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| **CATEGORY** | **Legal Department of the Year** |
| **NAME OF ORGANISATION** |  |
| **ADDRESS** |  |
| **CONTACT NAME** |  |
| **JOB TITLE** |  |
| **PHONE NUMBER** |  |
| **E-MAIL** |  |

*Open to in-house legal teams based in Qatar.*

*Please provide your answer underneath each question, followed by the word count.*

1. **Your organization and legal department** (100 words maximum) –
	1. Describe your organisation.
	2. Outline the areas of responsibility of the legal department (including all offices in the GCC).

Word count:

1. **Legal professionals and team structure** –
	1. Number of legal professionals on your team (lawyers and paralegals):\_\_\_
	2. How is the team structured? (100 words maximum)

Word count:

1. **Achievements over the past 12 months** (800 words maximum) – How has your department delivered an exceptional level of legal services to your organisation over the past 12 months? Be sure to give concrete examples of how your department has helped your organisation achieve its strategic objectives, such as:
	1. handling of a particular legal transaction, case, or other important matter;
	2. a compliance initiative or innovation;
	3. training initiatives and employee development;
	4. team expansion or rationalisation.

To assist the judges, for each item you discuss, please specify the time period during which the matter, initiative, or achievement took place.

Judges will be looking for evidence of:

• legal expertise and innovation

• teamwork

• employee development

• efficiency

• overall contribution to the success of the business or organisation.

Word count: