

APPENDIX A: FORMS

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APPENDIX A

FORMS

1.

Para. 14(2)

Specimen Government Medical Certificate

ORIGINAL MEDICAL CERTIFICATE		Serial No.		
Name	NRIC No.			
<p>* This is to certify that the abovenamed is unfit for duty for a period of days from to inclusive.</p> <p>Type of medical leave granted-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Hospitalisation Leave Admitted on Discharged on </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Outpatient Sick Leave. <input type="checkbox"/> Maternity Leave Delivered on <input type="checkbox"/> Sterilisation Leave Operated on </td> </tr> </table>			<input type="checkbox"/> Hospitalisation Leave Admitted on Discharged on	<input type="checkbox"/> Outpatient Sick Leave. <input type="checkbox"/> Maternity Leave Delivered on <input type="checkbox"/> Sterilisation Leave Operated on
<input type="checkbox"/> Hospitalisation Leave Admitted on Discharged on	<input type="checkbox"/> Outpatient Sick Leave. <input type="checkbox"/> Maternity Leave Delivered on <input type="checkbox"/> Sterilisation Leave Operated on			
<p>This Certificate is *valid/not valid for absence from Court attendance. No medical leave is necessary</p>				
Diagnosis	Surgical Operation (if applicable)			
<p>* Fit for normal/light duty from..... to </p> <p>* The abovenamed patient attended my clinic at am/pm and left at am/pm.</p>				
Hospital/Clinic	Ward No.	Signature, Name (In BLOCK LETTERS) and Designation		
Date				
<p>MD 965 * Delete as necessary</p>				

2.

Para. 20

Request for Interpretation Services

Date:

To: Head Interpreter (Chinese) / Head Interpreter (Indian) /
Head Interpreter (Malay) (delete as applicable)
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Fax No. 6337 9450)

REQUEST FOR INTERPRETATION SERVICES

Application by : Law Firm Individual

Party making request or on whose
Behalf request is made : _____
(Plaintiff or Defendant as the case may be)

Name of applicant/law Firm : _____

Name of lawyer/secretary-in-charge
of matter : _____

Address : _____

E-mail address : _____

Telephone number : _____

Case number : _____

Name of parties : _____

Court number of Chamber number : _____
(if known)

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

Date(s) and time(s) of hearing : _____

Language/dialect : Cantonese Hainanese Hakka
 Hockchew Hokkien Mandarin
 Shanghainese Teochew Malayalam
 Tamil Javanese Malay
 Boyanese

Date of previous hearing : _____
(to be filled if the hearing described
above is an adjourned or a part-heard
hearing)

We undertake to inform the Head Interpreter by letter/facsimile transmission/telephone in the event of the case having been vacated, adjourned or settled.

*[The Plaintiff/Defendant or the solicitors for the
Plaintiff/Defendant as the case may be]*

3.

Para. 21(6)

Request for Record of Hearing

Date:

For Official Use Only

Manager

Digital Transcription Services

	CAT
--	-----

Supreme Court of Singapore

1 Supreme Court Lane

Singapore 178879

(Fax number: 6332 3952)

REQUEST FOR RECORD OF HEARING

Case number: _____

Names of parties: _____

Hearing dates: _____

Court No (if known): _____

Party making request or on
whose behalf request is made: _____

(Plaintiff or Defendant or as the case may be)

Name of law firm and lawyer
of the requesting party: _____

Telephone number: _____

Fascimile number _____

E-mail address: _____

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

File reference of law firm: _____

1. We hereby apply for a record of the Court proceedings as follows:

Format	Number of copies †	Scope	Delivery timeline
Transcript in paper format		(1) the full trial <input type="checkbox"/> (2) part thereof * <input type="checkbox"/> _____ _____ _____	(1) 24-hour delivery (excluding Sat/Sun/public holidays) <input type="checkbox"/> (2) 3-day delivery <input type="checkbox"/> (3) 5-day delivery <input type="checkbox"/> (4) 14-day delivery <input type="checkbox"/>
Transcript in soft copy on CD-ROM		(1) the full trial <input type="checkbox"/> (2) part thereof * <input type="checkbox"/> _____ _____ _____	(1) 24-hour delivery (excluding Sat/Sun/public holidays) <input type="checkbox"/> (2) 3-day delivery <input type="checkbox"/> (3) 5-day delivery <input type="checkbox"/> (4) 14-day delivery <input type="checkbox"/>

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

Audio recording on cassette tape		(1) the full trial <input type="checkbox"/> _____ _____ (2) part thereof * <input type="checkbox"/> _____ _____
Audio recording on CD- ROM		(1) the full trial <input type="checkbox"/> _____ _____ (2) part thereof * <input type="checkbox"/> _____ _____
Audio recording on DVD		(1) the full trial <input type="checkbox"/> _____ _____ (2) part thereof * <input type="checkbox"/> _____ _____

[† Insert the number of copies required. For transcripts in paper format, the minimum order is 3 copies (1 copy for the judge and 2 copies for the parties). For details of fees payable, please refer to http://www.wordwave.com.sg/Supreme_Court_Fee_Schedule.]

[* Specify dates of proceedings or names of witnesses.]

2. We undertake:-

- (1) to pay directly to the service provider the requisite fees for the services and audio recordings and/or transcripts requested; and
- (2) if transcripts are requested, to supply to the service provider:
 - (a) at least 2 clear working days before the commencement of the hearing or immediately upon submission of a request by any party after the hearing has concluded, one (1) copy each of such of the following documents as have already been filed in Court:
 - (i) authorities or bundles of authorities;

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

- (ii) documentary exhibits or bundles of documents;
 - (iii) written submissions; and
 - (iv) lists of the names of witnesses;
- (b) a copy of any document, authority or submission tendered during the hearing by that party immediately after such document, authority or submission is tendered if such document, authority or submission has not previously been supplied to the service provider; and
- (3) not to reproduce or transmit in any form or by any means any material contained in the transcript or on any audio record supplied to us.

*(The Plaintiff/Defendant or the solicitors for the
Plaintiff/Defendant as the case may be)*

4.

Para. 27(1)

Specimen Authorisation Card

AUTHORISATION CARD FOR COLLECTION
OF MAIL AND COURT DOCUMENTS

The holder of this card [Name] [NRIC
No.] is authorised to collect mail and Court documents for M/s
..... for the year ending 31
December 20__.

AUTHORISATION CARD NO.

[Seal, signature and date]
M/s
Advocates and solicitors

5.

