**

- Per Hour : 45 USD or ZMW 500
- Per Day : 110 USD or ZMW 1,350

### **v. Conference or Meeting Note-Taking**

- Per Hour : 50 USD or ZMW 600
- Per Day : 200 USD or ZMW 2500

## **8.0. Our 9-Step Translation Process**

We take the uncertainty out of translation, using our proven Translation Process. Our system ensures cultural and literal accuracy and on-target meaning for pharmaceutical, business, medical, regulatory, legal, education and private documents.

Over the years, we've developed a rigorous system to help ensure the most accurate translation possible. Translation Process is an exacting series of steps designed to deliver cost-effective letter-perfect translations. From the moment you submit your source document, our team of dedicated and talented subject matter experts, a minimum of two specifically assigned to your project, is on the job. The way we see it, our job is much more than translating a document: It's all about communication. We check and double-check every step of the process, safeguarding your message and meaning, ensuring absolute integrity of your content. We're in the business of doing it right the first time, producing reliable, cost-effective results you can count on every time.

### **Step 1: Source Document Submitted**

(Via fax, courier, email or hand, and we sign a confidentiality agreement)

### **Step 2: Provide Fast, Free Estimate**

(Usually within 24 hours we provide an estimate of the cost)

**Step 3: Sign Off on Quoted Price**

(With your OK, we get to work)

**Step 4: Team Experts Begin Translation**

(Working closely with you, our project manager and translation team start work)

**Step 5: Stringent Editing of Translation**

(We rigorously review the draft against the original document)

**Step 6: Final Verification of Translation**

(Another quality control measure, we review the document again to make sure everything is present and correct)

**Step 7: Client Review**

(You and your team review the document)

**Step 8: Incorporate Client's Revisions**

(We make your revisions, free of charge, usually within 3 business days)

**Step 9: Cost-Effective, Letter-Perfect Translation**

(Our finished product meets your needs with attentive customer service and superior translation services)

Skrill, Cheque, Visa, Bank Wire Transfer and Cash are acceptable payment options.

**9.0. Legal status**

- ❖ Certificate of Registration
- ❖ TPIN Certificate
- ❖ Qualification of Key Personnel

**WORK HISTORY/CLIENT PORTFOLIO**

<b>S/No</b>	<b>Period</b>	<b>Institution</b>	<b>Services Supplied</b>
1.	14-19 <sup>th</sup> August, 2019	Sonke Gender Justice, Cape Town, South Africa	<ul style="list-style-type: none"><li>• Translation of Research Instruments from English to Bemba</li></ul>
2.	9 <sup>th</sup> July to 13 <sup>th</sup> August, 2019	Venga Global Inc., San Francisco, United States	<ul style="list-style-type: none"><li>• Translation and Proofreading from Chichewa to English under the 2019_2194_103_3-NY»EN-US-Translation-Google WebClean project</li></ul>
3.	25 <sup>th</sup> July, 2019	Folio Online, South Africa	<ul style="list-style-type: none"><li>• Translating a Questionnaire for MultiChoice DStv from Engli to Bemba</li></ul>
4.	2 <sup>nd</sup> July, 2019	Folio Online, South Africa	<ul style="list-style-type: none"><li>• Proofreading of 2019 Zambia World Employment Poll from English to Bemba, Lozi and Tonga.</li></ul>


