

E3: Sample Bill of Costs for Non-Contentious Matters

**IN THE GENERAL DIVISION OF THE HIGH COURT
OF THE REPUBLIC OF SINGAPORE**

Bill of Costs No. of 20

GST Reg. No. : 12345

In the matter of X Act

And

In the matter of ABC Pte Ltd

BILL OF COSTS (for non-contentious business)

Applicant:	Solicitors for ABC Pte Ltd
Nature of bill:	Solicitor and client
Basis of assessment:	Indemnity basis
Basis for assessment:	Rule 165 of the Companies (Winding Up) Rules 1969 / Rule 147 of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020

Section 1: Work done except for assessment of costs			
No.	Item	Description	Remarks
1.	The work done		
1.1	Nature of work	Liquidation, trust, corporate.	
1.2	Scope of engagement (including relevant Court orders if any)	Engaged to advise client in the liquidation of Company ABC, in particular: (a) advising client on whether to commence action in 2 suits; (b) advising on the sale of company's assets; and (c) drafting the sale and purchase agreements.	
1.3	Period of work	1 Jun 2020 – 31 May 2021	
No.	Item	Description	Remarks
2.	Complexity of matter		

2.1	Legal issues	(1) Scope of fiduciary duty owed to a company by a director. (2) Interpretation of s ____ Companies Act	
2.2	Factual issues	(1) Whether Company X has breached the contract dated ____ with Company ABC; (2) Whether the director has breached his duties to Company ABC.	
2.3	Complexity	Novel point of law involving... [summary of the points]. Consideration of various alternative proposals. Major factual issues in respect of...	
2.4	Amount involved	Claim against Company X for breach of contract in the region of USD 1 m. Claim against the director in the region of \$500,000.	
3.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
3.1	Number of letters/faxes/emails exchanged with others	On behalf of client to (class of relevant parties): 10 (Class of relevant parties) to client: 50	
3.2	Number of letters/faxes/emails to client	150	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>

3.3	Meetings with client	6 meetings comprising in total approximately 15 hours.	
3.4	Meetings with other parties (by class)	3 meetings comprising in total approximately 5 hours with creditors. 4 meetings comprising in total approximately 8 hours with potential purchasers of assets.	
3.5	Documents (including legal opinions)	Documents perused: more than 2000 pages. Documents prepared: 5 legal opinions rendered. (Total: 80 pages and 20 cases cited).	
3.6	Time spent	150 hours	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
3.7	Other relevant work	Not applicable	
4.	Number of solicitors involved		
4.1	Counsel and solicitor	Mr ABC, 15 years Ms DEF, 2 years	Ms DEF was however an in-house counsel in an MNC for 5 years prior to practice.
5.	Urgency and importance to client		
5.1	Urgency	The advice on potential claim against director was urgent as the alleged wrongdoing was ongoing.	
5.2	Importance to client	The advice on potential claim against Company X was important to client due to the claim amount (about USD 1 m).	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>

6.	Proportionality		
6.1	Amount claimed	\$ ____ [Please refer to the sample used for trials and modify as appropriate.]	

Section 2: Work done for and in the assessment of costs			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
7.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending the hearing on assessment of costs and drawing up Registrar's certificate.	
8.	Amount claimed	\$ ____ [Please refer to the sample used for trials and modify as appropriate.]	

Section 3: Disbursements			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
9.	15/6/20	Land title search (fees): \$ xx	
10.	xxxx	[Nature of each disbursement and the amount claimed.]	
11.	-	Total amount claimed: \$ ____ [Please refer to the sample used for trials and modify as appropriate.]	