Para. 30(8) **Request to File Document without Furnishing
Identification Numbers**

[Title as in cause or matter]

I, _____, of M/s _____, solicitor for the [plaintiff or defendant or as the case may be], hereby request that the [describe the document sought to be filed] may be accepted for filing notwithstanding that the necessary identification numbers for [name the parties, persons, entities or properties whose identification numbers have not been stated] have not been stated.

If the [describe the document sought to be filed] is accepted for filing, I hereby undertake to furnish the identification numbers for the parties, persons, entities or properties as listed above within one month from today by filing a notice in Form 6 of Appendix A to The Supreme Court Practice Directions.

Dated this _____ day of _____, 20____.

Signature of solicitor
giving undertaking:
M/s [name of firm of signing solicitor]

6.

Para. 30(8)

Notice of Identification Numbers

[Title as in cause or matter].

Referring to the request to file a document without furnishing identification numbers filed herein on [date], the identification numbers for the parties, persons, entities or properties as listed in the request are as follows:

- 1.
- 2.
- 3.

Dated this day of , 20 .

Solicitors for

7.

Para. 31(2) **Notification under Order 62, Rule 2(1) of the Rules
of Court**

To the Registrar of the Supreme Court

**Notification under Order 62, Rule 2 (1)
of the Rules of Court**

S/No.	NRIC No.	Name	Comments (See Note)
--------------	-----------------	-------------	-------------------------------

The above persons are employed by our firm, and have been authorised by us to serve and process documents under Order 62, Rule 2 (1) of the Rules of Court.

Sgd

Firm's Name

Date

Note: To indicate here the solicitor's clerks who have left the employment of the firm, and whose authorisations to serve processes and documents have been revoked.

8.

Para. 42(1)(a) **Order to allow Entry and Search of Premises**

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

[CASE NO.]

Between

[Intended] Plaintiff

And

[Intended] Defendant

BEFORE THE HONOURABLE JUSTICE _____ IN CHAMBERS

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

IMPORTANT:- NOTICE TO THE DEFENDANT

- (a) **This order orders you to allow the persons mentioned below to enter the premises described in the order and to search for, examine and remove or copy the articles specified in the order. This part of the order is subject to restrictions. The order also requires you to hand over any of the articles which are under your control and to provide information to the plaintiff's solicitors. You are also prohibited from doing certain acts. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible.**
- (b) **Before you the defendant or the person appearing to be in control of the premises allow anybody onto the premises to carry out this order, you are entitled to have the solicitor who serves you with this order explain to you what it means in everyday language.**
- (c) **You are entitled to insist that there is nobody [or nobody except (name)] present who could gain commercially from anything he might read or see on your premises.**
- (d) **You are entitled to refuse to permit entry before 9.00 a.m. or after 5.00 p.m. or at all on Saturdays, Sundays and public holidays.**

- (e) **You are entitled to seek legal advice, and to ask the Court to vary or discharge this order, provided you do so at once, and provided that meanwhile you permit [the supervising solicitor (who is a solicitor of the Court acting independently of the plaintiff) and]^α the plaintiff's solicitor to enter, but not start to search. See paragraph 3 below.**
- (f) **If you, [] (the defendant), disobey this order, you will be guilty of contempt of Court and may be sent to prison or fined.^β**

THE ORDER

An application was made today [date] by counsel for the plaintiff, [] to Justice [] by way of ex-parte summons no. [] of []. Justice [] heard the application and read the affidavit(s) of [name] filed on [date].

As a result of the application IT IS ORDERED by Justice [] that:

Entry and search of premises and vehicles on the premises

1. (a) The defendant must allow [Mr/Mrs/Miss (“the supervising solicitor”), together with] λ [name] a solicitor of the Supreme Court from the firm of the plaintiff's solicitors and up to [] other persons being [their capacity] accompanying [him/them/as appropriate] to enter the premises mentioned or described in Schedule 1 to this order and any vehicles on the premises so that they can search for, inspect, photograph or photocopy, and deliver into the safekeeping of the plaintiff's solicitors all the documents and articles which are listed or described in Schedule 2 to this order (“the listed items”) or which [name] believes to be listed items. The defendant must allow those persons to remain on the premises until the search is complete, and if necessary to re-enter the premises on the same or the following day in order to complete the search.
- (b) This order must be complied with either by the defendant himself or by a responsible employee of the defendant or by the person appearing to be in control of the premises.
- (c) This order requires the defendant or his employee or the person appearing to be in control of the premises to permit entry to the premises immediately when the order is served upon him, except as stated in paragraph 3 below.

[] Relevant information to be inserted.

^α Where a supervising solicitor is ordered.

^β This Notice is not a substitute for the endorsement of a penal notice.

Restrictions on the service and carrying out of paragraph 1 of this order

2. Paragraph 1 of this order is subject to the following restrictions:
- (a) This order may only be served between 9.00 a.m. and 5.00 p.m. on a weekday which is not a public holiday.
 - (b) This order may not be carried out at the same time as any search warrant.
 - (c) [This order must be served by the supervising solicitor, and paragraph 1 of the order must be carried out in his presence and under his supervision.]^α [At least 1 of the persons accompanying him as provided by paragraph 1 of this order shall be a woman.]^ζ [At least 1 of the persons carrying out the order shall be a woman.]^δ
 - (d) This order does not require the person served with the order to allow anyone [or anyone except (name)] who could gain commercially from anything he might read or see on the premises if the person served with the order objects.
 - (e) No item may be removed from the premises until a list of the items to be removed has been prepared, and a copy of the list has been supplied to the person served with the order, and he has been given a reasonable opportunity to check the list.
 - (f) The premises must not be searched, and items must not be removed from them, except in the presence of the defendant or a person appearing to be a responsible employee of the defendant.
 - [(g) If the supervising solicitor is satisfied that full compliance with subparagraphs (e) or (f) above is impracticable, he may permit the search to proceed and items to be removed without compliance with the impracticable requirements.]^α

^α Where a supervising solicitor is ordered.

^ζ These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman and the supervising solicitor is a man.

^δ These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman.

Obtaining legal advice and applying to the Court

3. Before permitting entry to the premises by any person other than [the supervising solicitor and]^α the plaintiff's solicitors, the defendant or other person appearing to be in control of the premises may seek legal advice, and apply to the Court to vary or discharge this order, provided he does so at once. While this is being done, he may refuse entry to the premises by any other person, and may refuse to permit the search to begin, for a short time [not to exceed 2 hours, unless (the supervising solicitor or)^α the plaintiff's solicitor agrees to a longer period].