5.	29 <sup>th</sup> June, 2019	PoliLingua UK Ltd	<ul style="list-style-type: none"> <li>Translating the 'Your Voice Counts survey' from English to Nyanja/Chichewa</li> </ul>
6.	28 <sup>th</sup> June, 2019	EA Language Solutions & Transcription Planet, Kenya	<ul style="list-style-type: none"> <li>Translating and Proofreading of Zambia Lead Report for Human Rights Watch from English to Bemba</li> </ul>
7.	27 <sup>th</sup> April, 2019	Shan Translation PTE. LTD. India	<ul style="list-style-type: none"> <li>Translation of Konterra Documents from English to Nyanja/Chichewa</li> </ul>
8.	9 <sup>th</sup> April,	BQT Global Inc. 19801, USA	<ul style="list-style-type: none"> <li>Translating and Proofreading of SYNGENTA_34714 - 6pp Grower Comms Leaflet from English to Bemba.</li> </ul>
9.	8 <sup>th</sup> March, 2019	Lapidim USA LLC, Atlanta, USA.	<ul style="list-style-type: none"> <li>Auditing/Invigilating an TOEFL iBT English Test at Astute Business Tech - Kulima Tower, Lusaka</li> </ul>
10.	10 <sup>th</sup> March, 2019	TransPerfect Medical Device Solutions, Washington, USA	<ul style="list-style-type: none"> <li>Translation of INSTI Self Test Training Video Script from English to Nyanja, Chichewa and Shona (Rush Project).</li> </ul>
11.	13 <sup>th</sup> Feb, 2019	SawaTech - Egypt	<ul style="list-style-type: none"> <li>Proofreading of a Bemba Document</li> </ul>
12.	30 <sup>th</sup> January, 2019	Folio Online, South Africa	<ul style="list-style-type: none"> <li>Translation of BloodVideoDVD-Booklet from English to Bemba</li> </ul>
13.	26 <sup>th</sup> January, 2019	EA Language Solutions, Kenya	<ul style="list-style-type: none"> <li>English to Bemba Translation Project</li> </ul>
14.	25 <sup>th</sup> January, 2019	Gotransparent/AfroLingo, Cape Town, South Africa.	<ul style="list-style-type: none"> <li>Transcription and Translation of and Interview for Fairfax Police Dept - USA, from Bemba to English</li> </ul>
15.	18 <sup>th</sup> January, 2019	Translate 4 Africa, Kampala- Uganda	<ul style="list-style-type: none"> <li>Transcription and Translation of Interview from Bemba to English.</li> </ul>
16.	1 <sup>st</sup> Dec, 2018 to date	Kasama Radio Station, Kasama, Zambia	<ul style="list-style-type: none"> <li>Translating and Editing News from English to Bemba</li> </ul>
17.	17 <sup>th</sup> October, 2018	Folio Online, Cape, Town, South Africa	<ul style="list-style-type: none"> <li>Translation of Satisfaction questions from English to Bemba, Tonga/Ila and Lozi</li> </ul>
18.	25 <sup>th</sup> October, 2018	EA Language Solutions & Transcription Planet, Kenya	<ul style="list-style-type: none"> <li>Proofreading and Editing of Shona documents.</li> </ul>
19.	15 <sup>th</sup> Sept, 2018.....	World Translation Centre, Atlanta Georgia, USA	<ul style="list-style-type: none"> <li>Proofreading and editing of Books for Mormon Church of Jesus Christ.</li> </ul>

