

Para.
94(3)(a)(iv)

Bill of Costs for Non-contentious Business

IN THE HIGH COURT 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: [State whether the bill is a party-and-party or solicitor-and client bill].
 Basis of taxation: [State the basis of taxation, that is, standard or indemnity basis].
 Basis for taxation: [Set out the basis under which the bill of costs may be taxed].

Section 1: Work done other than for taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
1.	The work done		
1.1	Nature of work	[Give a brief description of the nature of work to which the bill relates].	
1.2	Scope of brief (including relevant Court orders, if any)	[Give a brief description of the scope of the brief].	
1.3	Period of work	[State the period(s) of time in which the work was done].	
2.	Complexity of matter		
2.1	Legal issues	[Set out succinctly all the legal issues raised].	
2.2	Factual issues	[Set out succinctly all the factual issues raised].	
2.3	Complexity	[Set out succinctly the matters that affect the complexity of the work].	
2.4	Amount involved	[Set out the amount involved in relation to the work done].	

No.	Item	Description	Remarks
3.	Time and labour expended		
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.	Counsel and solicitors involved		
4.1	Solicitor	<i>[List all the lawyers acting for each party and their seniority].</i>	
5.	Cost claimed		
5.1	Amount claimed	<p>Amount claimed for <i>[specify name of counsel or solicitor]:</i> \$ <i>[insert amount].</i> <i>[Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –</i> <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>	

No.	Item	Description	Remarks
Section 2: Work done for taxation			
6.	Work done	<i>[Describe the work done for the preparation of the bill of costs and the taxation of the bill].</i>	
7.	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			
8.	<i>[Set out in different rows the dates or period of time when each disbursement is incurred].</i>	<i>[Set out the amount of each disbursement claimed].</i>	