Delivery of listed items and computer print-outs

4. (a) The defendant must immediately hand over to the plaintiff's solicitors any of the listed items which are in his possession or under his control.
(b) If any of the listed items exists only in computer readable form, the defendant must immediately give the plaintiff's solicitors effective access to the computers, with all necessary passwords, to enable them to be searched, and cause the listed items to be printed out. A print-out of the items must be given to the plaintiff's solicitors or displayed on the computer screen so that they can be read and copied. All reasonable steps shall be taken by the plaintiff to ensure that no damage is done to any computer or data. The plaintiff and his representatives may not themselves search the defendant's computers unless they have sufficient expertise to do so without damaging the defendant's system.

Disclosure of information by the defendant

5. (a) The defendant must immediately inform the plaintiff's solicitors:
 - (i) where all the listed items are; and
 - (ii) so far as he is aware:
 - (A) the name and address of everyone who has supplied him, or offered to supply him, with listed items;
 - (B) the name and address of everyone to whom he has supplied, or offered to supply, listed items; and

^α Where a supervising solicitor is ordered.

- (C) the full details of the dates and quantities of every such supply and offer.
- (b) Within [] days after being served with this order, the defendant must prepare and swear an affidavit confirming the above information.
- (c) Nothing in this order shall abrogate the defendant's right against self-incrimination.

Prohibited acts

- 6. (a) Except for the purpose of obtaining legal advice [or advising his banker], the defendant must not directly or indirectly inform anyone of these proceedings or of the contents of this order, or warn anyone that proceedings have been or may be brought against him by the plaintiff until [].
- (b) [Insert any negative injunctions.]

EFFECT OF THIS ORDER

- 7. (a) A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
- (b) A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

UNDERTAKINGS

- 8. The plaintiff, [the supervising solicitor and]^α the plaintiff's solicitors give to the Court the undertakings contained in Schedules 3, 4 and 5 respectively to this order.

DURATION OF THIS ORDER

- 9. Paragraph 6(b) of this order shall remain in force until the trial or further order.

^α Where a supervising solicitor is ordered.

VARIATION OR DISCHARGE OF THIS ORDER

10. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the plaintiff’s solicitors.

NAME AND ADDRESS OF PLAINTIFF’S SOLICITORS

11. The plaintiff’s solicitors are:
[Name of lawyer(s) having conduct of action or charge of matter.]
[Name of law firm.]
[Address of law firm.]
Tel : [Telephone number.]
Fax : [Facsimile number.]
Ref : [File reference of law firm.]

[INTERPRETATION OF THIS ORDER

12. (a) In this order references to “he”, “him”, or “his” include “she” or “her” and “it” or “its”.
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to “the defendants” mean both or all of them;
 - (ii) An order requiring “the defendants” to do or not to do anything requires each defendant to do or not to do the specified thing;
 - (iii) A requirement relating to service of this order, or of any legal proceedings, on “the defendants” means service on each of them; and
 - (iv) Any other requirement that something shall be done to or in the presence of “the defendants” means to or in the presence of one of them.]

Dated this [] day of [], [].

Registrar.

SCHEDULE 1

The premises

SCHEDULE 2

The listed items

SCHEDULE 3

Undertakings given by the plaintiff

1. If the Court later finds that this order or the carrying out of it has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the plaintiff shall comply with any order the Court may make.
- [2. As soon as practicable to issue a writ of summons [in the form of the draft writ produced to the Court] [claiming appropriate relief].]
3. To [swear and file an affidavit] [cause an affidavit to be sworn and filed] [substantially in the terms of the draft produced to the Court] [confirming the substance of what was said to the Court by the plaintiff's solicitors.]
4. To serve on the defendant at the same time as this order is served on him, the writ and copies of the affidavits and copiable exhibits containing the evidence relied on by the plaintiff. [Copies of the confidential exhibits (specify) need not be served, but they must be made available for inspection by or on behalf of the defendant in the presence of the plaintiff's solicitors while the order is carried out. Afterwards they must be provided to a solicitor representing the defendant who gives a written undertaking not to permit the defendant to see them or make copies of them except in his presence and not to permit the defendant to make or take away any note or record of the exhibits.]
- [5. To serve on the defendant a copy of the supervising solicitor's report on the carrying out of this order as soon as it is received and to produce a copy of the report to the Court.]^α
6. Not, without the leave of the Court, to inform anyone else of this order or the carrying out of this order or to use any information or documents obtained as a result of carrying out this order except for the purposes of these proceedings or to inform anyone else of these proceedings until the trial or further order.
7. To insure the items removed from these premises.^ε

^α Where a supervising solicitor is ordered.

^ε In appropriate cases.

SCHEDULE 4

Undertakings given by the plaintiff's solicitors

1. To answer at once to the best of their ability any question as to whether a particular item is a listed item.
2. To return the originals of all documents obtained as a result of this order (except original documents which belong to the plaintiff) as soon as possible and in any event within 2 working days of their removal.
3. While ownership of any item obtained as a result of this order is in dispute, to deliver the article into the keeping of solicitors acting for the defendant within 2 working days from receiving a written undertaking by them to retain the article in safekeeping and to produce it to the Court when required.
4. To retain in their own safekeeping all other items obtained as a result of this order until the Court directs otherwise.
5. To execute this order calmly and orderly and in a manner respectful of the defendant's business.
6. Not, without the leave of the Court, to inform anyone else of this order or the carrying out of this order or to use any information or documents obtained as a result of the carrying out of this order except for the purposes of these proceedings or to inform anyone else of these proceedings until the trial or further order.

SCHEDULE 5

Undertakings given by the supervising solicitor

1. To offer to explain to the person served with the order its meaning and effect fairly and in everyday language, and to inform him of his right to seek legal advice and apply to vary or discharge the order as mentioned in paragraph 3 of the order.
2. To make and provide the plaintiff's solicitor a written report on the carrying out of the order.]^α

^α Where a supervising solicitor is ordered.

9.

Para. 42(1)(b) **Injunction Prohibiting Disposal of Assets Worldwide**

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

[CASE NO.]

Between

[Intended] Plaintiff

And

[Intended] Defendant

BEFORE THE HONOURABLE JUSTICE _____ IN CHAMBERS

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS
WORLDWIDE**

IMPORTANT:- NOTICE TO THE DEFENDANT

- (a) **This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.**
- (b) **If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.^φ**

^φ The notice is not a substitute for the endorsement of a penal notice.

[] Relevant information to be inserted.

THE ORDER

An application was made today [date] by counsel for the plaintiff, [] to Justice [] by way of ex-parte summons no. [] of []. Justice [] heard the application and read the affidavit(s) of [name] filed on [date].

