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## PROBLEM SOLVING IN TRANSLATING INDONESIA LEGAL DOCUMENTS TO ENGLISH

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### ABSTRACT

Legal translation is a translation made for interest and has a legal nature, an example of legal translation is the translation of a notary deed. This translation includes institutional translation because it has a close relationship in culture and is quite difficult to translate by ordinary people. Therefore, here the authors looked for several solutions that can be used by other translators when they want to translate the same legal text. Here the author finds several techniques that can be used in translating legal texts and some online references that can be used if translators find an equivalent or term in the law. There are several strategies used by the authors when translating notarial deed documents, such as the use of literal translation, adaptive translation, calque translation, official translation, cultural equivalence, transference, and various online references that are used to support better translation results.

**Keywords:** *Translation, Legal terms, translation methods, Legal documents*

### INTRODUCTION

Language is used as the main communication tool used by humans because the language has a very important role in being able to communicate with each other. Language also has an important role in people's lives because with the help of language, people can understand and enforce the law in their lives or for skills in using language that can be understood. This type of written

legal text will also be needed by everyone that can be used to make laws and regulations, lawsuits, company deeds, and so on.

Legal text translation is one of the most difficult translations to do because in legal texts there are differences in the style of language used with other types of texts. Translating legal texts is not easy because every translator must be able to combine the terms technical text translation with the expertise of translating literary texts. In translating legal texts, it has its own difficulties and not everyone can translate this type of text because there must be legal terms that are difficult for ordinary people to know.

Based on Kocbek, A. (2017), a notarial deed is a legal document that contains matters relating to the law and this notarial deed is also an authentic deed that has long been valid in Indonesia made into the Indonesian language. Another problem also arises when a foreigner wants to be a party to the notary deed, not only that, the foreign party must also know what the contents will be written in the notary deed. In overcoming this problem, a translator is needed to translate the document into the target language, namely English. Here translators must understand legal terminology in different languages, cultures, and what systems exist in law. Here the role of translators is needed because they have to translate messages in the target language into the target language, this translator will bridge the cultural differences and legal systems in the two languages. Gotti, M. (2016) says that translating a notarial deed is not easy because it is a legal document and many factors influence it. These factors such different cultures, different environments, and different languages.

In addition, legal translations are more difficult to translate than other types of texts because in legal texts there are special legal terms that are less known to ordinary people even an ordinary translator. So here the translators of legal texts must be able to understand the language in the legal text such as

understanding the legal terms in the source language and the target language. Therefore, the author will find out what methods can be used in translating legal documents and use some online references that can be used in determining the legal terms in the source language text to the target language.

## **METHOD**

Hidayat, A. (2020) said that not all translation techniques can be applied to only one translated text. This is because there are several factors that influence it, such as various types of texts, differences in knowledge, culture, linguistic elements and others. Karnain and Purwitasari, A. (2019) mention that there are several translation strategies that can be used when translating a text, such as using loan words, paraphrasing sentences, using functional equivalents, descriptive equivalents, and subtracting some elements. Based on research conducted by Siregar, R. (2017), which reveals that in translating a text, the translator will not use only one technique in translating but requires several translation techniques to produce a good translation.

In carrying out these activities, the author will use important points used by previous research and by adding some references that have been obtained, and receive input from lecturers and office managers regarding the translation results. To produce a good translation and achieve the target, the author will use several steps in translating documents/archives at PT Riau Pangan Lestari which are carried out during the internship program.

The following are the steps used in the translation process carried out during the internship:

### a) Preparation

The most important thing to do before translating documents is preparation, so translators must prepare everything needed when translating

documents in a company. In addition, providing preparations when carrying out an internship program at a company to do translations.

b) Looking for references

Here the author will look for some materials that will be used as a source of reading material when carrying out the translation program. This is done to facilitate the author in determining the selection of the right words/sentences according to the target document/text to be translated (adjusted according to the type of document).

c) Translating documents/archieves

The translation referred to here is translating text from certain languages into other languages. At the time of translating, the author must be able to adjust it with accurate information so that the submission contained in the original document can be translated into the target document. The method used by the author in translating this legal document is a descriptive method, so the data will be grouped based on SL and TL in the process and will be explained descriptively.

d) Editing

The next step after translating is editing. When referring to editing, the author is only referring to the review from the previous step. In this step, the author only edits and revises the translation segments that have been done and ensures that the translation is accurate with the original document.

e) Proofreading

The next stage that will be carried out is the proofreading stage or the correction stage which is carried out without referring to the original text. The main focus in this proofreading is to see how the translated text sounds natural and reads smoothly in the target language. In addition, the author will also check whether the punctuation and capital letters used are correct or not. Document

formatting should also be checked in proofreading so that the translation results look better, such as the placement of images or the fonts used.

f) Report

The next step to be taken is to provide a report to the company regarding the results of the translation that has been done. The reported translation is a translation of documents/archives provided by the office manager at PT Riau Pangan Lestari to the author and the results of the report will be used as a sign of the completion of this internship program.

