



RESEARCH METHODOLOGY SUMMARY

PART I: IMPORTANT DATES AND CONTACT PERSONS

4 DECEMBER 2018	Opening of submissions
18 JANUARY 2019	Deadline for submissions Law firms: Please submit the completed forms to Caryl at mary.aquino@thomsonreuters.com . In-house teams: Please submit the completed forms to Lokesh at Lokesh.bogati@thomsonreuters.com .
MARCH 2019	Announcement of finalists
11 APRIL 2019	Awards ceremony

AWARDS INQUIRIES

Contact Caryl Aquino at mary.aquino@thomsonreuters.com or +632 9825 938.

SPONSORSHIP INQUIRIES

Contact Amantha Chia at amantha.chia@thomsonreuters.com or +65 6870 3917.

PART II: GENERAL GUIDELINES

- A. All submissions, whether by self-recommendation or nomination, must be written in the ALB submission form. Otherwise, the same will not be accepted.
- B. The coverage period for the entries is 1 January - 31 December 2018.
- C. The contact persons provided in the submission forms will be contacted by ALB, as may be necessary.
- D. References may be incorporated in the form to support any information expressly stated therein.
- E. All categories require the submission of three entries, unless otherwise provided below.
- F. For frequently asked questions about the awards, please visit the [FAQ page](#).

Part III: DEFINITION OF TERMS

- A. **Breadth:** the degree to which a work involved numerous jurisdictions, legal practice areas, parties and industries
- B. **Complexity:** the degree to which a work and any issues involved require the crucial exercise of legal expertise, business acumen or innovative solutions
- C. **Domestic law firm:** that which is headquartered in SE Asia
- D. **Firm size:** total number of lawyers and non-lawyer staff based in SE Asia
- E. **Impact or significance:** the degree to which clients and other stakeholders, the bench and bar, an industry or the SE Asian region may be affected
- F. **Innovativeness:** the degree to which a work involves the application of a new concept or creative solution, process, service, program or the like to existing systems and processes, thus improving organisational capabilities and adding more value to output
- G. **International law firm:** that which is headquartered outside SE Asia
- H. **SE Asian element:** any of the following components of work: (a) one of the counsel representing a party is based in SE Asia; (b) one of the parties in interest is based in SE Asia; or (c) the subject matter of the transaction is closely connected to the region
- I. **SE Asia practice firm:** that which is headquartered outside SE Asia and do not hold an office in the region but have SE Asian practice
- J. **Work:** a transaction, case or matter, service, program, initiative or the like

Part IV: CATEGORIES

A. DEAL CATEGORIES

1. Debt Market Deal of the Year (Midsize)
2. Debt Market Deal of the Year (Premium)
3. Equity Market Deal of the Year (Midsize)
4. Equity Market Deal of the Year (Premium)
5. Islamic Finance Deal of the Year
6. M&A Deal of the Year (Midsize)
7. M&A Deal of the Year (Premium)
8. Project Finance Deal of the Year

Specific Guidelines

- a. **Announcement/completion of deals:** Only deals that have been announced or completed between 1 January and 31 December 2018 are eligible for submission. Deals that have been announced but are pending completion during this period may be

submitted but will no longer be eligible for submission next year or when the same shall have been completed.

- b. **Deal size:** The following deal size requirements should be complied with:
 - 1. **Debt Market/M&A Deal of the Year (Midsize):** Deal≥USD300 million< USD1 billion;
 - 2. **Debt Market/M&A Deal of the Year (Premium):** Deal≥USD1 billion;
 - 3. **Equity Market Deal of the Year (Midsize):** Deal≥USD200 million<USD700 million;
 - 4. **Equity Market Deal of the Year (Premium):** Deal≥USD700 million;
 - 5. **Islamic Finance Deal of the Year:** Deal≥USD200 million; and
 - 6. **Project Finance Deal of the Year:** Deal≥USD200 million.
- c. **Midsize and Premium categories:** An organisation may submit a total of three deals for each of the debt, equity and M&A categories, provided that no more than two deals are submitted for either Midsize or Premium category.
- d. **Islamic Finance/Project Finance Deal:** An organisation may submit no more than two deals for each category.
- e. **SE Asian element:** The submission of deals with significant SE Asian element is strongly encouraged.
- f. The team reserves the right to consider significant deals that do not meet the minimum financial value set for a category but are exceptionally complex or innovative.

