

**Form 25**

**BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**MC/DC OC No.** of 20

**Bill of Costs No.** of 20

**GST Reg. No. (solicitors for [state the party]):** [Set out the GST number]

**GST Reg. No. (state the party):** [Indicate the GST number or "No GST No." and the percentage of input tax applicable to each party entitled to costs.]

Between

..... Claimant(s)

And

..... Defendant(s)

**BILL OF COSTS FOR CONTENTIOUS BUSINESS – TRIALS**

**Applicant:** [State the party for whom the bill is filed].

**Nature of bill:** [State whether the bill is a party-and-party or solicitor-and-client bill].

**Basis of assessment:** [State the basis of assessment, that is, standard or indemnity basis].

**Basis for assessment:** Judgment dated \_\_\_\_\_ ordering [set out the order on costs under which the bill is to be assessed, including such details as the party who is ordered to pay costs and the party entitled to claim costs].

<b>Section 1: Work done except for assessment of costs</b>			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
<b>1.</b>	<b>The claim</b>		
1.1	Nature of claim	[Give a brief description of the nature of claim].	
<b>2.</b>	<b>Pleadings</b>		
2.1	Originating Claim & statement of claim	[Set out the number of pages in each pleading].	

2.2	Defence or Defence & counterclaim	[Set out the number of pages in each pleading].	
2.3	Reply or Reply & defence to counterclaim (if allowed)	[Set out the number of pages in each pleading].	
2.4	Relief claimed	[Set out succinctly the reliefs claimed in the statement of claim and counterclaim, if any].	
2.5	Affidavits deemed or ordered to stand as pleadings	[Set out the number of pages in each affidavit].	
<b>3.</b>	<b>Interlocutory attendances</b>		
3.1	Interlocutory applications costs fixed by Court	[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded].	[Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application].
3.2	Interlocutory applications – costs not fixed by Court	[Set out in relation to each interlocutory application, the application number, the number of affidavits filed, the nature of the application and the orders made on costs].	[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application].

3.3	Appeals to Judge in Chambers	[Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any].	<i>[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal].</i>
3.4	Case conferences (“CCs”)	[Set out the dates of the CCs].	<i>[Provide details if a substantial application is heard during a CC and the amount of time taken.]</i>
3.5	Other attendances	[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]	<i>[Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.]</i>
<b>4.</b>	<b>Production of documents</b>		
4.1	Number of lists of documents	<i>[Set out the number of lists of documents, including supplementary lists, filed by each party.]</i>	
4.2	Total number of documents disclosed	<i>[Set out the number of documents, with the total number of pages, disclosed by each party.]</i>	<i>[Provide such information as is relevant, such as the number of pages that overlap.]</i>
<b>5.</b>	<b>Trial</b>		
5.1	Opening statement	<i>[Set out the number of pages of opening statement filed by each party.]</i>	

5.2	Number of days and date(s) of trial.	<i>[Indicate the total number of days fixed for trial, the actual number of days taken and the date(s) of the trial.]</i>	<i>[Provide such information as is relevant, such as whether digital or mechanical recording was used during the trial].</i>
5.3	Affidavits of evidence-in-chief – text and exhibits	<i>[Set out the number of affidavits filed by each party and the total number of pages of text and exhibits of all affidavits filed].</i>	
5.4	Bundle of documents	<i>[Set out the number of volumes and the total number of pages in each bundle filed in respect of the trial].</i>	
5.5	Witnesses at trial	<i>[Set out the number of witnesses of fact and expert witnesses for each party].</i>	
5.6	Closing submissions and authorities cited	<i>[Set out the number of pages and authorities cited in the closing submissions, if any, of each party].</i>	
5.7	Submissions in reply and authorities cited	<i>[Set out the number of pages and authorities cited in the reply submissions, if any, of each party].</i>	
5.8	Other post-trial filings/matters	<i>[Set out the number of pages and authorities cited in any other documents, filed by each party].</i>	
<b>6.</b>	<b>Complexity of Cases</b>		
6.1	Legal issues	<i>[Set out succinctly all the legal issues raised].</i>	
6.2	Factual issues	<i>[Set out succinctly all the factual issues raised].</i>	
6.3	Complexity	<i>[Set out succinctly the matters that affect the complexity of the case].</i>	

6.4	Grounds of decision	<i>[Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised].</i>	
<b>7.</b>	<b>Urgency and importance to client</b>		
7.1	Urgency	<i>[Set out the factors that rendered the suit one of urgency for the party entitled to claim costs].</i>	
7.2	Importance to client	<i>[Set out the factors that rendered the suit one of importance for the party entitled to claim costs].</i>	
<b>8.</b>	<b>Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor</b>		
8.1	Number of letters/faxes/emails exchanged between the parties	<i>[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].</i>	
8.2	Number of letters/faxes/emails to client	<i>[Set out the total amount of correspondence between the party entitled to claim costs and counsel].</i>	
8.3	Meetings with opposing counsel	<i>[Set out the total number of meetings, and the time taken for them].</i>	
8.4	Time spent	<i>[Set out the total number of hours spent on the case by each counsel or solicitor].</i>	
8.5	Others	<i>[Set out any other relevant factors for the Court's consideration].</i>	
<b>9.</b>	<b>Number of solicitors involved</b>		

9.1	Counsel and solicitors	[List all the lawyers acting for each party and their seniority].	
<b>10.</b>	<b>Proportionality</b>		
10.1	Amount claimed	<p><b>Amount claimed for</b> [specify name of counsel or solicitor]: \$ [insert amount].</p> <p>[Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of–</p> <ul style="list-style-type: none"> <li>a) the amount claimed for work done by the counsel or solicitor;</li> <li>b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</li> <li>c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</li> <li>d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</li> </ul>	
<b>11.</b>	<b>Conduct of the parties</b>		
11.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution		
<b>Section 2:-Work done for and in the assessment of costs</b>			

12.	Work done	<i>[Describe the work done for the preparation of the bill of costs and the assessment of the bill].</i>	
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13.	Amount claimed	<p><b>Total amount claimed:</b>  <b>\$</b> <i>[insert amount].</i></p> <p><i>[Set out the amount of costs claimed for Section 2, with a breakdown of—</i></p> <p><i>(a) the amount claimed for work done for Section 2;</i></p> <p><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></p> <p><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></p> <p><i>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></p>	
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**Section 3: Disbursements**

14.	Set out in different rows the dates or period of time when each disbursement is incurred.	<i>[Set out the description and amount of each disbursement claimed].</i>	
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[ ]	-	<p><b>Total amount claimed: \$</b> <i>[insert amount]</i>.</p> <p><i>[Set out the total amount of disbursements claimed for Section 3, with a breakdown of –</i></p> <ul style="list-style-type: none"><li><i>(a) the amount claimed for disbursements for Section 3;</i></li><li><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></li><li><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></li><li><i>(d) the GST claimed for disbursements, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></li></ul>	
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