As a result of the application IT IS ORDERED by Justice [] that:

Disposal of assets

1. (a) The defendant must not:
 - (i) remove from Singapore any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value of [\$]; or
 - (ii) in any way dispose of or deal with or diminish the value of any of his assets whether they are in or outside Singapore whether in his own name or not and whether solely or jointly owned up to the same value.
- (b) This prohibition includes the following assets, in particular:
 - (i) the property known as [] or the net sale money after payment of any mortgages if it has been sold;
 - (ii) the property and assets of the defendant's business known as [] (or carried on at []) or the sale money if any of them have been sold; and
 - (iii) any money in the accounts numbered [] at [].
- (c) If the total unencumbered value of the defendant's assets in Singapore exceeds [\$], the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remains not less than [\$]. If the total unencumbered value of the defendant's assets in Singapore does not exceed [\$], the defendant must not remove any of those assets from Singapore and must not dispose of or deal with any of them, but if he has other assets outside Singapore, the defendant may dispose of or deal with those assets so long as the total unencumbered value of all his assets whether in or outside Singapore remains not less than [\$].

Disclosure of information

2. The defendant must inform the plaintiff in writing at once of all his assets whether in or outside Singapore and whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets. The information must be confirmed in an affidavit which must be served on the plaintiff's solicitors within [] days after this order has been served on the defendant.

EXCEPTIONS TO THIS ORDER

3. This order does not prohibit the defendant from spending [\$] a week towards his ordinary living expenses and also [\$] a week [or a reasonable sum] on legal advice and representation. But before spending any money, the defendant must tell the plaintiff's solicitors where the money is to come from.
4. This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant shall account to the plaintiff [state interval] for the amount of money spent in this regard.
5. The defendant may agree with the plaintiff's solicitors that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

EFFECT OF THIS ORDER

6. A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
7. A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

THIRD PARTIES

Effect of this order

8. It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.

Effect of this order outside Singapore

9. The terms of this order do not affect or concern anyone outside the jurisdiction of this Court until it is declared enforceable or is enforced by a Court in the relevant country and then they are to affect him only to the extent they have been declared enforceable or have been enforced UNLESS such person is:

- (a) a person to whom this order is addressed or an officer or an agent appointed by power of attorney of such a person; or
- (b) a person who is subject to the jurisdiction of this Court; and
 - (i) has been given written notice of this order at his residence or place of business within the jurisdiction of this Court; and
 - (ii) is able to prevent acts or omissions outside the jurisdiction of this Court which constitute or assist in a breach of the terms of this order.

Assets located outside Singapore

10. Nothing in this order shall, in respect of assets located outside Singapore, prevent any third party from complying with:
- (a) what it reasonably believes to be its obligations, contractual or otherwise, under the laws and obligations of the country or state in which those assets are situated or under the proper law of any contract between itself and the defendant; and
 - (b) any orders of the Courts of that country or state, provided that reasonable notice of any application for such an order is given to the plaintiff's solicitors.

Set-off by banks

11. This injunction does not prevent any bank from exercising any right of set-off it may have in respect of any facility which it gave to the defendant before it was notified of the order.

Withdrawals by the defendant

12. No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

[SERVICE OUT OF THE JURISDICTION AND SUBSTITUTED SERVICE

13. (a) The plaintiff may serve the writ of summons on the defendant at [] by [mode of service].
- (b) If the defendant wishes to defend the action, he must enter an appearance within [] days of being served with the writ of summons.]

UNDERTAKINGS

14. The plaintiff gives to the Court the undertakings set out in Schedule 1 to this order.

DURATION OF THIS ORDER

15. This order will remain in force until the trial or further order.

VARIATION OR DISCHARGE OF THIS ORDER

16. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the plaintiff's solicitors.

NAME AND ADDRESS OF PLAINTIFF'S SOLICITORS

17. The plaintiff's solicitors are:
[Name of lawyer(s) having conduct of action or charge of matter.]
[Name of law firm.]
[Address of law firm.]
Tel: [Telephone number.]
Fax: [Facsimile number.]
Ref: [File reference of law firm.]

[INTERPRETATION OF THIS ORDER

18. (a) In this order references to "he", "him" or "his" include "she" or "her" and "it" or "its".
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to "the defendants" mean both or all of them;
 - (ii) An order requiring "the defendants" to do or not to do anything requires each defendant to do or not to do the specified thing; and
 - (iii) A requirement relating to service of this order, or of any legal proceedings, on "the defendants" means service on each of them.]

Dated this [] day of [], [].

Registrar.

SCHEDULE 1

Undertakings given to the Court by the plaintiff

1. If the Court later finds that this order has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the plaintiff shall comply with any order the Court may make.
2. As soon as practicable the plaintiff shall [issue and] serve on the defendant [a] [the] writ of summons [in the form of the draft writ produced to the Court] [claiming appropriate relief] together with this order.
3. The plaintiff shall cause an affidavit to be sworn and filed [substantially in the terms of the draft affidavit produced to the Court] [confirming the substance of what was said to the Court by the plaintiff's solicitors].
4. As soon as practicable the plaintiff shall serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the plaintiff.
5. Anyone notified of this order will be given a copy of it by the plaintiff's solicitors.
6. The plaintiff shall pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant's assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the plaintiff will comply with any order the Court may make.
- [7. The plaintiff shall not without the leave of the Court begin proceedings against the defendant in any other jurisdiction or use information obtained as a result of an order of the Court in this jurisdiction for the purpose of civil or criminal proceedings in any other jurisdiction.
8. The plaintiff shall not without the leave of the Court seek to enforce this order in any country outside Singapore [or seek an order of a similar nature including orders conferring a charge or other security against the defendant or the defendant's assets].]

10.

Para. 42(1)(c) **Injunction Prohibiting Disposal of Assets in
Singapore**

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

[CASE NO.]

Between

[Intended] Plaintiff

And

[Intended] Defendant

BEFORE THE HONOURABLE JUSTICE _____ IN CHAMBERS

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS
IN SINGAPORE**

IMPORTANT:- NOTICE TO THE DEFENDANT

- (a) **This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.**
- (b) **If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.^φ**

^φ This notice is not a substitute for the endorsement of a penal notice.

[] Relevant information to be inserted.

THE ORDER

An application was made today [date] by counsel for the plaintiff, [] to Justice [] by way of ex-parte summons no. [] of []. Justice [] heard the application and read the affidavit(s) of [name] filed on [date].

As a result of the application IT IS ORDERED by Justice [] that:

Disposal of assets

1. (a) The defendant must not remove from Singapore in any way dispose of or deal with or diminish the value of any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value [\$].
- (b) This prohibition includes the following assets, in particular:
 - (i) the property known as [] or the net sale money after payment of any mortgages if it has been sold;
 - (ii) the property and assets of the defendant's business known as [] (or carried on at []) or the sale money if any of them have been sold; and
 - (iii) any money in the accounts numbered [] at [].
- (c) If the total unencumbered value of the defendant's assets in Singapore exceeds [\$], the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remains not less than [\$].