20.	14 <sup>th</sup> Sept, 2018	IBF International Consulting - Brussels - Belgium	<ul style="list-style-type: none"> <li>• Taking Notes during the Artisanal Diamond Mining Forum at Avani Victoria Falls Resort Conference Hall in Livingstone, Zambia.</li> </ul>
21.	28 <sup>TH</sup> August – 2 <sup>nd</sup> Sept 2018	EA Language Solutions & Transcription Planet, Kenya,	<ul style="list-style-type: none"> <li>• Transcription and Creating Subtitles from Lozi to English.</li> </ul>
22.	7 <sup>th</sup> August, 2018	Folio Online, Africa Africa	<ul style="list-style-type: none"> <li>• Translation of Handoff_G18-07-85_CLI_VX_GDPR_memo_add from English to Bemba</li> </ul>
23.	2 <sup>nd</sup> July, 2018	ANESYS/Lexigo Global Pty Ltd, Australia	<ul style="list-style-type: none"> <li>• Translation (Family Safety Pack - Forced and Early Marriage) from English to Bemba</li> </ul>
24.	16 <sup>th</sup> May, 2018	Folio Translation Consultants, South Africa.	<ul style="list-style-type: none"> <li>• Translation of Posters (Unheard Voices) from English to Bemba</li> </ul>
25.	22 <sup>nd</sup> April, 2018	ST Communications, South Africa	<ul style="list-style-type: none"> <li>• Translation of WPP_022:2018_04_KROW ABI from English to Chichewa, Bemba, Tonga, Lozi, Kaonde and Tonga</li> </ul>
26.	18 April, 2018	The Translation Gate, Cairo, Egypt	<ul style="list-style-type: none"> <li>• Translation of WPP_022: ABI BGCORE from English to Kaonde</li> </ul>
27.	6 <sup>th</sup> April, 2018	Shravan Vidyarthi Film Making Firm, Nairobi, Kenya	<ul style="list-style-type: none"> <li>• Transcribing and writing scripts for the Bemba interviews and translating them into English.</li> </ul>
28.	26 <sup>th</sup> March 2018	CIDRZ, Lusaka, Zambia	<ul style="list-style-type: none"> <li>• Translation of Participant Information Sheet from English to Lozi</li> </ul>
29.	12 <sup>th</sup> March, 2018	Linda Botha Language Services, South Africa	<ul style="list-style-type: none"> <li>• Translation of WHO UPDATED text_OQ Self-Test IFU PI 0118 from English to Bemba, Nyanja (Chichewa) and Tonga</li> </ul>
30.	13 <sup>th</sup> February, 2018	Folio Online, Africa Africa	<ul style="list-style-type: none"> <li>• Translation of HVTN 705/HPX2008 (Imbokodo Study) Informed Consent Video Script</li> </ul>
31.	30 <sup>th</sup> January, 2018	Folio Online, Africa Africa	<ul style="list-style-type: none"> <li>• Translation of Blood Video DVD–Booklet from English to Bemba</li> </ul>
32.	21 <sup>st</sup> January 2018	Tuntrans, Cairo, Egypt	<ul style="list-style-type: none"> <li>• Translation of Film Script from English to Bemba</li> </ul>
33.	December, 2017	Inter-Com Translations: London, England.	<ul style="list-style-type: none"> <li>• Translation and Subtitling + Reviewing: Bemba/Nyanja-English - IANAW Actress Interviews</li> </ul>

34.	November, 2017	Gotransparent/ AfroLingo, South Africa.	<ul style="list-style-type: none"> <li>• Translation: English to Bemba - Brand_Guidance_Qaire_Core</li> </ul>
35.	November, 2017	Folio Online, South Africa	<ul style="list-style-type: none"> <li>• Translation of Brand_Guidance_Qaire_Core English to Tonga, Bemba, Lozi, Kaonde</li> </ul>
36.	September, 2017	EA Language Solutions, Kenya	<ul style="list-style-type: none"> <li>• Translation: English to Bemba – The Impact of Commercial Farming Displacement on Rural Residents</li> </ul>
37.	July to August, 2017	EAST Localize, Cairo, Egypt	<ul style="list-style-type: none"> <li>• Translation of OraQuick HIV Self-Test Instructions For Use from English to Chichewa, Tonga, Bemba and Nyanja</li> </ul>
38.	July, 2017	Localize Africa, Gauteng-South Africa	<ul style="list-style-type: none"> <li>• Translation: English to Nyanja - Alliance One Compliance Policy</li> </ul>
39.	March to June 2017	Folio Online, Africa Africa	<ul style="list-style-type: none"> <li>• Translation and Proofreading of HVTN Medical Documents from English to Bemba.</li> </ul>
40.	October, 2016 to February, 2017	Folio Online, South Africa	<ul style="list-style-type: none"> <li>• Translation and Proofreading of Understanding HIV Vaccines and HIV-Myths and Facts Brochures from English to Bemba.</li> </ul>
41.	February, 2016	The Translation Gate	<ul style="list-style-type: none"> <li>• Translation of Brochures from English to Chichewa and Chibemba.</li> </ul>
42.	January, 2016	Folio Online, South Africa	<ul style="list-style-type: none"> <li>• Translation of the HVTN-111 Demographics—from Eng to Bemba.</li> </ul>
43.	January, 2016	Absolute Interpreting & Translations Ltd, UK	<ul style="list-style-type: none"> <li>• Translation of the Vegan Passport from English to Bemba for the Australian Government</li> </ul>
44.	November, 2015	Linguistico Smart Translations, Australia	<ul style="list-style-type: none"> <li>• Translation of Domestic Violence Articles for the Australian Government from English to Bemba.</li> </ul>
45.	September, 2015	Localize Africa, Gauteng-South Africa	<ul style="list-style-type: none"> <li>• Translation of Health Article “Know the Facts – Marijuana”, from English to Tonga</li> </ul>
46.	13-17 August, 2015	Folio Online Cape Town, South Africa	<ul style="list-style-type: none"> <li>• Translation and proofreading of the HVTN 113 vaccine study from English to Bemba.</li> </ul>
47.	July, 2015	Rubric Europe Limited, Edinburgh, Scotland	<ul style="list-style-type: none"> <li>• Translating/Reviewing the H5942_TEENS.PRKG on HIV/AIDS, STIs and Relationships from English to Bemba.</li> </ul>