**Table 3.1** *Timeline of Implimentation*

<b>NO</b>	<b>Activity</b>	<b>Date</b>
1	Preparation	15 February 2021 – 17 February 2021
2	Looking for references	18 February 2021 – 21 February 2021
3	Translating documents/archieves	22 February 2021 - 22 May 2021
4	Editing	23 May 2021 – 01 June 2021
5	Proofreading	02 June 2021 – 08 June 2021
6.	Report for company	09 June 2021 – 15 June 2021
7.	Preparation for Internship report	16 June 2021

## **FINDINGS AND DISCUSSION**

The output of this program is to provide translations of company documents/archives provided by the office manager to authors to be translated from Indonesian to English. There are various types of company documents that author want to translate, for example; Deed of incorporation and Company PPAT letters (law), company SOPs, and other archives. But in this study, the author only discusses the legal translation entitled "Notary Deed" of the company. The output is finished on time from the time given by this internship program, which is 4 months. The results of the output design will be determined

by the author based on references and of course, the author will continue to follow the aspects that have been determined by the company.

The implementation of this internship program is carried out at PT Riau Pangan Lestar for 4 months, starting from the entry of apprentices on February 15, 2021 to June 15, 2021. In carrying out this internship program, there are results that will be reported every week, which are reported in the form of a logbook made for translation interns. The contents of this logbook are the titles of documents/archives that have been translated, the time for carrying out activities each week, the number of translated documents/archives that have been done, and links to access the documents.

The results of each activity that has been carried out will be reported to the company and lecturers regularly. The output of this program is the translation of documents/archives related to the company such as important documents, company SOPs, and so on. This output is made in preparation for the company's needs for future global expansion. For that, the author will explain and explain the results of the translation that has been done with the work process that has been done to produce a good translation. The following is the process carried out by the author when translating documents/archives:

1. Preparation

Preparation is an activity carried out by apprentices together with their supervisors before starting/carrying out apprenticeship activities of participants. At the time of its implementation, the author will be directed by the lecturer about what students will do while carrying out the internship program. In this phase, the supervisor will explain how the process of implementing this activity is carried out, starting from debriefing on how to translate properly and correctly, explaining the purpose of a translator internship, how to make a logbook, and how to make an internship report. Here the supervisor will help the author to complete the internship report as the final goal of this program. In

addition, the author will look for a suitable company to serve as a place to carry out this internship program, namely a translator from Indonesian to English, or vice versa. So here, the author will carry out this internship program at the PT Riau Pangan Lestari company, which is engaged in trading distributors and snack food agents.

## 2. Looking for references

This reference search is done to increase the author's knowledge when he wants to do the translation. This reference search is important because when the author receives documents/archives from the company, the author must be able to determine what types of documents/archives he will translate, whether it documents/archives regarding the law, accounting, or so on. The use of terms in a document/archives will also make the author confused to translate it into the correct target language, therefore it is important for the author to look for references in order to shorten the time when working on it.

In this section, the author will use various reading sources as a translation reference. In addition, there are various types of documents/archives that will be translated, so the author will use references from the website to shorten the time in translating. The references used in translating a document/archive are as follows:

- a) Legal terms in English and Indonesian  
<https://lahanindustri.wordpress.com/2018/02/09/istilah-legal-atau-hukum-dalam-bahasa-inggris-dan-indonesia/>

Istilah legal dan istilah hukum:

No	Bahasa	English
1	Akta	Deed
2	Akta dibawah tangan	Privately Made Deed / Private Deed
3	Akta notaris	Notarial deed
4	Minuta Akta	Original of the deed
5	Salinan / turunan akta	Official duplicate copy of the deed / Certified duplicate copy of the deed
6	Petikan Akta	Extract of the deed
7	Akta dibawah tangan yang dilegalisasi oleh notaris	Privately Made Deed signed before and attested by notary
8	Akta dibawah tangan yang di-waarmerking (gewaarmerkt)	Privately Made Deed registered with the notary's office
9	Dokumen yang telah disahkan/dilegalisir	Certified copy

