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| **SUBMISSION FORM – HONG KONG LAW FIRM OF THE YEAR**  **Read the Research Methodology Summary before filling out the submission form.**  **Deadline for submissions** – **31 May 2024 (Friday)**  *Submit the completed forms to* [albawards@thomsonreuters.com](mailto:albawards@thomsonreuters.com)  **For all other firm categories, please use Submission Form – Other Firm Categories.**  *Example: ALBHKLA2024-Hong Kong Law Firm-ABC Law Firm*  **Please send the submission form in Word format and do not convert it to PDF.** |
| HONG KONG LAW FIRM OF THE YEAR |

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| **Law firm** |  |
| **A. BASIC INFORMATION** | |
| **Residence** (Please indicate “Hong Kong” to confirm that the candidate is based therein.) |  |
| **Firm size** (Please specify the number of lawyers and non-lawyers based in HK.) |  |
| **Joiner/s from May 2023 – April 2024** (provide names and positions) |  |
| **Departures from May 2023 – April 2024** (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:***   1. ***Please cite the firm’s*** ***diversity and inclusion strategy, if any, in making its people more representative, collaborative or respectful of differences. You may include demographics in terms of age, gender, sexual orientation and the like, whenever relevant.*** *(max. of 500 words)* 2. ***What were the initiatives taken by the firm to develop and manage its talent?*** *(max. of 500 words)*   ***II. PROFESSION: What would your firm consider to be its most significant contribution to the legal community?*** *(max. of 500 words)*  ***III. COMMUNITY: What are the distinct features and core activities of your corporate social responsibility (CSR) program, if any? Please cite the firm's most effective and inspiring CSR activity between May 2023 and April 2024.*** *(max. of 500 words)* | |
| **C. OTHER ACHIEVEMENTS OF NOMINEE** (max. of 500 words) | |
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| **OPTIONAL: IN-HOUSE TEAM NOMINATIONS** |
| *Any in-house teams you’d like to nominate?*  **In-house category:**  **Company:**  **General Counsel/Head of Legal:**  **Email & tel. no.:**  **Reason for nomination:** |