48.	March – July, 2015	Etranslate/ Language Partners, Australia	<ul style="list-style-type: none"> <li>• Translating Health Discharge Summaries from English to Bemba for the Australian Prison Dept.</li> </ul>
49.	January - February, 2015	Shravan Vidyarthi Film Making Firm, Nairobi, Kenya	<ul style="list-style-type: none"> <li>• Transcribing and Translating Bemba interviews from Bemba to English.</li> </ul>
50.	January, 2015	World Translation Centre, USA	<ul style="list-style-type: none"> <li>• Translating a Booklet called Now That You are Saved from English to Bemba by Rev. Daniel Kolenda and Rev. Reinhard Bonnke</li> </ul>
51.	August to November 2014	EuroTalk Ltd. United Kingdom	<ul style="list-style-type: none"> <li>• Translation and Preparing the Education Corpus in Bemba and Nyanja Language of Zambia</li> </ul>
52.	August 2014	Bayan-Tech Egypt	<ul style="list-style-type: none"> <li>• Transcription of Chichewa (Malawian) Language Questionnaires</li> </ul>
53.	June, 2014	Web-Lingo (Pty) Ltd, Cape Town, South Africa	<ul style="list-style-type: none"> <li>• Translating documents form English to Bemba/Bemba to English</li> </ul>
54.	4 <sup>th</sup> October, 2013 to 30 <sup>th</sup> February, 2014	AMEX International /USAID-Zambia/ Zimbabwe.	<ul style="list-style-type: none"> <li>• Assisting the Evaluating Team with In-country Data Collection and Analysis.</li> <li>• Assisting in administering surveys and compiling results in electronic form.</li> <li>• Language translation (particularly as related to beneficiary interviews conducted in local dialects-(Bemba, Tonga and Lozi)</li> <li>• Arranging logistics (hotel reservations, workshop preparation and logistics, finding and hiring drivers with vehicles etc...)</li> </ul>

Signed by:  .....

Chief Executive Officer

Form V  
Business Registration No. **320190004313**

Serial No. **1098682**



SCAN TO VIEW  
OUR REGISTRATION DETAILS



**Republic Of Zambia**

## THE REGISTRATION OF BUSINESS NAMES ACT

(Act No. 16 of 2011 of the Laws of Zambia)

### **CERTIFICATE OF REGISTRATION**

I HEREBY CERTIFY that: **JOMWIBY TRANSLATORS** this **20th** day of **March 2019** have (has) been duly registered pursuant to and in accordance with the provisions of the Registration of Business Names Act, and the Regulation made there under, and have (has) been entered under the Number **320190004313** in the index of Registration.

Given under my hand at Lusaka, Zambia, this **20th** day of **March 2019**



**P.C. Mwaba**  
Assistant Registrar of Business Names

# Jomwiby Translators

**Specialised in: Translation, Interpretation, Tour Guiding, Localization,  
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**Cell No. 0975297862/0965297862/0955297862**

**Email: jomwiby@gmail.com**

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## **POWER OF ATTORNEY**

By this Power of Attorney made today the 20<sup>th</sup> day of March, 2019, the management of Jomwiby Translators, a registered company under the laws of Zambia, (hereinafter called “Company”), with offices situated at Plot No C20B Namulundu, Jazzy Compound, Kasama, hereby appoint Mr. Joseph Mwila Bwembya, a citizen of Zambia and holder of NRC No. 192576/41/1 and a resident of Kasama, the true and lawful Attorney of the company, in the name of and on behalf of the company, in the sole purpose of signing documents pertaining to the company and deeds, instruments, acts and things on our behalf (the company).

Signed by:



**Secretary**