

We will soon be starting research for the 2020 edition of *The Legal 500 Asia Pacific*, and invite you to provide us with editorial submissions according to the attached guidelines.

Client referees should reach us no later than **Friday 21 June 2019**. No referee will be accepted after this date.

Submissions should reach us no later than **Friday 21 June 2019**.

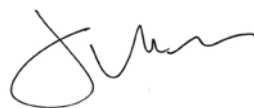
**The following guidelines will help you to prepare a submission.**

This year, in addition to our nationwide rankings, the China guide will also feature a regional rankings. Mid-market firms outside the current rankings are encouraged to submit for the regional rankings. Firms that submit by practice area for the national rankings and are based in Beijing, Shanghai, and Shenzhen will not be required to submit for the regional coverage, but will be considered for the regional tables if they are not successful in the national ranking. For further information on the new regional rankings, please contact China editor Bei Zhao.

Law firms appear in the editorial sections of *The Legal 500* free of charge. Any queries regarding directory listings (ie paid-for advertising entries) should be addressed to **Ben Lovell** (email [ben.lovell@legal500.com](mailto:ben.lovell@legal500.com)).

If you have any queries, please email the address below, although you may first wish to check the Frequently Asked Questions PDF at: [legal500.com/assets/pages/about-us/get-involved.html](http://legal500.com/assets/pages/about-us/get-involved.html).

Yours sincerely



**John van der Luit-Drummond**  
Editor, The Legal 500 Asia Pacific  
[editorial@legal500.com](mailto:editorial@legal500.com)

2020年Legal 500 亚太指南调研活动即将开始，我们诚邀您给我们年度排名调研提交各个业务领域的相关资料。推荐人表格(client referees) 必须在**2019年六月二十一日**之前递交。在此日期后提交的推荐人我们将不会和他们取得联系。申报材料也需要在**2019年六月二十一日**之前提交。

以下申报资料指南将有助于您准备申报资料。

另外，我们对2020年的中国章节进行了扩张，添加了个别的重要的地方司法区域，包括扩张了对布局在北京，上海和深圳的值得推荐的中端律师事务所，以及广东广州，浙江杭州，江苏南京和四川成都（包括重庆）的推荐律师事务所。请注意，我们的律所排名将分为全国性的调研（以北京，上海和深圳为主要城市）和部分司法区域的调研。总部设立在北京上海和深圳的律所如按业务领域提交全国性调研申报材料，不需另外再提供部分司法区域的申报材料。

中国局部地方司法区域调研范围包括：

- 其他值得推荐的律师事务所-北京
- 其他值得推荐的律师事务所-上海
- 其他值得推荐的律师事务所-深圳
- 广东省：广州
- 浙江省：杭州
- 江苏省：南京
- 四川省：成都包括重庆

律师事务所如被成功列入年度排名中，将不会产生任何费用。如您想了解需要付费的宣传选项及打广告，请与亚太指南市场扩展经理Ben Lovell（ben.lovell@legal500.com）取得联系。

如果您有其他问题，请给以下邮件或直接给我发邮件，我们会尽快回复您。同时，您可以在以下链接查找到我们的调研方式，以及如何为律师事务所做排名，和经常被问到的问题的答案：[legal500.com/assets/pages/about-us/get-involved.html](http://legal500.com/assets/pages/about-us/get-involved.html)

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The Legal 500 亚太指南中国编辑  
editorial@legal500.com

#### TIMETABLE

Client referees should reach us no later than Friday 21 June 2019

Editorial submissions should reach us no later than Friday 21 June 2019

Follow-up research will be conducted between 8 July and 9 August 2019

Details of the editors and researchers responsible for individual regions will be posted on our website on 8 July 2019 at [legal500.com/assets/pages/about-us/get-involved.html](http://legal500.com/assets/pages/about-us/get-involved.html)

## Submissions by practice area

The editorial of *The Legal 500* is structured by practice area. Submissions should include the following information in order:

- 1) Client referees – provided in a separate Excel document
- 2) Introductory bullet points
- 3) Feedback about previous edition or market
- 4) Contact details
- 5) Team information
- 6) Next generation lawyers
- 7) Detailed work highlights
- 8) List of active clients

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## Confidentiality

All information provided to us may be published by all The Legal 500 and Legalease Ltd products, unless it is marked as confidential. Please identify clearly any confidential information – whether client names, deal or case values, or other details – by marking that information **CONFIDENTIAL**, in bold red and upper case. Please use red typeface for all of the confidential information.

Please avoid putting global confidentiality restrictions at the front of submissions. Please also try to be as clear as possible about what exactly is confidential; is it the case as a whole, the name of the client, or the issue/value at stake?

## Sending submissions

- You can now use The Legal 500 Submissions portal to email your Word document and accompanying client referee spreadsheets to our research team. Please go to <https://submissions.legal500.com/wp-login.php> and login for full instructions.
- Alternatively, please email your submission to [editorial@legal500.com](mailto:editorial@legal500.com)
- If emailing, please mark the subject line as follows:  
**Asia/China/Practice area/Firm name**  
eg **Asia/China/Corporate and M&A/Smith & Jones LLP**
- You should also send a spreadsheet of client referees relating to the practice area in the same format (see page 5). Please note, the deadline for submitting client referees is 21 June 2019
- Please ensure you send your submissions in by the deadline. The timetable for the research will be adhered to rigorously

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## Detailed submission guidelines

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Please provide a separate document for each practice area. For each practice area, please provide the following:

### Introductory bullet points

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Brief bullet points introducing key points about your practice. For example, mention hires and departures, tell us what you are best known for, point out a very significant case or deal. Avoid lengthy paragraphs and avoid unsubstantiated claims

### Feedback on the 2019 edition

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Do you agree with the ratings the practice received in the editorial and ranking of the 2019 edition? Law firms are encouraged to provide brief feedback, including advising as to a suggested ranking for the forthcoming edition, based on evidence. (Please bear in mind that firms are ranked alphabetically within tiers)

### Contact details

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Please provide contact details for the person we should contact to arrange to follow up on the submission, ie contact name, position, email address and telephone number

### NEW: Next generation lawyers

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The rankings in The Legal 500 focus on the bench strength of the teams within law firms. Currently we highlight partners in the leading individuals lists and within the editorial. Responding to feedback from GCs, who regularly assess the quality of the associates before they look at the partners – or simply look to the team as a whole – we also include a list of Asia Pacific’s leading ‘next generation’ of partners. We encourage firms to include information about senior associates and counsel in the submission whom they feel make a material difference to the practice’s offering, and who have a strong case to be recognised by The Legal 500 as rising stars. This should include client referees and it should include credit given in the detailed work highlights. We also encourage firms to nominate women and minority lawyers for these sections.

### Team information

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Please avoid including extensive biographies. The information required here is as follows:

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- Head of team (including job title, email address, and telephone number)
- Leading individuals in team – indicate areas of expertise
- Next generation lawyers (see above) – indicate length of legal practice and areas of expertise
- Significant recent arrivals and departures
- Partners who spend more than 50% of their time working in the practice area
- Number of other partners in the team
- Number of associates/assistants in team
- Include office location of all individuals named

#### Referees (separate document)

Please provide a list of referees we can contact for feedback. All referees will be contacted by email. The list should preferably contain both longstanding referees and more recent client gains. Some junior referees can be more responsive than senior figures. 20 referees per practice area is a good minimum guideline, if possible. You may provide as many referees as you wish – we will contact all referees that are submitted on time. Late client referees will not be contacted

**Referees MUST be provided by 21 June 2019 in a separate document – please use the client referee template at: [legal500.com/assets/pages/about-us/get-involved.html](http://legal500.com/assets/pages/about-us/get-involved.html)**

For more information about how to fill in the referee spreadsheets, please read the guideline document at [legal500.com/assets/pages/about-us/get-involved.html](http://legal500.com/assets/pages/about-us/get-involved.html)

#### Detailed work highlights

**(All work referred to should fall between June 2018 and May 2019)**

Please provide details of up to 20 transactions, cases or other instructions only. These should be matters which the firm considers to be significant and which indicate the team's range of recent expertise. Try to reflect the breadth of the law firm's experience, not simply the biggest mandates. In each instance, please identify the firm's role, indicate which partner(s) led the advice and mention start/end dates. Please identify the client. You are also encouraged to elaborate briefly in order to put each transaction/case/instruction in context, rather than simply listing the matter in question. At least one matter should be cleared for publication.

