



MTA

MOSCOW  
TRANSLATION  
AGENCY





# About Us

Moscow Translation Agency provides professional translation services to business.

Since its establishment in 2006, our company has acquired enormous experience and completed a large number of major translation projects.

We have built long-term relationships with our customers through a conscientious and responsible approach to what we do. Our customers include major oil and gas, engineering and power companies, banks, and several leading audit and consulting firms.



# Professional Services for Business

## ▶ Written translation

Professional translation with appropriate specialization. Strict observance of deadlines (we carry out urgent jobs regularly and efficiently).

## ▶ Preparation of documents in all formats

We can translate and prepare final versions of drawings, graphics, images and presentations.

## ▶ Simultaneous and consecutive interpreting

Translation equipment and selection of interpreters for all types of events (negotiations, conferences, etc.). We can meet urgent requests for interpreting services, with same-day response.

## ▶ Consular legalization, apostille, certification by a notary and copies by a notary

Delivery of documents by our courier service, urgent certification by a notary.

# Fields of Specialization

## Technical



Production and transportation of oil and gas



Oil refining and petrochemicals



Mining, metallurgy and mechanical engineering



Power generation

## Financial and legal



Corporate documents and contracts



Litigation documents



Audit and consulting (RAS, IFRS)



Bank documents

# Our Strengths

## Customer service to the highest standards

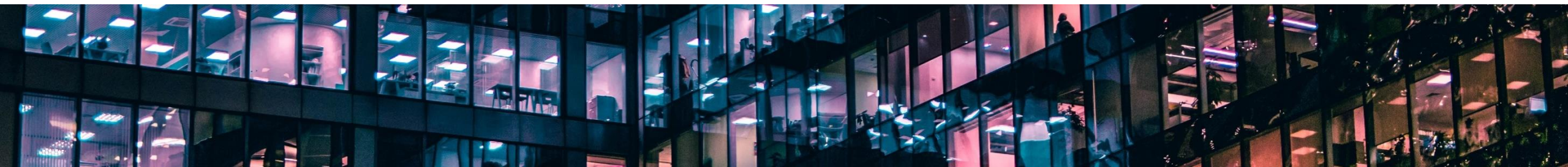
We do all we can to ensure that our partners are comfortable working with the MTA team: we use feedback to improve our services and find a solution for any task you bring to us.

## Professional competence

We know how to organize work on a large and complex project, we only use qualified specialists and we select translators taking account of the specialization of your business.

## Quality management system

Our quality management system is designed to comply with official international standards for the translation industry.





# Customer Service to the Highest Standards

## Personal manager

A manager who is familiar with the details of your project

## Rapid response

Guaranteed response within one hour

## 24/7 support

We work with urgent tasks and with customers in different time zones

## Listening to you

A specially selected team works how you want it to work

## Flexible payment

Payment arrangements to suit the individual needs of customers



# Professional Competence

## Urgent translation

We work with large texts and tight deadlines: we can handle 500 pages per day or more without loss of quality.

## Large-scale projects

We have the resources and experience to work on large-scale projects (50,000 pages or more).

## All formats

We translate in the format of the original document, from MS Office to AutoCAD and InDesign.

## Careful selection

We take industrial and thematic specialization of the translators into account when selecting a team for your project. Our translators are required to confirm their qualifications.

## Quality control

We put our translations through three stages of checks, in accordance with the ISO 9001 and ISO 17100 international standards. All translations are read by an editor and proof reader. Additional quality control is carried out using specialized software.

# Quality Control System

**Professional editing** of all document translations in compliance with the EN 15038 European standard

**Observance of the customer's terminology requirements**, compilation and updating of a glossary for each project

**Use of licensed software** (Trados, Memsource, SmartCat)

**Automated quality control** ensures that the translation matches the original

**Unlimited guarantee** of translation quality, professional liability insurance

**Feedback** from the customer for continuous quality improvement





# Project Portfolio

## Technical translation

Our written translations of technical and design documentation are much appreciated by our customers



# Technical Translation

## Moscow Oil Refinery

Translation of technical documentation for construction of the Euro+ oil refining unit at the Moscow Oil Refinery, which supplies 38% of the fuel needs of Moscow Region. Translation rate was up to 500 pages per day.

## Kstovo Oil Refinery

Translation services for an international group of companies working on design, installation and licensing of equipment for oil residue processing at the Kstovo Oil Refinery. Translation of documents in all formats, including AutoCAD and InDesign.

## Arctic terminal

Translation of technical documentation for construction of a year-round oil shipment terminal serving the Novoport field in the Russian Arctic. Translation of materials at all project stages, from tender documentation, feasibility study and FEED to project documentation, including as-built drawings.

