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| **C:\Users\u0141626\Desktop\Temp folder\2018\2018 ALB Awards_Japan\ALB-JLA-2018-650x115-Gold.png**  **SUBMISSION FORM – FIRM CATEGORY (III)**  **Read the Research Methodology Summary before filling out the submission form.**  **Deadline for submissions** – **April 4, 2018 (Wednesday)**  *Submit the completed forms to* [*tracy.li@tr.com*](mailto:tracy.li@tr.com)*.*  **For International Deal Firm of the Year and Japan Deal Firm of the Year, please use**  **Submission Form - Firm Categories (II).**  **For all the other firm categories, please use Submission Form - Firm Categories (I).**  **Save this form using the format: Category\_Organisation.** |
| JAPAN LAW FIRM OF THE YEAR |

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| **Law firm** |  |
| **A. BASIC INFORMATION** | |
| **Country of residence** |  |
| **Firm size** (excl. of counsel, special counsel, etc.) |  |
| **Joiner/s in 2017 (provide names and positions)** |  |
| **Departure/s in 2017 (provide names and positions)** |  |
| **B. KEY WORK HIGHLIGHTS** | |
| **KEY WORK NO. 1: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 2: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 3: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 4: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 5: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 6: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 7: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 8: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 9: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words)  **KEY WORK NO. 10: (Indicate heading here)**  **Completion date:**  **Description** (max. of 500 words) | |
| **C. INITIATIVES, PROJECTS & SOCIAL CONTRIBUTION** | |
| ***I. ORGANISATION: What were your firm's initiatives to engage, empower and develop its people?*** *(max. of 300 words)*  ***II. PROFESSION: What would your firm consider to be its most significant contribution to the legal community?*** *(max. of 300 words)*  ***III. COMMUNITY: Does your firm adopt a Corporate Social Responsibility (CSR) program? What are its distinct features and core activities? Cite the firm's most effective and inspiring CSR activity in 2017.*** *(max. of 300 words)* | |
| **D. OTHER ACHIEVEMENTS** | |
| **Description** (max. of 300 words) | |