|  |
| --- |
| **SUBMISSION FORM – JAPAN LAW FIRM OF THE YEAR****Read the Research Methodology Summary before filling out the submission form.****Deadline for submissions** –  **29 March 2019 (Friday)***Submit the completed forms to* anna.lam@thomsonreuters.com**For Japan Deal Firm of the Year or International Deal Firm of the Year, please use Submission Form - Firm Categories (II).****For all the other firm categories, please use Submission Form - Firm Categories (I).****This form is for one category only. To submit for another category, please complete a new form.** *Save this form using the format: Category\_Organisation.* |
| **JAPAN LAW FIRM OF THE YEAR** |

|  |  |
| --- | --- |
| **Law firm** |  |
| **A. BASIC INFORMATION** |
| **Country of residence** (to confirm that the nominee is based in Japan) |  |
| **Firm size** (specify: lawyers and non-lawyers) |  |
| **Joiner/s in 2018** (provide names and positions) |  |
| **Departure/s in 2018** (provide names and positions) |  |
| **Contact Information**(Please include Name, Email and Phone number) |  |
| **B. KEY WORK HIGHLIGHTS** |
| **KEY WORK NO. 1: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 2: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 3: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 4: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 5: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 6: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 7: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 8: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 9: (Indicate heading here)****Completion date:** **Description** (max. of 500 words)**KEY WORK NO. 10: (Indicate heading here)****Completion date:** **Description** (max. of 500 words) |
| **C. INITIATIVES, PROJECTS & SOCIAL CONTRIBUTION**  |
| ***I. ORGANISATION: What were your firm's initiatives to engage, empower and develop its people?*** *(max. of 300 words)****II. PROFESSION: What would your firm consider to be its most significant contribution to the legal community?*** *(max. of 300 words)****III. COMMUNITY: Does your firm adopt a Corporate Social Responsibility (CSR) program? What are its distinct features and core activities? Cite the firm's most effective and inspiring CSR activity in 2018.*** *(max. of 300 words)* |
| **D. OTHER ACHIEVEMENTS** (max. of 300 words) |
|  |

|  |
| --- |
| **THIRD-PARTY NOMINATION (optional)** |
| *Any lawyer/law firm/in-house team you’d like to nominate?***Individual/firm/in-house category:****Name/law firm/company:****Contact person:****Position:****Email & tel. no.:****Reason for nomination:** |