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| **SUBMISSION FORM – IN-HOUSE CATEGORIES**  **Read the Research Methodology Summary before filling out the submission form.**  **Deadline for submissions** – **31 May 2024 (Friday)**  *Submit the completed forms to* [albawards@thomsonreuters.com](mailto:albawards@thomsonreuters.com)  **This form is for one category only. To submit another category, please complete a new form.**  *Save this form using the format: Category\_Organisation.*  *Example: ALBHKLA2024- Fintech In-House Team-ABC Company*  **Please send the submission form in Word format and do not convert it to PDF.** |
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| CHOOSE A CATEGORY HERE |

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| **Company** (represented by the in-house team) |  |
| **A. BASIC INFORMATION** | |
| **Industry** |  |
| **Residence** (Please indicate “Hong Kong” to confirm that the candidate is based therein.) |  |
| **Team size** (Please specify the number of lawyers and non-lawyers based in Hong Kong.) |  |
| **Head of Legal Team** |  |
| **Year of establishment** (for Startup category only) |  |
| **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)  -----------------------------------*additional entries for Hong Kong In-House Team of the Year category*----------------------------  **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) | |
| **C. OTHER ACHIEVEMENTS** (max. of 500 words) | |
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