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You may also identify other highlights, for example new client gains or panel appointments. Also useful are any hard facts that can be provided to put the practice in context; for example, for transactional practice areas, consideration will be given to the total number of deals handled and the aggregate deal value for the year

The focus of the research is on recent work. If you think older work is significant – or would help us better to understand the practice – then please do mention it and explain why it is of interest

**Tip: If submitting in an area for the first time, it is recommended that you include several examples from the previous two years, as well as at least 10 new examples of work.**

#### Active clients

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Providing a list of active key clients or panel appointments is a quick way to convey much useful information. **Identify new clients and indicate length of longstanding client relationships**

#### Barristers

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We welcome any feedback on The English Bar practising in Asia that you have either used or been on the other side of. Please email any feedback separately, to [editorial@legal500.com](mailto:editorial@legal500.com), with the subject lines:

- **Asia/Bar feedback/[Practice area].**

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### List of practice areas: China

- Antitrust and competition: PRC firms
- Antitrust and competition: foreign firms
- Banking and finance: PRC firms
- Banking and finance: foreign firms
- Capital markets: PRC firms
- Corporate and M&A: PRC firms
- Corporate and M&A: foreign firms
- Dispute resolution: PRC firms
- Dispute resolution: foreign firms
- Fintech: PRC firms
- Fintech: foreign firms
- Healthcare and life sciences: PRC firms
- Healthcare and life sciences: foreign firms
- Insolvency and restructuring: PRC firms – **NEW**
- Insolvency and restructuring: foreign firms – **NEW**
- Intellectual property: contentious: PRC firms\* – **NEW**
- Intellectual property: non-contentious: PRC firms\* – **NEW**
- Intellectual property: foreign firms
- Investment funds: PRC firms
- Investment funds: foreign firms
- Labour and employment: PRC firms
- Labour and employment: foreign firms
- Private equity/venture capital: PRC firms
- Private equity/venture capital: foreign firms
- Projects and energy: PRC firms
- Projects and energy: foreign firms
- Real estate and construction: PRC firms
- Real estate and construction: foreign firms
- Regulatory/compliance: PRC firms
- Regulatory/compliance: foreign firms
- Shipping: PRC firms



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- Shipping: foreign firms
- TMT: PRC firms
- TMT: foreign firms
- Tax: PRC firms
- Tax: foreign firms
- WTO/international trade: PRC firms

#### **China Regional coverage\* – NEW**

- Other notable firms in Beijing
- Other notable firms in Shanghai
- Other notable firms in Shenzhen
- Guangdong Province: Guangzhou
- Zhejiang Province: Hangzhou
- Jiangsu province: Nanjing
- Sichuan province: Chengdu including Chongqing

\* The intellectual property sections for PRC firms will contain separate rankings for contentious and non-contentious work but a combined editorial.

\* For our new regional China coverage, PRC firms are invited to provide us with a general submission covering all areas in which they practice.

\* Firms that submit by practice area for the national rankings and are based in Beijing, Shanghai and Shenzhen will not be required to submit for the regional coverage, but will be considered for the regional tables if they are not successful in the national ranking.

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#### Want to suggest a new area to cover?

Email [editorial@legal500.com](mailto:editorial@legal500.com) setting out the case, including the following information:

- the practice area/s you would like to see introduced
- the parameters of the practice area/s as you would see it
- the reasons why you feel these new sections are merited
- 4 or 5 highlights of this type of work which your law firm has handled in the past 12 months
- a list of other law firms which are also active in this practice area (usefully including relevant contact details, in case we wish to contact them for their view too)