**Instructions**

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 Please clearly mark **CONFIDENTIAL** next to the **names or deals that should not be published.**

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| * Open to all in-house legal departments that have a headcount of two or more counsels with:
	+ A physical **office in Asia**
	+ A team **permanently based in Asia** in the past 12 months **(1 March 2023 – 1 March 2024)**
* Your team should consist of **at least two (2) in-house lawyers**
* Deadline for submission is **Monday, 11 March 2024; 6:00pm** (Singapore time).
* All submissions, whether self-recommendation or nomination, must be written in the ALB submission form and 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 lawyer / organization.
* Submissions from mainland China and Australia/New Zealand will not be considered for this list.
* The list will be published in **May 2024** issue of ALB magazine.
* Please email your submission to: bingqing.wang@thomsonreuters.com
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**Contact details:**

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| **Name** | **Job Title** | **Email** | **Phone** |
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**Nomination**

**Candidate Details**

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| --- | --- | --- | --- |
| **Company Name** |  | **In-house Team Location(s)** |  |
| **Size of your team** |  | **Head of the team / in-charge person (Name and title)** |  |
| **Year that the team was established** |  |
| **Please list at least two lawyers/law firms who represented you before, reason of their engagement and their contact information** |  |
| **Key Work / Significant Highlights**The submission should highlight work and initiatives that best demonstrate the team’s performance across the full spectrum of in-house responsibility - financial, customer, operational and people. Please specify the complexity, impact, innovation or improvement of the achievements, deals, cases and work.Please clearly mark **CONFIDENTIAL** next to the names or deals that are not publishable. |

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| **Please list the team’s significant achievements** which you and your team have helped your organisation achieve its strategic objectives, demonstrate an outstanding business performance and support the business to adapt to new ways of working in response to the pandemicProvide evidence / examples of:* + Legal expertise
	+ Strategic vision
	+ Teamwork
	+ Contribution to the success / performance of the business
 |  |
| **List the team’s contribution towards quality and innovativeness of your team’s internal and transactional work** Please specify the complexity impact, innovation or improvement made, deals and/or cases which leads to the team’s operational efficiency and business innovation  |  |
| **Please list 5 the most significant deals/contracts or litigation/dispute cases, handled by the team in the last 12 months**Description: Please specify more details of the abovementioned category. Details can include:* Matter complexity and breadth
* Matter impact / significance
* Matter innovation / improvement
 |  |
| **Comments from internal business partners for in-house team’s work in the last 12 months (please name 2 contacts for reference)** |  |
| **Please list any significant accolades the team or any of its members has received for work in the form of company or public recognition, awards etc.** |  |
| **Other relevant information (including but not limited to charity, social service, encourage and promote diverse and inclusive workspaces etc.)** |  |

**Referees**

Referee feedback is a critical part of our research, please provide us 3 referees we can talk in confidence. A referee is usually an internal business partners, external counsel or lawyer, who you and your team has worked with over the preceding 12 months. Providing referees allows us to gather feedback on your team’s development and performance. We use these interviews to understand the views and experiences of your business partners, 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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| **Business Partner****(Company)** ***(Pls indicate if the referees are non-publishable/publishable)*** | **Contact Person** | **Job Title** | **Contact Details** | **Location/Country** |
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**By submitting this form to Thomson Reuters, you agree and consent to the following:**

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