Criteria

The judges will take into account the following factors: breadth, complexity, innovativeness and impact or significance of deals.

B. INDIVIDUAL CATEGORIES

- 1. Dealmaker of the Year
- 2. Dispute Resolution Lawyer of the Year
- 3. In-House Lawyer of the Year
- 4. Regional Managing Partner of the Year
- 5. Singapore Managing Partner of the Year
- 6. Woman Lawyer of the Year (In-House)
- 7. Woman Lawyer of the Year (Law Firm)
- 8. Young Lawyer of the Year

Specific Guidelines

- a. **Nomination:** A third-party submission for any category may only be considered when the nominee's team has not nominated anyone of its members for the same category.
- b. **Number of nominees:** An organisation may put forward only one of its members for every category.
- c. **Residence:** A candidate must be a resident of the region.

- d. **Dealmaker of the Year:** The deals submitted must show the candidate's expertise in deal making across various deal types.
- e. **Dispute Resolution Lawyer of the Year:** The key works must show the candidate's expertise in at least two modes of dispute resolution.
- f. **Singapore Managing Partner of the Year:** This is open to managing partners based in Singapore, whether from a domestic or international law firm. The winner for this category will automatically become a finalist for the Regional Managing Partner of the Year.
- g. **Regional Managing Partner of the Year:** Only managing partners of law firms headquartered in SE Asia ex-Singapore may directly submit for this category.
- h. **Woman Lawyer of the Year (In-House/Law Firm):** This is open all to woman lawyers who have shown legal expertise and great leadership skills and have advocated the social upliftment of the quality of life of women and the community at large.
- i. **Young Lawyer of the Year:** This is open to in-house counsel or private practitioners who who are no more than 40 years of age as of 31 December 2018 and have shown great accomplishments at work and in the wider community.

Criteria

The judges will take into account the following factors (when applicable): the entrants or nominees' professional accomplishments (in terms of the breadth, complexity, innovativeness and significance), leadership skills, advocacies and social contributions affecting the youth, women and the wider community.

C. IN-HOUSE CATEGORIES

1. Banking and Financial Services In-House Team of the Year
2. Construction and Real Estate In-House Team of the Year
3. Innovative In-House Team of the Year
4. Insurance In-House Team of the Year
5. Technology, Media and Telecommunications In-House Team of the Year
6. Transportation and Logistics In-House Team of the Year
7. Lubis Ganie Surowidjojo Award SE Asia In-House Team of the Year

Specific Guidelines

- a. **Physical office:** All in-house teams with physical office in SE Asia are qualified to join the contest.
- b. **Composition of in-house team:** To join the submissions for any in-house category, the team should consist of at least two in-house lawyers.
- c. **Innovative In-House Team of the Year:** This is open to in-house teams that have applied a new concept or creative solution, process, service, program or the like to existing systems and processes, thus improving organisational capabilities and adding

more value to output. An in-house team may submit a maximum of three innovative works for this category.

- d. **Lubis Ganie Surowidjojo Award SE Asia In-House Team of the Year:** This is open to all in-house teams regardless of industry. The works submitted must exhibit an exemplary spectrum of the in-house team's capabilities and achievements.

Criteria

The judges will take into account the following factors (when applicable): the entrants or nominees' professional accomplishments (in terms of the breadth, complexity, innovativeness and impact or significance), organizational innovation and development, as well as social contribution.

