**Instructions**

**Please do not alter this form.** If a question does not apply to you, please leave it blank. Please clearly mark **CONFIDENTIAL** next to the **names or work that should not be published.**

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| * Service providers need to be based in Asia for at least the past 12 months to qualify. Submissions from mainland China and Australia/New Zealand will not be considered for this list.
* Deadline for submission is **Friday, 24 March 2023; 6:00pm** (Singapore time).
* All submission forms must be completed in English.
* Submission does not guarantee a place on the list. ALB does not have the obligation to explain the inclusion or omission of any specific submissions.
* The list will be published in June 2023 issue of ALB magazine.
* Please email your submission to: bingqing.wang@thomsonreuters.com
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**Contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job Title** | **Email** | **Phone** |
|  |  |  |  |

**Basic Information**

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| **Firm Name** **(In-house/ private practice)** |  | **Location** |  |
| **Head of Firm** **(In-house/ private practice)** |  | **Year established** |  |
| **Number of qualified lawyers** |  | **Number of support staff** |  |
| **Key team members** |  | **Service lines provided** |  |
| **Ranked in other legal directories? (Y/N)**  | *If Y, please indicate* |

**Work Highlights**

**Please clearly mark CONFIDENTIAL next to the names or work that should not be published.**

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| **List the top 5 most significant achievements of the firm since establishment.**(Please mark CONFIDENTIAL on those that are not publishable. Specify the scope, breadth and impact of the work - 200 word count limit per matter) | *As part of the summary, please indicate the achievement period or current status.*  |
| **List the top 5 most significant work of the firm in the last 12 months.**(Please mark CONFIDENTIAL on those that are not publishable. Specify the scope, breadth or impact of the work - 200 word count limit per matter.)  | *As part of the summary, please indicate the matters’ start and end date or current status.* |
| **Please list up to five of your key clients.**(Please mark CONFIDENTIAL on those that are not publishable) |  |
| **Please list your new clients wins in the past 12 months.**(Please mark CONFIDENTIAL on those that are not publishable) |  |
| **Please list any significant accolades that you have received in the form of public recognition, awards etc.** |  |

 **Recommendation**

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| **Client comments and feedback the firm has received** (Client commendations and feedback contribute significantly to this list hence this is highly recommended. **If possible**, please provide a client contact for reference.) |  |

 **Other Information**

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| **How would you think that has differentiated your services from conventional law firms or other players in the market?** |  |
| **What is the growth strategy of your services for the next 12 months?**  |  |

**Client Referees**

Referee feedback is a critical part of our research, please provide us 5 referees we can talk in confidence. A referee is usually a client, although it can be anyone who has experience and knowledge of your firm in that practice area over the preceding 12 months. Providing referees allows us to gather feedback on the practice. We use these interviews to understand the views and experiences of your clients and this helps to inform our decisions if necessary.

Clients statements are referred to in the first instance and referees are only contacted should ALB require additional information regarding the matters included in the submission.

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| **Active Key Clients****(Company)** ***(Pls indicate if the referees are non-publishable/publishable)*** | **Contact Person** | **Job Title** | **Contact Details** | **Location/Country** | **New Client** **(Y/N)** |
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