Disclosure of information

2. The defendant must inform the plaintiff in writing at once of all his assets in Singapore whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets. The information must be confirmed in an affidavit which must be served on the plaintiff's solicitors within [] days after this order has been served on the defendant.

EXCEPTIONS TO THIS ORDER

3. This order does not prohibit the defendant from spending [\$] a week towards his ordinary living expenses and also [\$] a week [or a reasonable sum] on legal

advice and representation. But before spending any money, the defendant must tell the plaintiff's solicitors where the money is to come from.

4. This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant shall account to the plaintiff [state interval] for the amount of money spent in this regard.
5. The defendant may agree with the plaintiff's solicitors that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

EFFECT OF THIS ORDER

6. A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
7. A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

THIRD PARTIES

Effect of this order

8. It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.

Set-off by banks

9. This injunction does not prevent any bank from exercising any right of set-off it may have in respect of any facility which it gave to the defendant before it was notified of the order.

Withdrawals by the defendant

10. No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

[SERVICE OUT OF THE JURISDICTION AND SUBSTITUTED SERVICE

11. (a) The plaintiff may serve the writ of summons on the defendant at [] by [mode of service].

- (b) If the defendant wishes to defend the action he must enter an appearance within [] days of being served with the writ of summons.]

UNDERTAKINGS

12. The plaintiff gives to the Court the undertakings set out in Schedule 1 to this order.

DURATION OF THIS ORDER

13. This order will remain in force until the trial or further order.

VARIATION OR DISCHARGE OF THIS ORDER

14. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the plaintiff's solicitors.

NAME AND ADDRESS OF PLAINTIFF'S SOLICITORS

15. The plaintiff's solicitors are:
[Name of lawyer(s) having conduct of action or charge of matter.]
[Name of law firm.]
[Address of law firm.]
Tel : [Telephone number.]
Fax : [Facsimile number.]
Ref : [File reference of law firm.]

[INTERPRETATION OF THIS ORDER

16. (a) In this order references to "he", "him" or "his" include "she" or "her" and "it" or "its".
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to "the defendants" mean both or all of them;
- (ii) An order requiring "the defendants" to do or not to do anything requires each defendant to do or not to do the specified thing; and

- (iii) A requirement relating to service of this order or of any legal proceedings on “the defendants” means service on each of them.]

Dated this [] day of [], [].

Registrar.

SCHEDULE 1

Undertakings given to the Court by the plaintiff

1. If the Court later finds that this order has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the plaintiff shall comply with any order the Court may make.
2. As soon as practicable the plaintiff shall [issue and] serve on the defendant [a] [the] writ of summons [in the form of the draft writ produced to the Court] [claiming appropriate relief] together with this order.
3. The plaintiff shall cause an affidavit to be sworn and filed [substantially in the terms of the draft affidavit produced to the Court] [confirming the substance of what was said to the Court by the plaintiff’s solicitors].
4. As soon as practicable the plaintiff shall serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the plaintiff.
5. Anyone notified of this order shall be given a copy of it by the plaintiff’s solicitors.
6. The plaintiff shall pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant’s assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the plaintiff will comply with any order the Court may make.

11.

Para. 51(2) **Notice of Objections to Contents of Affidavits of
Evidence-in-chief**

[Title as in cause or matter]

Take notice that the [plaintiff or defendant or as the case may be] intends to object to the contents of the several affidavits hereunder specified [or the identified portions thereof] at the trial or hearing of the cause or matter for which these were filed for the reasons stated below.

1. The first [or second or as the case may be] affidavit of [name of deponent] filed on [date] on behalf of the [plaintiff or defendant or as the case may be].

OR

1. Paragraphs 1, 2 and 3, and exhibits AB-1 and AB-2 of the first [or second or as the case may be] affidavit of [name of deponent] filed on [date] on behalf of the [plaintiff or defendant or as the case may be].

2. The grounds for this objection are [state the grounds].

Dated this day of , 20 .

Solicitors for

12.

Para. 60(11)(a)

Index to Agreed Bundle of Documents

No. (To be numbered serially)	Description	Original/Copy	Scope of agreement	Page

13.

Para. 68(1)

Request for Attendance of the Sheriff

[Title as in cause or matter]

I, [name of party making request], being [the plaintiff or the defendant or the plaintiff's employee or as the case may be (or the solicitor for the plaintiff or the defendant or the plaintiff's employee or as the case may be)], hereby request that the Sheriff do attend at [the address for the attendance] on [the desired date and time of attendance] for the purpose of [the reason for the attendance].

I undertake to pay the fees prescribed by Item No. 117 of Appendix B to the Rules of Court in respect of the attendance requested above.

Dated this day of 20 .

(Signature of declarant)
(Name of firm of solicitors)
(if declarant is a solicitor)

14.

Para. 76(3)

Form of Record of Appeal

The documents itemised below are listed in accordance with paragraph 76(3) of these Practice Directions. Insofar as these documents have already been filed in the electronic case file in (to state the case no.) or are available in the electronic case file, they are, for the purpose of complying with Order 57, Rule 9(2) of the Rules of Court, deemed to be filed.

S/N.	DCN	Filing Date	Description of Document	Pages
1.			Notice of appeal	
2.			Certificate of payment of security for costs	
			Record of proceedings:-	
3.			(a) (to be itemised)	
4.			(b) (to be itemised)	
5.			(c) (to be itemised)	
6.			Affidavit of evidence in chief of X	
7.			Affidavit of evidence in chief of Y	
			Pleadings:-	
8.			(a) (to be itemised)	
9.			(b) (to be itemised)	
			Documents relevant to the matter Decided and the nature of the appeal:-	
10.			(a) letter dated xx/yy/zzzz	
11.			(b) the affidavit of Z	Eg pages 4 to 15*
12.			Judgment or order appealed from	

* *Specific pages must be stated if the party only intends to include in the form of record of appeal a portion of a document which is filed or is available in the electronic case file.*

The format of the separate table of contents under paragraph 76(7) is as follows:-

S/N.	Description of Document	Pages**

** The solicitor's attention is drawn to the directions in paragraph 78(2) pertaining to pagination

15.

Para. 76(3)

Form of Core Bundle

The documents itemised below are listed in accordance with paragraph 76(3) of these Practice Directions. Insofar as these documents have already been filed in the electronic case file in (to state the case no.) or are available in the electronic case file, they are, for the purpose of complying with Order 57, Rule 9(2A) of the Rules of Court, deemed to be filed.

