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| **SUBMISSION FORM – JAPAN LAW FIRM OF THE YEAR**  **Read the Research Methodology Summary before filling out the submission form.**  **Deadline for submissions** – **30 March 2020 (Monday)**  *Submit the completed forms to* [harmony.tam@thomsonreuters.com](mailto:harmony.tam@thomsonreuters.com)  **For Japan Deal Firm of the Year or International 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).**  **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.* |
| **JAPAN LAW FIRM OF THE YEAR** |

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| **Law firm** |  |
| **A. BASIC INFORMATION** | |
| **Country of residence** (to confirm that the nominee is based in Japan) |  |
| **Firm size** (specify: lawyers and non-lawyers) |  |
| **Joiner/s in 2019** (provide names and positions) |  |
| **Departure/s in 2019** (provide names and positions) |  |
| **Contact Information**  (Please include Name, Email and Phone number) |  |
| **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 2019.*** *(max. of 300 words)* | |
| **D. OTHER ACHIEVEMENTS** (max. of 300 words) | |
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| **THIRD-PARTY NOMINATION (optional)** |
| *Any lawyer/law firm/in-house team you’d like to nominate?*  **Individual/firm/in-house category:**  **Name/law firm/company:**  **Contact person:**  **Position:**  **Email & tel. no.:**  **Reason for nomination:** |