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| **C:\Users\u0141626\Desktop\Temp folder\2018\2018 ALB Awards_Japan\ALB-JLA-2018-650x115-Gold.png**  **SUBMISSION FORM – IN-HOUSE TEAM CATEGORIES**  **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)*.*  **This form is for one category only. To submit for another category, please complete a new form.**  *Save this form using the format: Category\_Organisation.* |
| CHOOSE A CATEGORY HERE |

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| **Company** (represented by the in-house team) |  |
| **A. BASIC INFORMATION** | |
| **Industry** |  |
| **Country of residence** |  |
| **No. of in-house counsel** |  |
| **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) | |
| **C. OTHER ACHIEVEMENTS** | |
| **Description** (max. of 300 words) | |