142.

PDF UPLOAD

Para 152(c)(i)(D) PD 2024

**Bill of Costs for Non-Contentious Business**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

|  |  |
| --- | --- |
| Bill of Costs No.: Enter no. here  GST Reg. No. (solicitors for [state party here]): Enter GST reg no. here  GST Reg. No. ([state party here]): 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 [Enter details here] |

**BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS**

Applicant: State the party for whom the bill is filed

Nature of bill:  Party-and-party bill  Solicitor-and-client bill

Basis of assessment:  Standard basis  Indemnity basis

Basis for assessment: Set out the basis under which the bill may be assessed.

### Section 1: Work done except for assessment of costs

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Description** | **Remarks** |
| **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 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. |  |
| **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. |  |
| **3.** | **Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor** | | |
| 3.1 | Number of letters/ faxes/emails exchanged with others | Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court. |  |
| 3.2 | Number of letters/ faxes/emails to client | Set out the total amount of correspondence between the party entitled to claim costs and counsel. |  |
| 3.3 | Meetings with client | Set out the total number of meetings, and the time taken. |  |
| 3.4 | Meetings with other parties (by class) | Set out the total number of meetings, and the time taken. |  |
| 3.5 | Documents (including legal opinions) | Set out the total number of pages of documents perused and legal opinions rendered. |  |
| 3.6 | Time spent | Set out the total number of hours spent on the case by each counsel or solicitor. |  |
| 3.7 | Others | Set out any other relevant factors for the Court’s consideration. |  |
| **4.** | **Number of solicitors involved** | | |
| 4.1 | Counsel and solicitors | List all the lawyers acting for each party and their seniority. |  |
| **5.** | **Urgency and importance to client** | | |
| 5.1 | Urgency | Set out the factors that rendered the suit one of urgency for the client. |  |
| 5.2 | Importance to client | Set out the factors that rendered the matter one of importance for the client. |  |
| **6.** | **Proportionality** | | |
| 6.1 | Amount claimed | **Amount claimed** for [specify name of counsel or solicitor]:  **$**[Insert amount].  Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –   1. the amount claimed for work done by the counsel or solicitor; 2. the percentage of input tax for which a party entitled to claim costs is not entitled to credit; 3. the amount of input tax for which a party entitled to claim costs is not entitled to credit; and 4. 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. |  |

### Section 2: Work done for and in the assessment of costs

|  |  |  |  |
| --- | --- | --- | --- |
| 7. | Work done | Describe the work done for the preparation of the bill of costs and the assessment of the bill. |  |
| 8. | Amount claimed | **Total amount claimed:**  **$**[Insert amount].  Set out the amount of costs claimed for Section 2, with a breakdown of –   1. the amount claimed for work done for Section 2; 2. the percentage of input tax for which a party entitled to claim costs is not entitled to credit; 3. the amount of input tax for which a party entitled to claim costs is not entitled to credit; and 4. 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. |  |

### Section 3: Disbursements

|  |  |  |  |
| --- | --- | --- | --- |
| 9. | Set out in different rows the dates or period of time when each disbursement is incurred. | Set out the description and amount of each disbursement claimed. |  |