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**2019 ALB CHINA TOP 15 IN HOUSE TEAMS SUBMISSION FORM**

**2019 ALB China 十五佳公司法务团队评选表格**

* Please provide responses and other important details in the blanks on the right with respect to the In-house Team of your company. Self nomination is welcome. 请填写贵公司法务团队的相关信息。欢迎自荐。
* Please note that your team needs to be **based in mainland China**.参与者须为**常驻中国大陆**的法务团队。
* The deadline for submission is **Oct. 15, 2019 6.00 pm (Beijing time).** The submission form can be either in English or Chinese, or both. 提交报名截止时间为**2019年10月15日下午6点**。中文、英文或者双语填写均可.
* Please mail your submission to: 请于截止日期之前将表格以电子邮件方式发送到: [TRALB.Ranking@thomsonreuters.com](mailto:TRALB.Ranking@thomsonreuters.com)

**Basic details 基本信息**

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| **Name of the company**  \*Please fill the information with both English and Chinese  **公司名称**  \*此栏内容请同时以英文、中文填写 |  | **Name of the In-house Team**  \*Please fill the information with both English and Chinese  **法务团队名称**  \*此栏内容请同时以英文、中文填写 |  |
| **In-house Team Location(s) 法务团队所在地** |  | **General Counsel(or head of legal affairs throughout the company, name and title)**  **总法律顾问姓名（或公司的法律事务最高负责人姓名与职务）** |  |
| **Head of In-house Team (Name and title)**  **法务团队具体负责人（姓名与职务）** |  | **Size of In-house Team法务团队总人数** |  |
| **Years of the team 法务团队组建时间** |  | **Contact person 联系人, Title/Telephone/email联系人职务电话/邮箱** |  |
| **Please list at least two lawyers/law firms who represented you before and their contact information**  **请列举出曾代理过贵司的至少两位律师/律师事务所以及他们的联系方式** |  | | |
| **Reasons for nomination 主要业绩**  Please specify the complexity, impact, innovation or improvement of the achievements, deals, cases and work. 请描述成就、交易、案件和工作内容的复杂性、影响、创新性或改进  Please clearly mark CONFIDENTIAL next to the names or deals that are not publishable. 如有名字或交易不能发表，请明确在其旁边标注“保密” | | | |

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| **Please list the team’s significant achievements**  **请列举团队历年来最重要的工作成就** |  |
| **Please list the most significant deals/contracts or litigation/dispute cases, handled by the team in the last 12 months (up to 10 items)**  **过去一年中团队处理的重大合同、交易或解决的纠纷、获胜的案件等（不超过十项）** |  |
| **Please list the other significant work in the last 12 months (up to 10 items)**  **除上述外，过去一年中团队其他的重要工作内容（不超过十项）** |  |
| **Comments from internal business partners for in-house team’ work in the last 12 months (please name a contact for reference)**  **公司业务部门对法务团队过去一年工作的评价（请提供一位推荐人并提供联系方式）** |  |
| **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.**  **团队或其中的成员个人曾获得的公司内部或外部奖项** |  |
| **Other relevant information (including but not limited to charity, social service etc.)**  **其他提名理由，包括但不限于慈善活动，社会公益工作等** |  |