D. FIRM CATEGORIES

1. Aviation Law Firm of the Year
2. Banking and Financial Services Law Firm of the Year
3. Construction Law Firm of the Year
4. Corporate Citizenship Law Firm of the Year
5. Dispute Resolution Boutique Law Firm of the Year
6. Transactional Boutique Law Firm of the Year
7. Energy and Resources Law Firm of the Year
8. International Deal Firm of the Year
9. International Arbitration Law Firm of the Year
10. Labour and Employment Law Firm of the Year
11. Maritime Law Firm of the Year
12. Matrimonial and Family Law Firm of the Year
13. Medical and Healthcare Law Firm of the Year
14. Real Estate Law Firm of the Year
15. Restructuring and Insolvency Law Firm of the Year
16. Rising Law Firm of the Year
17. SE Asia Deal Firm of the Year
18. SE Asia Practice Firm of the Year
19. Singapore Intellectual Property Law Firm of the Year
20. Regional Intellectual Property Law Firm of the Year
21. Singapore Litigation Law Firm of the Year
22. Regional Litigation Law Firm of the Year
23. Tax and Trusts Law Firm of the Year
24. Technology, Media and Telecommunications Law Firm of the Year
25. Thailand Law Firm of the Year
26. Vietnam Law Firm of the Year
27. SE Asia Law Firm of the Year

Specific Guidelines

- a. **Physical office:** All law firms holding an office in SE Asia may submit for any of the firm categories, except those that are exclusively for international law firms, SE Asia practice firms or law firms based in Singapore, Thailand and Vietnam.

- b. **Deals:** No minimum financial value is required of deals submitted for any firm category, except as may be provided below:
1. **International Deal Firm of the Year:** Only law firms headquartered outside SE Asia but holds an office in the region may join the submissions for this category. Each deal must be at least USD200 million in size. The five entries should show the expertise of the law firm across various deal types.
 2. **SE Asia Deal Firm of the Year:** Only domestic law firms may join this contest. Each deal must be at least USD200 million in size. The five entries should show the expertise of the law firm across various deal types.
- c. **Boutique Law Firm of the Year (Transactional or Dispute Resolution):** This category is open to law firms that specialize in limited areas of legal practice with no more than 15 partners.
- d. **Construction Law Firm of the Year:** The entries that may be submitted for this category do not include works pertaining to any project or infrastructure in the energy sector.
- e. **Corporate Citizenship Law Firm of the Year** - The entries that may be submitted for the category are programs, initiatives and *pro bono* works that benefit the wider community. *Pro bono* works will be evaluated in terms of the complexity and significance of the matter involved, breadth, impact and innovativeness of the assistance extended to the beneficiary. The programs, initiatives and the like will be evaluated in terms of creativity, significance, effectiveness and sustainability.
- f. **Rising Law Firm of the Year:** Only law firms that have no more than 10 partners and have been established in SE Asia not earlier than 2011 are eligible for submission.
- g. **SE Asia Practice Firm of the Year:** This is open to law firms headquartered outside SE Asia and do not hold an office in the region. The works that may be submitted should be those with SE Asian element.
- h. **Singapore IP/Litigation Law Firm of the Year:** Only law firms based in Singapore may join the contest. The winners of both categories will automatically become finalists for the regional categories.
- i. **Regional IP/Litigation Law Firm of the Year:** This is open to law firms headquartered in SE Asia ex-Singapore.
- j. **SE Asia Law Firm of the Year:** This is open to all law firms holding an office in SE Asia. The category requires the submission of ten key works showing the firm's expertise in various areas of legal practice and the presentation of the firm's initiatives for the engagement and development of its people as well as its significant contributions to the legal profession and the wider community.

Criteria

The judges will take into account the following factors (when applicable): professional accomplishments (in terms of the breadth, complexity, innovativeness and impact or significance), organizational innovation and development, and social contribution.

Part V. JUDGING PANEL

The panel of judges will be composed of at least 30 reputable members from the legal academe, in-house teams, law firms, legal associations and non-profit organisations in the region. Each judge will evaluate only the categories assigned to him and with which he does not have any conflict of interest.

The judges will rank the nominees according to the above-mentioned parameters and only the top finalists will be included in the shortlist.

The finalist with the highest score in every category wins the award.