S/N.	DCN	Filing Date	Description of Document	Pages*
1.			Grounds of judgment or order	
2.			Judgment or order appealed from	
			Relevant documents as defined in O 57 r 9(2A)(b) of the Rules of Court:-	
3.			(a) (to be itemised)	
4.			(b) (to be itemised)	

** Specific pages must be stated if the party only intends to include in the form of core bundle a portion of a document which is filed or is available in the electronic case file.*

See Form 14 for the format of the separate table of contents under paragraph 76(7).

16.

Para. 76(3)

Form of Supplemental Core Bundle

The documents itemised below are listed in accordance with paragraph 76(3) of these Practice Directions. Insofar as these documents have already been filed in the electronic case file in (to state the case no.) or are available in the electronic case file, they are, for the purpose of complying with Order 57, Rule 9A(2A), deemed to be filed.

S/N.	DCN	Filing Date	Description of Document	Pages*
			Additional documents as defined in O 57 r 9A(2A)(a) of the Rules of Court	
1.			(a) (to be itemised)	
2.			(b) (to be itemised)	

** Specific pages must be stated if the party only intends to include in the form of supplemental core bundle a portion of a document which is filed or is available in the electronic case file.*

See Form 14 for the format of the separate table of contents under paragraph 76(7).

17.

Para. 78(3)(a)

Table of Contents

INDEX TO VOLUME I

<u>NO.</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
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INDEX TO VOLUME II

<u>NO.</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
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INDEX TO VOLUME III

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INDEX TO VOLUME IV

<u>NO.</u>	<u>EXHIBIT MARKING</u>	<u>DESCRIPTION</u>	<u>Whether or not included in records</u>	<u>PAGE</u>
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INDEX TO VOLUME V

<u>NO.</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
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18.

Para. 82(3)(a)(iii)

Bill of Costs for Contentious Business – Trials

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Suit No. of 20

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.]

Between

..... Plaintiff(s)

And

..... Defendant(s)

BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS

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: Judgment dated _____ ordering [set out the order on costs under which the bill is to be taxed, including such details as the party who is ordered to pay costs and the party entitled to claim costs].

Section 1: Work done other than for taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
1.	The claim		
1.1	Nature of claim	[Give a brief description of the nature of claim].	
2.	Pleadings		
2.1	Writ & statement of claim	[Set out the number of pages in each pleading].	
2.2	Defence & counterclaim	[Set out the number of pages in each pleading].	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
2.3	Reply & defence to counterclaim	<i>[Set out the number of pages in each pleading].</i>	
2.4	Relief claimed	<i>[Set out succinctly the reliefs claimed in the statement of claim and counterclaim, if any].</i>	
2.5	Affidavits deemed or ordered to stand as pleadings	<i>[Set out the number of pages in each affidavit].</i>	
3.	Interlocutory attendances		
3.1	Interlocutory applications - costs fixed by Court	<i>[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded].</i>	<i>[Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application].</i>
3.2	Interlocutory applications – costs not fixed by Court	<i>[Set out in relation to each interlocutory application, the application number, the number of affidavits filed, the nature of the application and the orders made on costs].</i>	<i>[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application].</i>

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
3.3	Appeals to Judge in chambers	[Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any].	[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal].
3.4	Pre-trial conferences	[Set out the dates of the PTCs].	[Provide details if a substantial application is heard during a PTC and the amount of time taken.]
3.5	Other attendances	[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]	[Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.]
4.	Discovery		
4.1	Number of lists of documents	[Set out the number of lists of documents, including supplementary lists, filed by each party.]	
4.2	Total number of documents disclosed	[Set out the number of documents, with the total number of pages, disclosed by each party.]	[Provide such information as is relevant, such as the number of pages that overlap.]
5.	Trial		
5.1	Opening statement	[Set out the number of pages of opening statement filed by each party.]	

No.	Item	Description	Remarks
5.2	Number of days and date(s) of trial	<i>[Indicate the total number of days fixed for trial, the actual number of days taken and the date(s) of the trial.]</i>	<i>[Provide such information as is relevant, such as whether digital or mechanical recording was used during the trial].</i>
5.3	Part heard	<i>[Set out the period of time between each tranche of hearing, if any].</i>	
5.4	Affidavits of evidence in chief – text and exhibits	<i>[Set out the number of affidavits filed by each party and the total number of pages of text and exhibits of all affidavits filed].</i>	
5.5	Bundle of documents	<i>[Set out the number of volumes and the total number of pages in each bundle filed in respect of the trial].</i>	
5.6	Witnesses at trial	<i>[Set out the number of witnesses of fact and expert witnesses for each party].</i>	
5.7	Closing submissions and authorities cited	<i>[Set out the number of pages and authorities cited in the closing submissions, if any, of each party].</i>	
5.8	Submissions in reply and authorities cited	<i>[Set out the number of pages and authorities cited in the reply submissions, if any, of each party].</i>	
5.9	Other post-trial filings/matters	<i>[Set out the number of pages and authorities cited in any other documents, filed by each party].</i>	
6.	Complexity of Cases		
6.1	Legal issues	<i>[Set out succinctly all the legal issues raised].</i>	
6.2	Factual issues	<i>[Set out succinctly all the factual issues raised].</i>	

No.	Item	Description	Remarks
6.3	Complexity	<i>[Set out succinctly the matters that affect the complexity of the case].</i>	
6.4	Grounds of decision	<i>[Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised].</i>	
7.	Urgency		
7.1	Urgency	<i>[Set out the factors that rendered the suit one of urgency for the party entitled to claim costs].</i>	
7.2	Importance to client	<i>[Set out the factors that rendered the suit one of importance for the party entitled to claim costs].</i>	
8.	Time and labour expended		
8.1	Number of letters/faxes/emails exchanged between the parties	<i>[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].</i>	
8.2	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>	
8.3	Meetings with opposing counsel	<i>[Set out the total number of meetings, and the time taken for them].</i>	
8.4	Time spent	<i>[Set out the total number of hours spent on the case by each counsel or solicitor].</i>	
8.5	Others	<i>[Set out any other relevant factors for the Court's consideration].</i>	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
9.	Counsels and solicitors involved		
9.1	Counsel and solicitors	<i>[List all the lawyers acting for each party and their seniority].</i>	
9.2	Certificate of more than 2 counsel	<i>[Indicate if the Court has certified that the costs of more than two counsel are allowed].</i>	
10.	Costs claimed		
10.1	Amount claimed	<p>Amount claimed for <i>[specify name of counsel or solicitor]: \$ [insert amount].</i></p> <p><i>[Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –</i></p> <ul style="list-style-type: none"> <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;</i> <p><i>and</i></p> <ul style="list-style-type: none"> <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 2: Work done for taxation			
11.	Work done	<i>[Describe the work done for the preparation of the bill of costs and the taxation of the bill].</i>	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
12.	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;</i> <i>and</i> <i>(d) the GST claimed for work done,</i> <p><i>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></p>	
Section 3: Disbursements			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
13.	<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>	

<p>[]</p>	<p>-</p>	<p>Total amount claimed: \$ <i>[insert amount]</i>.</p> <p><i>[Set out the total amount of disbursements claimed for Section 3, with a breakdown of –</i></p> <ul style="list-style-type: none"> <i>(a) the amount claimed for disbursements for Section 3;</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 disbursements,</i> <p><i>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></p>	
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19.

