

**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.]

<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 work done</b>		
1.1	Nature of work	[Give a brief description of the nature of work to which the bill relates].	
1.2	Scope of engagement  (including relevant Court orders, if any)	[Give a brief description of the scope of the engagement].	
1.3	Period of work	[State the period(s) of time in which the work was done].	

<b>2.</b>	<b>Complexity of matter</b>		
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>	
<b>3.</b>	<b>Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor</b>		
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>	
<b>4.</b>	<b>Number of solicitors involved</b>		
4.1	Solicitor	<i>[List all the lawyers acting for each party and their seniority].</i>	
<b>5.</b>	<b>Urgency and importance to client</b>		
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>	
<b>6.</b>	<b>Proportionality</b>		

6.1	Amount claimed	<p><b>Amount claimed for</b> <i>[specify name of counsel or solicitor]:</i></p> <p><b>\$</b> <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>	
<b>Section 2: Work done for and in the assessment of costs</b>			
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><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>  <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</i></p>	

		<i>applicable, including the period for which no GST is chargeable.]</i>	
<b>Section 3: Disbursements</b>			
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>	