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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

**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** |  |