Para. 82(3)(a)(iii) **Bill of Costs for Contentious Business other than Trials**

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Suit No. of 20

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.]

Between

..... Plaintiff(s)

And

..... Defendant(s)

BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

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: Judgment dated _____ ordering [set out the order on costs under which the bill is to be taxed, including such details as the party who is ordered to pay costs and the party entitled to claim costs].

Section 1: Work done other than for taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
1.	The Claim		
1.1	Nature of claim	[Give a brief description of the nature of claim, such as whether the substantive claim is for breach of contract or negligence].	

No.	Item	Description	Remarks
2.	Application / Proceedings		
2.1	Nature of application or proceedings for taxation	<i>[Give a brief description of the nature of proceedings or application to which the bill relates, eg., for an appeal or interlocutory application].</i>	
3.	Interlocutory attendances		
3.1	Interlocutory applications – costs fixed by Court	<i>[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded].</i>	<i>[Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application].</i>
3.2	Interlocutory applications – costs not fixed by Court	<i>[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed and the orders made on costs].</i>	<i>[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application].</i>
3.3	Appeals to Judge in chambers	<i>[Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any].</i>	<i>[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal].</i>

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
3.4	Other attendances	[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]	[Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.]
4. Hearing			
4.1	Number of days/hours and date(s) of hearing	[Indicate the total number of days or hours fixed for the hearing, the actual number of days or hours taken and the date(s) of the hearing.]	[Provide such information as is relevant, such as whether digital or mechanical recording was used].
4.2	Documents (apart from written submissions and authorities)	[Set out the number of volumes and the total number of pages in each bundle filed in respect of the hearing].	
4.3	Witnesses (if any)	[Set out the number of witnesses of fact and expert witnesses for each party, if any].	
4.4	Written submissions	[Set out the number of pages of the submissions, if any, filed by each party].	
4.5	Authorities cited	[Set out the number of authorities cited by each party].	
4.6	Other post-hearing filings	[Set out the number of pages and authorities cited in any other documents, filed by each party].	
5. Complexity of case			

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
5.1	<i>Legal issues</i>	<i>[Set out succinctly all the legal issues raised].</i>	
5.2	<i>Factual issues</i>	<i>[Set out succinctly all the factual issues raised].</i>	
5.3	<i>Complexity</i>	<i>[Set out succinctly the matters that affect the complexity of the case].</i>	
5.4	<i>Grounds of decision</i>	<i>[Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised].</i>	
6.	Urgency and importance to client		
6.1	Urgency	<i>[Set out the factors that rendered the suit one of urgency for the party entitled to claim costs].</i>	
6.2	Importance to client	<i>[Set out the factors that rendered the suit one of importance for the party entitled to claim costs].</i>	
6.3	Amount involved	<i>[Set out the amount involved in the substantive dispute between the parties].</i>	
7.	Time and labour expended		
7.1	Number of letters/faxes/emails exchanged between the parties	<i>[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].</i>	
7.2	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>	
7.3	Meetings with opposing counsel	<i>[Set out the total number of meetings, and the time taken for them].</i>	

No.	Item	Description	Remarks
7.4	Time spent	[Set out the total number of hours spent on the case by each counsel or solicitor].	
7.5	Others	[Set out any other relevant factors for the Court's consideration].	
8.	Counsel and solicitors involved		
8.1	Counsel and solicitors	[List all the lawyers acting for each party and their seniority].	
8.2	Certificate of more than 2 counsel	[Indicate if the Court has certified that the costs of more than two counsel are allowed].	
9.	Costs claimed		
9.1	Amount claimed	<p>Amount claimed for [specify name of counsel or solicitor]: \$ [insert amount].</p> <p>[Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –</p> <ul style="list-style-type: none"> (e) the amount claimed for work done by the counsel or solicitor; (f) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; (g) the amount of input tax for which a party entitled to claim costs is not entitled to credit; <p>and</p> <ul style="list-style-type: none"> (h) 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 taxation			
10.	Work done	[Describe the work done for the preparation of the bill of costs and the taxation of the bill].	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
11.	Amount claimed	<p>Total amount claimed: \$ [insert amount].</p> <p>[Set out the amount of costs claimed for Section 2, with a breakdown of –</p> <ul style="list-style-type: none"> (e) the amount claimed for work done for Section 2; (f) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; (g) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and (h) 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			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
12.	[Set out in different rows the dates or period of time when each disbursement is incurred].	[Set out the amount of each disbursement claimed].	

<p>[]</p>	<p>-</p>	<p>Total amount claimed: \$ <i>[insert amount]</i>.</p> <p><i>[Set out the total amount of disbursements claimed for Section 3, with a breakdown of –</i></p> <ul style="list-style-type: none"> <i>(e) the amount claimed for disbursements for Section 3;</i> <i>(f) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>(g) the amount of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>and</i> <i>(h) the GST claimed for disbursements,</i> <p><i>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></p>	
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20.

Para. 82(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			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
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. 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	
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			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
4.1	Solicitor	[List all the lawyers acting for each party and their seniority].	
5. Costs claimed			
5.1	Amount claimed	<p>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 –</p> <ul style="list-style-type: none"> (i) the amount claimed for work done by the counsel or solicitor; (j) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; (k) the amount of input tax for which a party entitled to claim costs is not entitled to credit; <p>and</p> <ul style="list-style-type: none"> (l) 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 taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
6.	Work done	[Describe the work done for the preparation of the bill of costs and the taxation of the bill].	

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>(i) the amount claimed for work done for Section 2;</i> <i>(j) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>(k) the amount of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>and</i> <i>(l) 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			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
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>	

<p>[]</p>	<p>-</p>	<p>Total amount claimed: \$ <i>[insert amount]</i>.</p> <p><i>[Set out the total amount of disbursements claimed for Section 3, with a breakdown of –</i></p> <ul style="list-style-type: none"> <i>(i) the amount claimed for disbursements for Section 3;</i> <i>(j) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i> <i>(k) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i> <i>(l) the GST claimed for disbursements,</i> <p><i>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></p>	
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21.

