

Para. 131(3)(a)(iv)

Bill of Costs for Non-Contentious Business

**IN THE GENERAL DIVISION OF 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 assessment: *[State the basis of assessment, that is, standard or 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 (including relevant Court orders, if any)	<i>[Give a brief description of the scope of the engagement].</i>	
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> \$ <i>[insert amount].</i> <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> <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,</i> <i>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> <i>[Set out the amount of costs claimed for</i> <i>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 applicable,</i> <i>including the period for which no GST is chargeable.]</i></p>	

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>	