**Picture 4.1** References about Legal terms

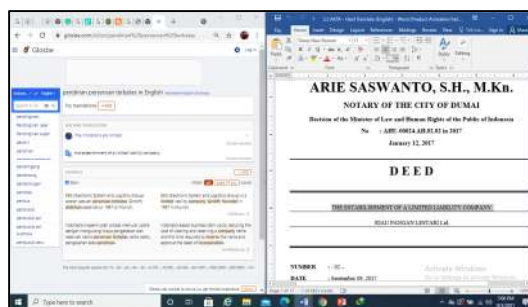
<https://www.englishcafe.co.id/istilah-istilah-hukum-dalam-bahasa-inggris/>

- Undang – Undang Dasar Negara Republik Indonesia tahun 1945 = The 1945 Constitution of The Republic of Indonesia.  
Contoh kalimat:  
The 1945 Constitution of the Republic of Indonesia was legalized on August 18<sup>th</sup> 1945 (Undang-Undang Dasar Negara Republik Indonesia tahun 1945 disahkan pada tanggal 18 Agustus 1945).
- Pasal = Article  
Contoh kalimat:  
The Human right is regulated in article 28 of the constitution (Hak Asasi Manusia diatur dalam pasal 28 di undang – undang).
- Ayat = Section  
Contoh kalimat:  
The right to have a decent job has regulated in article 27 section 2 of the constitution (hak untuk mendapat pekerjaan yang layak telah diatur dalam pasal 27 ayat 2 di undang – undang).
- Hak Asasi Manusia (HAM) = Human Right  
Contoh kalimat:  
All the people in Indonesia deserve to have an equal human right (semua orang di Indonesia berhak untuk mendapatkan Hak Asasi Manusia (HAM) yang sama).
- Pelanggar Hukum = Law breaker

**Picture 4.2** References about Legal terms

b) Use of Glosbe Dictionary

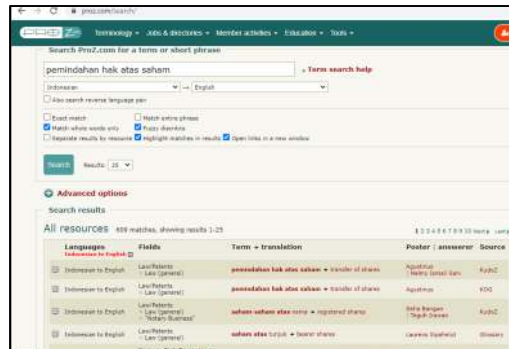
<https://glosbe.com/id/en/berhadapan%20dengan%20saya>



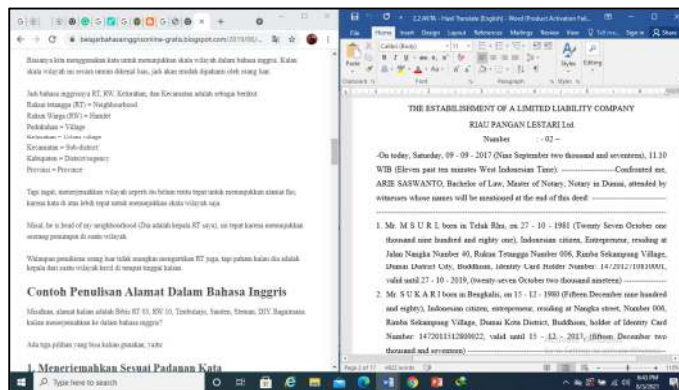


Picture 4.3 Glosbe Dictionary

- c) Using ProZ.com to search for a specific term in SL to TL.  
<https://www.proz.com/search/>

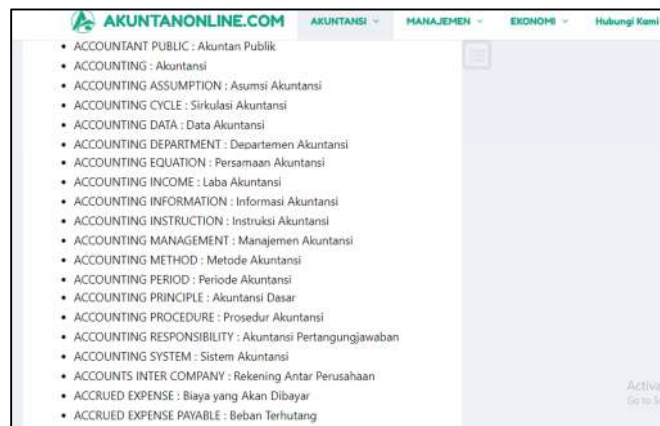


- d) <https://belajarbahasainggrisonline-gratis.blogspot.com/2019/08/apa-bahasa-inggrisnya-rt-rw-kelurahan.html>



Picture 4.4 References for Language Features

- e) <https://akuntanonline.com/kumpulan-istilah-istilah-dalam-akuntansi/>



Picture 4.5 Terms in Accounting

### 3. Translating documents/archieves

The translating stage is the core stage of this internship program, where the author must translate documents/archives in the company. Before translating documents/ archives in a company, the author has to get an internship preparation briefing from the lecturer and carry out whatever the company will ask the author to do. Here the author will sort the documents first based on the type of documents/archives to be translated. After finishing sorting, the next step that the author will take is to translate the text and if there is an obstacle encountered in determining the right words, the author will look for references that fit the context and continue the translation again. Here the author translates the documents/archives using a laptop and typed it manually when translating it.



### Picture 4.6 *Translating Activities*

From the results of the research that has been done, there are two strategies used in translating this notarial deed, the strategy is based on word translation and sentence translation. Here the author uses several methods in translation and the results are as follows:

a. Literal Translation (sentence level)

Literal translation is different from word-for-word translation only in considering TL grammatical structure in its result. But still, words are translated by their common meaning. In this translation method the sentence translate word by word, but the result follows the nearest grammatical structure of TL.

SL : Menghadap kepada saya, .....

Pasal 1

TL : Appear before me, ....

Article 1

If we translate the sentence by using word for word, then the result will be “menghadap kepada saya”. While in the Literal method the word “menghadap” placed in the front of “kepada” and “saya”. It is following the grammatical structure of Bahasa. There are no untranslated words in those samples above because the TL text transfers the entire message of SL text accurately.

b. Adaptive Translation (sentence level)

Adaptation translation is about communicating meaning through adapting the translation for a particular style. Refresh to the type of translation which is used mainly for plays and poems.

SL : Selanjutnya akta ini disebut sebagai Pihak Pertama.

TL : Hereinafter in this deed is referred to as the First Party.

Some cultural expressions with different concepts between SL and TL require adaptation, such as the example below:

SL : Menghadap kepada saya, .....

Sarjana Hukum

TL : Appear before me, .....

Graduate at Law

Here it can be seen that the SL and TL in question have different meanings. If translated directly, the SL of "Menghadap kepada saya" is "Facing me" in TL, but there is an adaptation in the sentence and the correct translation result is to use "Appear before me".

c. Official Translation (word level)

The translation used in this official translation is one in which there is a legal term that has been legally defined as the institution. The term referred to here is a technical term that has been used in an institution.

SL : .... Perseroan terbatas yang didirikan menurut **Akta Notaris**, tertanggal ....

TL : .... a limited liability established under **Notarial Deed**, dated ....

d. Cultural Equivalence (word level)

The cultural equivalence translation method is that the translation is done by replacing the word culture in SL and TL. Usually, translators will adapt their translations to the culture of each country, even though the translation of words in SL and TL is not accurate. Newmark, P. (1998). The purpose of using this translation method is to make the translation results easier to understand by TL readers and the implied messages in SL can be conveyed/described in TL.

SL : **Demikianlah** akta ini dibuat ...

TL : **In witness whereof**, this deed is drawn up ...

Based on the translation, the word "Demikianlah" can be interpreted as "that all" in the TL. TL readers will feel confused if they read it because the context to be conveyed is not clear, therefore the translator must replace the word culture in SL and TL so that the message to be conveyed can be understood by TL such as, "In witness whereof" which is defined as an expression of profit to formally close the deed.

e. Transference (word level)

The transference translation method is a translation method by transferring the language in SL to TL. This translation method is usually used by translating it directly and without changing the words in the SL. This strategy is the easiest strategy to apply in translating.

SL : Warga Negara Indonesia, wiraswasta, bertempat tinggal di Jalan Nangka, **Rukun Tetangga No 006, Kelurahan Rimba Sekampung,** Kecamatan Dumai Kota, .....

TL : Indonesian citizen, entrepreneur, residing at Nangka street, **Rukun Tetangga No 006, Kelurahan Rimba Sekampung,** Dumai Kota District, .....

From the example above, it can be concluded that the SL and TL in this text use a transference strategy. In translating notary documents, not all words are translated into English because sometimes TL does not recognize the term from the neighborhood association. As for other factors, such as differences in administrative areas in SL and TL countries.

f. Calque (word level)

Calque is a literal or borrowed translation strategy for collocations or common phrases known in the source language. So calque translation can be defined as taking the meaning of words in TL and translating them with equivalent words in TL.

