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**ALB 2016 TOP IN-HOUSE TEAM IN CHINA SUBMISSION FORM**

**“ALB 2016年中国最佳公司法务团队”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。

This template is a guideline and if you would like to submit using a different format, we will accept those submissions as well. 以下表格格式供参考。如有更多补充信息，您也可以通过其他格式提交。

**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. 14, 2016 6.00 pm (Beijing time).** 提交报名截止时间为2016年10月14日。

**Please mail your submission to: 请于截止日期之前将问卷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****公司名称** |  | **In-house Team Location 法务团队所在地** |  |
| **Chief Legal Officer (Name)****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** |  | **Telephone/email/address联系人电话/邮箱/和地址** |  |
| **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** |  |  |  |

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| --- | --- |
| **Please list the team’s significant achievements****请列举中团队历年来最重要的成就** |  |
| **Please list the most important work, such as contract/deals or litigation/dispute cases, handled by the team in the last 12 months 过去一年中团队的主要成果，如处理的 重大合同、交易或解决的纠纷、获胜的案件等** |  |
| **Please list the most significant work in the last 12 months (such as contracts)过去一年中团队的主要的工作内容**  |  |
| **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** |  |

**Reasons for nomination 主要业绩**