**Ukrainian Law Firms 2018. A Handbook for Foreign Clients**

**Submission Form**

Dear Sir/Madam!

Yuridicheskaya Practika Publishing is preparing its sixteenth edition of the national legal directory “**Ukrainian Law Firms 2018. A Handbook for Foreign Clients”** (fully available on-line: [www.ukrainianlawfirms.com](http://www.ukrainianlawfirms.com)).

It is published in English and provides international clientele with key branches of Ukrainian legislation and law firms operating in the market.

We would be grateful if you would kindly prepare your submission. The completed forms will be used to prepare our editorial surveys in the section **“Who is Who in Ukrainian Law by Practice Areas/ Industries”.**

**Guide for preparing your submission:**

* You may submit information about actual projects of your law firm completed **in 2017 ONLY** and **ONGOING WORK** (not for the whole period of your presence on the market);
* Please differentiate your submission according to practice areas/ industries. Note that some practice areas/ industries may be multi-disciplinary. You may put references and notes in separate parts of your questionnaire;
* In order to provide descriptive accents, you may divide practice areas/ industries into sub-divisions (e.g., intellectual property: trademarks, patents, copyright; or tax: transactional tax, tax litigation, transfer pricing);
* The concretization of data is welcome but not compulsory because of the policy of confidentiality. If you submit confidential information to us for publication, please provide it in a general, descriptive way (for instance, large Ukrainian agrarian holding, foreign bank, etc.);
* You may submit confidential information for our research purposes only. Please put the mark **“CONFIDENTIAL”** in red and specify the subject of confidentiality (whole project, client, value, etc.);
* If you would like to emphasize the descriptive highlights of a law firm’s recent work, please be brief. Do not overload your questionnaire with technical details;
* Submission in English is preferable. However, your data can be also submitted in Russian or Ukrainian.
**BUT!** Due to the different options in the transliteration of names, we kindly ask you in advance to write the **credentials of lawyers with the correct transliteration in the English language.**
* We would kindly appreciate submission of **the names of your clients in English.**

**Important!**

We would appreciate it if you would pay the arrangement fee in the amount of UAH 2,000 (for submission **until 28 December 2017**) and UAH 3,000 (for submission **after 28 December 2017**). Payment of the fee is voluntary and does not affect your ranking positions. Bank account details of recipient: ***Реквізити:*** *ОТРИМУВАЧ: ПрАТ «Златиця», Код ЄДРПОУ 215 41131, п/р ‎26002000024348 АТ Укрексімбанк, МФО 322313 в м. Києві, Є платником єдиного податку. ПРИЗНАЧЕННЯ ПЛАТЕЖУ: Послуги з обробки анкети.*

* The research team will contact the persons responsible for submission to clarify information and request an additional data if need be.
* Please provide only the **final version** of your submission. No drafts, parts, etc.

**Deadlines**

Completed questionnaires are to be sent in the form of e-mails to editor@ujbl.info

As it is planned to issue the Handbook in June 2018 and the research team has to analyze a great deal of information, we would appreciate receipt of your submission by **Wednesday,** **28 December 2017.**

For additional information regarding research, please contact the research team: **Olga Usenko** and
**Alena Chernyavskaya** by phone: (044) 495-27-27 or e-mail: editor@ujbl.info

For queries regarding paid advertising options please contact **Vadim Shpachuk**: v.shpachuk@pravo.ua

For your convenience, your submission can be done in any **suitable form.**

1. **Basic information about your law firm**

**Law Firm**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact details** (address, telephone, e-mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of lawyers** (total)\_\_\_\_\_including equity partners (owners)\_\_\_\_\_\_salary partners\_\_\_\_senior ssociates\_\_\_\_
associates \_\_\_\_\_administrative staff\_\_\_\_\_\_\_\_

**Recent developments in your law firm** (e.g., new hires/departures, new practice areas, departments, branch offices, etc.). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact person** (to clarify submission and arrange poll/interview)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In order to reflect business activity in the country, the research team systematizes available transactions into special monitoring tables.**

**CLOSED** deals in **2017 ONLY:\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monitoring tables | Value in USD (if disclosed)If it is not disclosed, put “WND” | Transaction | Legal advisers (Ukrainian law) | Foreign legal adviser, governing law**PUBLISHABLE ONLY** | Period of closure in 2017 |
|  |  | *Deal description, parties involved* | *Whom did the law firm represent? If possible, name legal advisors from other contracting parties* |  |  |
| Capital markets |  |  |  |  |  |
| Financial restructuring |  |  |  |  |  |
| Banking & finance |  |  |  |  |  |
| M&A |  |  |  |  |  |
| Transactions in the antitrust field (merger control) |  |  |  |  |  |

\* Please check the wording of projects in our recent edition: <http://ukrainianlawfirms.com/ukrainian-legal-market/> Please note that we do not publish deals in a descriptive way: “Loan to a Ukrainian company from a Ukrainian bank”.

**Important!** The tables include transactions only. The comprehensive description of judicial practice and litigation is provided in the surveys of the Handbook.

1. **Submission for Who is Who section.**
	1. **Please mark the area/industry in which your law firm operates.**
* Agribusiness
* Antitrust/Competition
* Banking & Finance (transactions, regulatory)
* Bankruptcy
* Capital Markets
* Corporate
* M&A
* Criminal Law/ White-Collar Crime
* Energy & Natural Resources
* Financial/Debt Restructuring
* Infrastructure
* Information Technologies
* Intellectual Property
* International Arbitration
* International Trade: Commodities and
Trade Remedies and WTO
* Labor & Employment
* Litigation
* Media
* Medicine & Healthcare/ Pharmaceuticals
* Private Clients / Wealth Management
* Real Estate, Construction and Land
* Retail
* Tax: Consulting and Litigation
* Telecommunications
* Transfer Pricing
* Transport: Aviation, Maritime, Shipping

Please note that the editorial team may combine or split the topics due to market developments in the area and sufficiency of collected data.

* 1. **For convenience of the research, please provide information for every marked practice area/industry according to the following template:**
* General description of practice area and/or industry
* Major clients in 2017
* New clients in 2017
* Lead partner(s) and/or practice head
* Team information (number of lawyers/hires/ promotions/ departures)
* Main competitors in this practice/industry
* Other law firms and practitioners you consider as top counsels
* Firms/individuals missing in the previous edition

The information can be submitted in any other suitable manner according to our structure.

* 1. **The key section of each submission is Work Highlights in 2017 structured by areas/industries (point 3.1).**

Please highlight the landmark projects of your firm for the research period. We recommend that you mention:

* Brief description of project and your role as a legal counsel;
* Project value, if applicable;
* Complexity, involvement of other jurisdictions;
* Status (completed period or ongoing).
* Key individuals involved and project head.
1. **Your assessment of the Ukrainian legal services market. You can follow the suggested structure:**
* General assessment (clients, prices, competition)
* Recent trends in law firm management (partnership, HR policy and compensations, client relationship, referrals, BD/marketing, IT)
* Legal employment market
* Practice areas/ industries development
* Prospects.
1. **Your comments on Ukrainian Law Firms 2017. A Handbook for Foreign Clients.**