SL : Jasa ketenagakerjaan, **konsultasi management dan administrasi,** .....

TL : Employment services, **management and administration consultations,** .....

Based on the example above, the calque translation strategy is carried out by simply transferring the phrases that are in SL to TL, such as “**konsultasi management dan administrasi**” translated into “management and administration consulting” which is adapted to the spelling and structure of SL into TL.

#### 4. Editing

The next step that must be done after translating the document/archive is to edit the translation that has been made. This editing is done so that the author can produce a better translation for the company. This translation editing is done only to re-check whether the translation results are accurate or not with the original documents/archives. Editing is also done such as grammatical errors, errors in the use of words/sentences, etc.

#### 5. Proofreading

The proofreading stage is the stage of correcting the translation carried out by the author without referring to the original text again. Here, the author only focuses on proofreading just to see how the translated documents/archives sound natural when read by the target language. The author will also check the translation results whether they have used the right punctuation or capital letters or not, to re-check the placement of images or fonts in documents/archives whether they are appropriate or not. Proofreading is done so that the translation results look even better.

#### 6. Report for company

In this section, the author will provide a report to the company regarding the results of the translation of documents/archives that have been made. The translation results that have been done will be collected into one file and the

author will provide this report to the office manager at the end of the internship program.

In carrying out the internship program, the author found several obstacles in translating a document/archives provided by the company. The obstacles found included:

a) Limited vocabulary

This obstacle is experienced by the author when working on the translation in the form of documents/archives regarding the law. Based on Haryanti, D. (2019) the obstacle that is often faced by someone when translating is the limited understanding of vocabulary and not being able to determine the right equivalent based on the context.

Here, the author is not very familiar with the vocabulary in the field of law, so this is a challenge for the author to translate it into a good translation that deserves to be read. For this reason, the author must look for various sources regarding legal terms in English to be able to translate them into the target language correctly. It is also necessary to consider the selection and use of appropriate vocabulary to produce a good translation.

b) Time Limitation

The next obstacle experienced by the author is the limited time of the work. Here the author is given 4 months to translate the documents/archives provided by the company. This is a problem for writers because not every time the company will provide documents/archives to authors for translation. There are also some documents that are confidential and cannot be disseminated by the author so that the author must wait for the next document to be translated.

However, these obstacles can be overcome because the author has made a timeline for the process. In addition, to make it easier for the author to overcome the processing time, the author also makes a logbook. Where this

logbook will be used as a report on activities carried out during translating a document/archive and also to facilitate the monitoring process.

c) Limited company documents/archives

The next obstacle experienced by the author is the limited number of documents/archives to be translated. Authors are required to translate texts/documents with a minimum of weekly word translations. Where this internship program lasts for 4 months and the author must be able to translate as much as 15,000 – 30,000 words during the duration of the internship program.

To solve this problem, the author communicates with the office manager to provide the documents/archives to translate, and then the company will prepare the documents/archives. After preparing the documents/archives the office manager will give the documents/archives to the author and ask to be translated into English. The documents/archives provided are also varied, such as company SOPs, company files, company documents, etc. After getting the document/archive, the author will start translating.

After completing this translation activity, several changes occurred on the part of the author and the company.

The changes experienced by the author during the internship are being able to manage the work time well so that the translation results can be completed on time, gain new knowledge about translation, understand new vocabulary, and the translation results have also reached the target. In implementing this internship, the author has succeeded in translating all documents/archives provided by the company for translation. In addition, the author also gains experience from this internship program and can increase knowledge about the knowledge contained in the translator, both in translating legal documents or other documents.

The changes experienced by the company are not so many, it's just that the company is preparing several documents needed for the benefit of the



company's development and aims to expand the company's network of cooperation with foreign countries. The company provides several documents for translation from Indonesian to English, including the Deed of Establishment, company letters, and all SOPs in the company. Some translations will be provided to the office manager which is useful for future global expansion.

## CONCLUSIONS

There are several types of documents provided by companies such as legal documents, company letters, and all SOPs in the company. The authors finds several techniques that can be used in translating legal texts and some online references that can be used if translators find an equivalent or term in the law. There are several strategies used by the authors when translating notarial deed documents, such as the use of literal translation, adaptive translation, calque translation, official translation, cultural equivalence, transference, and various online references that are used to support better translation results

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