

ALB Asia's Top 15 In-House Teams

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 Please clearly mark **CONFIDENTIAL** next to the **names or deals that should not be published**.

- 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 May 2020 – 1 May 2021**)
- Your team should consist of **at least two (2) in-house lawyers**
- Deadline for submission is **Tuesday, 25 May 2021; 6:00pm** (Singapore time).
- All submission forms, whether self-recommendation or nomination, must be written in the ALB submission form and completed in English.
- Submission of nomination does not guarantee a place on the list. ALB does not have the obligation to explain the inclusion or omission of any specific lawyer / organisation.
- Submissions from mainland China and Australia/New Zealand will not be considered for this list.
- The list will be published in the August 2021 issue of ALB magazine.
- Please email your submission to: Lynda.lim@thomsonreuters.com

Contact details:

Name	Job Title	Email	Phone

Nomination

Candidate Details

Company Name	In-house Team Location(s)

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Size of your team		Head of the team / in-charge person (Name and title)	
How many years the team has been established?			
Please list/ indicate the main work / reason your team engage a third party law firm, what are their role for the engagement?			
Please list at least two lawyers/law firms who represented you before 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.

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<p>Please list the team's significant achievements</p> <ul style="list-style-type: none"> • How has your department excelled across the full spectrum of in-house responsibilities? • Demonstrate outstanding performance on behalf of the company, either through innovative use of its own 	
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<p>resources or effective management of external law firms</p> <ul style="list-style-type: none"> • The role the legal team is playing in helping the business adapt to new ways of working in response to the pandemic • To provide concrete examples of how you have helped your organisation achieve its strategic objectives <p>Provide evidence / examples of:</p> <ul style="list-style-type: none"> ❖ Legal expertise ❖ Strategic vision ❖ Teamwork ❖ Client satisfaction ❖ Employee development ❖ Contribution to the success / performance of the business 	
<p>Please list key work highlights as the strategic and risk advisors</p> <p>In which the in- house team have partnered with the business to give commercial and strategic advice that has significantly enhanced the organisation, including pre-empting potential issues and securing the organisation from threats. Or that have made a major change and transformation</p>	
<p>Contribution towards operational efficiency and business innovation</p> <p>Ways in which legal operations / legal department aim to improve in-house legal team's effectiveness in the long term. Facilitating the team to undertake</p>	

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<p>new value-added initiatives, embrace change through technology, new business model or approaches and thus meet the needs of the organisation or its business lines</p>	
<p>Please list the most significant deals/contracts or litigation/dispute cases, handled by the team in the last 12 months</p> <p>Description: Please specify more details of the abovementioned category. Details can include:</p> <ul style="list-style-type: none"> • Matter complexity and breadth • Matter impact / significance • Matter innovation / improvement 	
<p>Comments from internal business partners for in-house team's work in the last 12 months (please name 2 contacts for reference)</p>	
<p>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.</p>	
<p>Other relevant information (including but not limited to charity, social service, encourage and promote diverse and inclusive workspaces etc.)</p>	

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

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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.

Business Partner (Company) <i>(Pls indicate if the referees are non- publishable/publishable)</i>	Contact Person	Job Title	Contact Details	Location/Country

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