## Arctic LNG-2

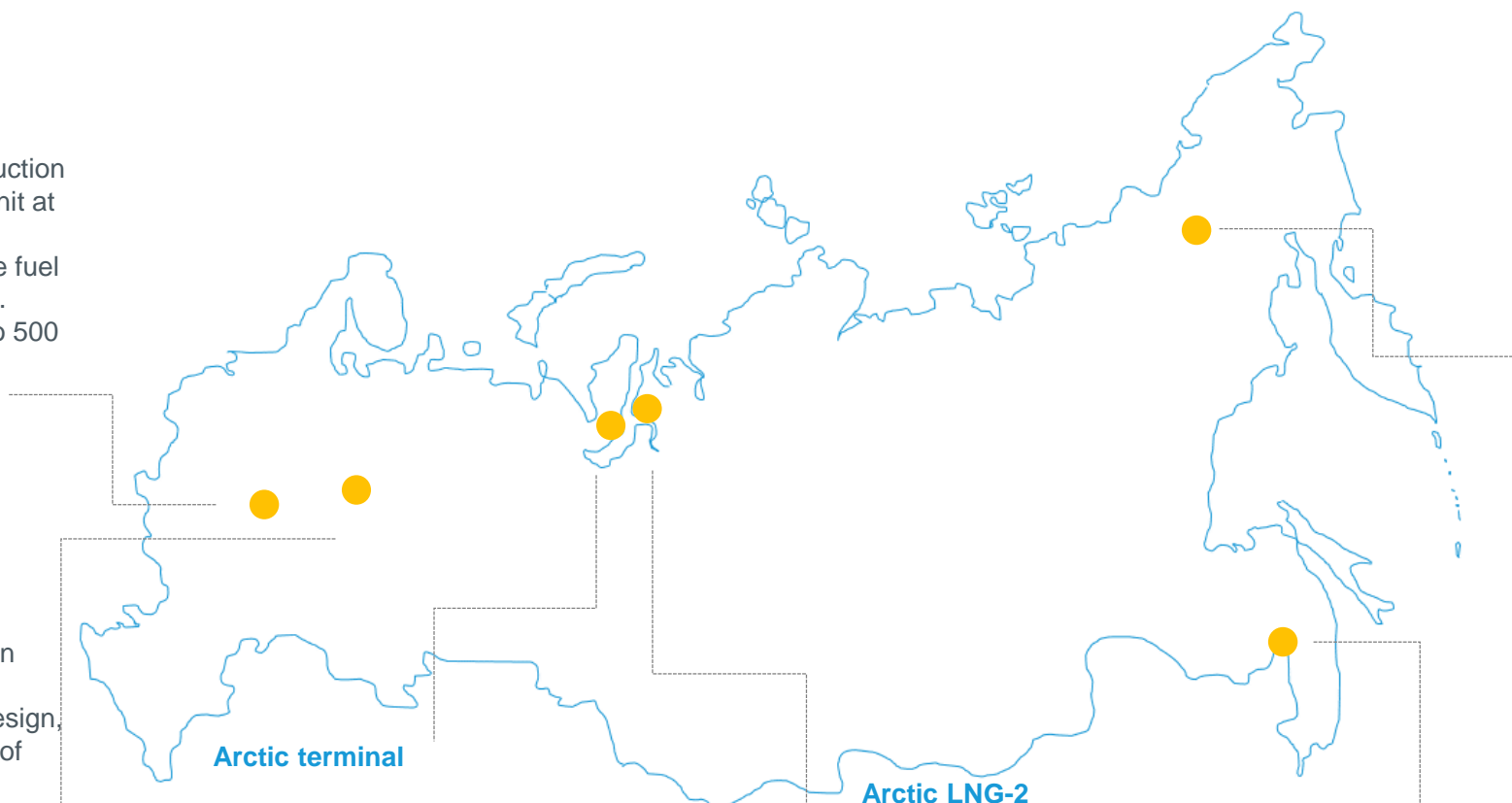
Translation of tender and technical documentation for the design, construction, installation and commissioning of gravity-based structures and related work. The project involved over 100 full-time translators and editors.

## Baimsky Ore Mining and Processing Complex

Translation of materials for a major engineering company developing the Peschanka copper and gold deposit, including launch of the Baimsky Ore Mining and Processing Complex. Work included preparation of a project glossary in collaboration with the client and its adaptation to translation platforms.

## Amur Gas Processing Plant

Full linguistic support for the project: interpreting and translation of project documentation for the construction of a gas processing plant; translation of legal, financial and procurement documentation, diagrams and AutoCAD drawings. Over 100,000 pages were translated.



# Project Portfolio

## Translation of legal and financial documents

Moscow Translation Agency addresses the needs of practising lawyers and consultants for quality translation of business documents



# Translation of Legal and Financial Documents



- ▶ **Constituent documents, articles of association and financial statements** of companies in various industries, audit reports on IFRS financial statements and other analytical materials. We have a permanent group of expert translators and editors with long experience of work with such documents.
- ▶ **Transfer pricing documentation:** large-scale reports (over 200 pages each) on global players by leading consulting companies. We have a specialized team of translators and editors for translation of these materials.
- ▶ **Banking documentation:** payment demands, payment instructions, receipt and expenditure cash documents of international financial institutions.
- ▶ **Contracts, opinions, powers of attorney, certificates, extracts, notices, presentations.** We have extensive experience in translating documents related to all aspects of the business of companies in main sectors of the economy.
- ▶ **Litigation.** Language support for criminal, civil and arbitration proceedings
- ▶ **Specialized scientific works and journalistic articles.** Translations intended for publication are proof read by native speakers of the language into which they have been translated.
- ▶ **Laws, draft laws and regulatory acts.** Translation of government and corporate regulations and policies

# Our Partners

ПЕТОН

TECNICAS REUNIDAS

Maire  
Tecnimont

ГАЗПРОМ  
АВТОМАТИЗАЦИЯ

НОВАТЭК

SIAD

Siirtec Nigi

НИПИГАЗ

FLUOR

SAIPEM

ЮНИПРО

БКС  
ФИНАНСОВАЯ ГРУППА

BRYAN  
CAVE  
LEIGHTON  
PAISNER  
BCLP

НСПК  
МИР  
Платежная система

Deutsche Bank

VISA

Π<sup>g</sup>  
pepeliaev group

UniCredit Bank

АНК

AKRON

А1

РОССИЙСКО-КИТАЙСКИЙ  
ИНВЕСТИЦИОННЫЙ ФОНД

РОСТСЕЛЬМАШ

ОМК

DLA PIPER



office@mtagency.ru  
+7(495)780-7296  
+7(495)269-7885  
www.mtagency.ru