

CHAPTER I

Institutional Use

Article 8

Publication of regulations

1. Bills enacted by the Parliament of Catalonia are published, in simultaneous editions, in Catalan and Castilian, in the *Diari Oficial de la Generalitat de Catalunya*.⁷ The Parliament is responsible for preparing the official version in Castilian.
2. General provisions and regulating resolutions of the Government, the Authorities and the Institutions of the Generalitat and the local authorities of Catalonia are published, when appropriate, in the *Diari Oficial de la Generalitat de Catalunya*, in simultaneous versions in Catalan and Castilian.

Article 9

The language of the Catalan Authorities

1. The Generalitat, local authorities and other public corporations of Catalonia, institutions and the licensed services and companies that they are responsible for shall use Catalan in their internal procedures and in relations between each other. They shall also normally use it in their communications and notifications addressed to individuals or companies residing within the Catalan linguistic area, without detriment to the right of citizens to receive them in Castilian on request.
2. The government of the Generalitat shall regulate, by means of statutes provisions, the use of Catalan in the administrative activities of all bodies under its authority.
3. Local corporations and universities shall regulate the use of Catalan in the field of their respective responsibilities, as laid down in para 1. All other public corporations shall also likewise regulate it.

Article 10

Administrative procedures

1. In administrative procedures carried out by the Generalitat Authorities, by local authorities and by the other corporations of Catalonia, Catalan shall be used, without detriment to the right of citizens to submit documents, make statements and, on request, to receive notifications in Castilian.
2. The Authorities shall deliver a translated certificate of whatever affects them in the official language requested by the individuals involved. The request for translation shall not imply any handicap or expense to the applicant or any delay in the procedure or the suspension of the procedure and the stipulated time spans.

Article 11

The linguistic ability of the staff in the service of the of Catalonia

1. The staff in the service of the authorities, corporations or public institutions of Catalonia shall have a sufficient and appropriate command of the two official languages, both in verbal and written communication, so that they can adequately carry out the duties assigned to their post.
2. In order for what is laid down in para 1 to be valid, the Government of the Generalitat shall guarantee the teaching of Catalan to the staff in the service of the Generalitat, local authorities, public universities and the judicial authorities of Catalonia and promote measures to recycle such staff.
3. In recruiting staff to cover posts in the Generalitat, local authorities and university administration and services, including staff on contract, Catalan proficiency, both oral and written, shall be at a level appropriate for the duties of the position to be filled in the terms established by legislation for public service.

Article 12

State Authorities

1. Administrative procedures carried out in Catalonia by the bodies and entities of the State Authorities, both verbally and in writing, in either of the official languages, are valid, without requiring translation.
2. Everyone is entitled to communicate with and to be served by the State Authorities in Catalonia, verbally or in writing, in the official language of their choice, and cannot be required to provide any kind of translation.

Article 13

Judicial proceedings

1. Judicial proceedings are valid, whether verbal or in writing, whichever of the two official languages they are carried out in, without requiring a translation thereof.
2. Everyone is entitled to communicate with the Judicial Authorities, verbally or in writing, in the official language of their choice and to be served by them, and cannot be required to provide any kind of translation.
3. On request, everyone may receive certificates of rulings and decision procedures affecting them in the official language they require, with no delay due to language.
4. That set forth in paras 1, 2 and 3 is also applicable to the ecclesiastical and arbitration courts.
5. In the provision for staff placements in the service of the judicial authorities responsible for which the Generalitat is, what is laid down in article 11 shall be applicable, in accordance with the specific relevant regulations, in the terms laid down by regulation.

Article 14.

Public documents

1. Public documents drawn up in either of the official languages shall be valid.
2. The public documents shall be drawn up in the official language chosen by the grantor, or should there be more than one, in the language they agree upon. Should no agreement be reached regarding the language, the deed or document shall be drawn up in both official languages.
3. Prior to drawing up the document, the grantors shall be specifically asked which language they choose; under no circumstances may the choice of one or other result in a delay in drawing up and authorising the document. Should no specific language be chosen, the document shall be drawn up in Catalan.
4. Public commissioners of oaths shall deliver the copies and certificates in either Castilian or Catalan, in whichever language those involved require, and they shall provide translations, under their responsibility and when appropriate, of the documents and original texts. The fact that the original text and the copies thereof are translated shall be recorded in the margin and in a footnote, but legal recording of this fact is not required.
5. The offices of public commissioners of oaths shall be in a position to serve citizens in either of the two languages and they must have staff who have an adequate and sufficient knowledge of them both to perform the duties related to their job task.

Article 15

Civil and commercial documents

1. The choice of language is not a formal requirement for private documents. Documents drawn up in either of the languages shall therefore be valid, without detriment to the translations that civil, commercial or litigation laws may require, if the language used is not official in Catalonia.
2. Private documents, whether contractual or not, whatever their nature may be, drawn up in either of the two official languages of Catalonia shall be valid and do not need any translation for their fulfilment in or out of court, within Catalan territory.
3. The documents to which para 2 refers to shall be drawn up in the official language both parties agree upon. Nevertheless, should it be a standard form contract, a regulated contract, a contract with standard clauses or one with general conditions, it shall be drawn up in the language chosen by the consumer and shall be at the immediate disposal of the client in separate copies in Catalan and Castilian.
4. Securities of all kinds, including those that represent shares in trading companies, shall be valid

whichever of the two official languages they are drawn up in.

5. Cheques, promissory notes, receipts and other documents offered by financial entities to their clients shall be drawn up at least in Catalan.

Article 16

Collective Bargaining Agreements

1. Collective bargaining agreements shall be valid whichever of the two official languages they are drawn up in.

2. Collective bargaining agreements shall be drawn up in the official language agreed upon by the parties or, should no agreement be reached, in both official languages and in two separate copies.

Article 17

Public Registries

1. Registry entries recorded in either of the two official languages shall be valid.

2. In all the public registries in Catalonia, except those that are only of an administrative nature, the entries shall be recorded in the official language in which the document has been drawn up or the one used in the declaration. Should the document be bilingual, the entry shall be in the language chosen by whoever submits the document to the registry.

3. Registrars shall issue certificates in the official language used in the request.

4. Registry offices shall be in a position to serve citizens in either of the two official languages and shall have staff with a sufficient and adequate level of proficiency that they can perform the duties of their job position.

5. Registry offices shall guarantee that interpretation and translation, whether verbal or in writing, of any entry into the official language requested by the interested party is both immediate and accurate.

6. Forms and other printed material at the disposal of the public in the Registry offices shall be drawn up at least in Catalan.

⁷ The official gazette of the Generalitat of Catalonia.