

单证综合辅导:英文合同相关翻译对照(1) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/267/2021_2022__E5_8D_95_E8_AF_81_E7_BB_BC_E5_c29_267712.htm Duties of Manger 1.

To manage, maintain and promote the business of the Company. 2.

3. SIGNED by Roger Tan For and on behalf of LUCKY

INTERANTIONAL LTD In the presence of SIGNED by TERESA

WONG In the presence of 新加坡的通用合同分五部分：第一

部分：称为parties, 主要介绍合同各方的姓名或名称，注册地
国及地址、邮编及各自在合同的简称。开头框架一般为：

THIS AGREEMENT is made the ----- _____ day of

_____ (month) , _____ (year) between A _____ (hereinafter

called "The Company") of the part and B _____, (hereinafter called

"The Manager") of the other part. 句子开头THIS AGREEMENT

或CONTRACT和当事人的姓名和名称，都应大写。当事人是

自然人的，用“ of ”和其后的住址相连；是法人或非法人单

位的，用“ having its registered office at ”和其后注册地址相连

。第二部分：称为recital。以WHEREAS开头，进入叙述部分

，用陈述正式说明当事人订立合同的原因。第三部分：称

为habendum，正文。具体约定当事人的权利和义务。正文部

分的结束段为： IN WITNESS WHEREOF, the parties hereto

have set their hand the day and year first above written. 这段作用相

当于中文合同的“ 双方签字盖章，特此为证 ”。第四部分：

称为schedule或addendum，附录。是对前述合同部分条款的必要

补充。不是所有合同都有这一项。第五部分：称

为attestation，证明部分。当事人如果自然人，用“ SIGNED

by ___ ” 英文写作翻译；连接后填写见证姓名的表达部分 “ In the presence of _____ ” ；当事人是法人或非法人单位时，授权代表后接的是 “ SIGNED for and on behalf _____ of _____ ” ， 然后才是 In the presence of _____ 。 与中文合同的显著不同是签章处除当事人外，多了一个 In the presence of _____ 供证人签字之处。另一不同的是合同订立日期没有放在合同最后，而是出现在开头段的当事人介绍部分。第五部分在新加坡还有另一种表达 As Witness our Hands this _____ day of _____ , in the year of our Lord Tow Thousand and One. Signed, sealed, and delivered by the above named In the presence of Signature Address Occupation 上述合同的格式很有代表性，其它英文格式与之相比大同大异，有的合同中不含附录。 B. 美国

APPOINTMENT AS CONTRACT FULL-TIME SENIOR
CUSTOMS ADMINISTRATOR AN AGREEMENT FOR
SERVICES made the 1st day of September, 2000 between _____ of
_____ (address) (hereinafter referred to as "the Company") as one
part and Mr. _____ of _____ (address) (hereinafter referred to
as the Contractor) of the other part. WHEREBY IT IS AGREED
AND DECLARED AS FOLLOWS: 1. THAT the Company shall ...
2. This agreement shall commence on 3. 4. IN WITNESS
WHEREOF, both parties set their hands on the date herein
mentioned SIGNED BY Name : Designation : For and on behalf of :
(signature) Contractor : Designation : 100Test 下载频道开通，各
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