

Form 27

BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

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.*]

In the matter of ...

BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

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

Nature of bill: *Solicitor-and-client bill*

Basis of assessment: *Indemnity basis*

Basis for assessment: [*Set out the basis under which the bill of costs may be assessed.*]

| Section 1: Work done except for assessment of costs | | | |
|--|----------------------|--|----------------|
| <i>No.</i> | <i>Item</i> | <i>Description</i> | <i>Remarks</i> |
| 1. | The work done | | |
| 1.1 | Nature of work | [<i>Give a brief description of the nature of work to which the bill relates.</i>] | |
| 1.2 | Scope of engagement | [<i>Give a brief description of the scope of the engagement.</i>] | |

| | | | |
|-----------|---|---|--|
| | (including relevant Court orders, if any) | | |
| 1.3 | Period of work | <i>[State the period(s) of time in which the work was done].</i> | |
| 2. | Complexity of matter | | |
| 2.1 | Legal issues | <i>[Set out succinctly all the legal issues raised].</i> | |
| 2.2 | Factual issues | <i>[Set out succinctly all the factual issues raised].</i> | |
| 2.3 | Complexity | <i>[Set out succinctly the matters that affect the complexity of the work].</i> | |

| | | | |
|-----------|--|---|--|
| 2.4 | Amount involved | <i>[Set out the amount involved in relation to the work done].</i> | |
| 3. | Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor | | |
| 3.1 | Number of letters/faxes/emails exchanged with others | <i>[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].</i> | |
| 3.2 | 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> | |

| | | | |
|-----------|---|--|--|
| 3.3 | Meetings with client | <i>[Set out the total number of meetings and the time taken].</i> | |
| 3.4 | Meetings with other parties (by class) | <i>[Set out the total number of meetings and the time taken].</i> | |
| 3.5 | Documents (including legal opinions) | <i>[Set out the total number of pages of documents perused and legal opinions rendered.]</i> | |
| 3.6 | Time spent | <i>[Set out the total number of hours spent on the case by each counsel or solicitor].</i> | |
| 3.7 | Other relevant work | <i>[Set out any other relevant factors for the Court's consideration].</i> | |
| 4. | Number of solicitors involved | | |
| 4.1 | Solicitor | <i>[List all the lawyers acting for each party and their seniority].</i> | |
| 5. | Urgency and importance to client | | |
| 5.1 | Urgency | <i>[Set out the factors that rendered the matter one of urgency for the client]</i> | |
| 5.2 | Importance to client | <i>[Set out the factors that rendered the matter one of importance for the client].</i> | |

| | | | |
|--|------------------------|---|--|
| | | | |
| 6. | Proportionality | | |
| 6.1 | Amount claimed | <p>Amount claimed for <i>[specify name of counsel or solicitor]:</i></p> <p>\$ <i>[insert amount].</i></p> <p><i>[Set out in relation to each counsel or solicitor, the amount of costs claimed for</i> <i>Section 1, with a breakdown of –</i></p> <p><i>(a) the amount claimed for work done by the counsel or solicitor;</i> <i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i> <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> | |
| Section 2: Work done for and in the assessment of costs | | | |
| 7. | Work done | <i>[Describe the work done for the preparation of the bill of costs and the assessment of the bill].</i> | |

| | | | |
|---------------------------------|---|--|--|
| 8. | Amount claimed | <p>Total amount claimed: \$ <i>[insert amount]</i>.</p> <p><i>[Set out the amount of costs claimed for Section 2, with a breakdown of –</i></p> <ul style="list-style-type: none"> <i>(a) the amount claimed for work done for Section 2;</i> <i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i> <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> | |
| Section 3: Disbursements | | | |
| 9. | 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> . | |