Para. 84

Notice of Dispute

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Suit No. _____ of _____
 Bill of Costs No. _____ of _____

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.]

Between

... Plaintiffs.

And

... Defendants.

Take notice that the solicitors for the _____ intend to dispute the following items in Bill of Costs No. _____ of _____ lodged in respect of this matter.

NOTICE OF DISPUTE

S/No	Item	OBJECTION IN PRINCIPLE (P) / QUANTUM (Q)	GROUND OF DISPUTE
1.	Section 1 (Party & Party) [List items disputed]		[Specify grounds of dispute for each item]
2.	Section 2 (Work done for taxation)		-do-
3.	Section 3 (Disbursements)		-do-

Dated this _____ day of _____, 20 _____.

ABC & Co.
 (Address of solicitors)

To: Solicitors for the _____.

22.

Para. 88(2)(a) **Notice of Agreement/Disagreement on Costs**

[Title as in bill of costs]

Part A

To the Official Assignee / Official Receiver/
Public Trustee / Director of Legal Aid (delete as applicable)

[Solicitor's ref: _____ Public Trustee's ref: _____]

1. General damages awarded or agreed on _____ :
2. Special damages awarded or agreed on _____ :
3. Party-and-party costs allowed or agreed on
(excluding disbursements and Public Trustee's fees) _____ :
4. Total amount allowed or agreed on for disbursements
(excluding Public Trustee's fees) _____ :
5. Public Trustee's fees _____ :]

Take notice that the captioned bill of costs has been lodged by or on behalf of [the plaintiff or the defendant or the former solicitors for the second plaintiff or as the case may be]. In this bill, costs are claimed on [the standard or the indemnity or as the case may be] basis as between [party-and-party or solicitor-and-client or as the case may be] in the following amounts:

1. section 1: _____, and GST on this figure in the sum of _____.
2. section 2: _____, and GST on this figure in the sum of _____.
3. section 3: _____, and GST on this figure in the sum of _____.

OR

1. Profit costs: _____, and GST on this figure in the sum of _____.
2. Disbursements: _____, and GST on this figure in the sum of _____.

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Please indicate below the amount of costs proposed or recommended in respect of the work done in this matter.

Dated this day of , 20 .

*(The (or the solicitors for the) plaintiff
or the defendant or as the case may be).*

Please note that this part of the notice should be completed and the whole notice should be served on the Official Assignee / Official Receiver / Public Trustee / Director of Legal Aid together with the bill of costs within 2 days after receiving a notice of the date and time appointed for taxation.

This information must be included where the bill of costs and this notice is to be served on the Public Trustee.

Part B.

To (the (or the solicitors for the) plaintiff
or the defendant or as the case may be):

We propose or recommend that the following costs be allowed to you in respect of the captioned bill on (the standard or the indemnity or as the case may be) basis as between (party-and-party or solicitor-and-client or as the case may be):

1. section 1: _____, and GST.
2. section 2: _____, and GST.
3. section 3: _____, and GST.

OR

1. Profit costs: _____, and GST.
2. Disbursements: _____, and GST.

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

Dated this day of , 20 .

For and on behalf of the Official Assignee /
Official Receiver / Public Trustee / Director of Legal Aid

Please note that this part of the notice should be completed and the whole notice should be returned to the receiving party not less than 3 clear days before the date fixed for the taxation.

Part C.

To the Registrar of the Supreme Court.

I am (or we are) agreeable/not agreeable to the proposal or recommendation as to costs made by the Official Assignee / Official Receiver / Public Trustee / Director of Legal Aid as set out in Part B of this notice.

Dated this day of , 20 .

*(The (or the solicitors for the) plaintiff
or the defendant or as the case may be).*

Please note that this part of the notice should be completed and the whole notice should be filed in Court not less than 2 clear days before the date fixed for the taxation. A copy of the notice should also be served on the Official Assignee / Official Receiver / Public Trustee / Director of Legal Aid on the same day that it is filed.

23.

Para. 92(2)(a) **Application to be Registered User of the Electronic
Filing Service or Authorised Agent of a
Registered User**

Registrar, Supreme Court.
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Attn : Supreme Court EFS Certification Authority)

**Application To Be Registered User Of The Electronic Filing Service Or
Authorised Agent of a Registered User**

General notes to applicants:

1. This form may be used to apply for one of the following –
 - For the applicant to become a Registered User of the electronic filing service, and for an EFS digital certificate to be issued to the applicant as the Certificate Owner of that EFS digital certificate.
 - For the applicant’s law firm or organisation to become a Registered User of the electronic filing service, for the applicant to become an Authorised Agent of the law firm or organisation, and, in that capacity, for an EFS digital certificate to be issued to the applicant as the Certificate Owner of that EFS digital certificate.
 - For the applicant to become an Authorised Agent of the law firm or organisation who is already a Registered User of the electronic filing service, and, in that capacity, for an EFS digital certificate to be issued to the applicant as the Certificate Owner of that EFS digital certificate.
2. Only one EFS digital certificate may be applied for with one form.
3. Only a law firm or an organisation may have an Authorised Agent. A natural person may not have any Authorised Agents.
4. An EFS digital certificate may be issued to a Registered User only if the Registered User is a natural person.
5. A Registered User and a Certificate Owner MUST have a Mailbox ID issued to him by the network service provider unless a commissioner for oaths EFS digital certificate is being applied for. The Mailbox ID for a Registered User and a Certificate Owner must be the same if the Registered User is the Certificate Owner or if he has only one Authorised Agent. If a Registered User has more than one Authorised Agent, the Mailbox ID of the Registered user must be the same as that of at least one of the Authorised Agents / Certificate Owners.
6. Order 63A of the Rules of Court and paragraph 109 of the Supreme Court Practice Directions should be read and understood before an application for an EFS digital certificate is made.

Part A : Type of EFS digital certificate applied for.				
Please check (√) the appropriate box.				
<input type="checkbox"/> Court	<input type="checkbox"/> Service bureau	<input type="checkbox"/> Comr for oaths (employed by Court)	<input type="checkbox"/> Advocate and solicitor	<input type="checkbox"/> Comr for oaths (not employed by Court)
Part B : Type of application.				
<input type="checkbox"/> Registration of NEW Registered User and for EFS digital certificate to be issued to applicant.				
<input type="checkbox"/> Application for applicant to become Authorised Agent of EXISTING Registered User, and for EFS digital certificate to be issued to applicant.				
Part C : Registered User's particulars.				
(1)	Mailbox ID issued to Registered User by network Service provider			
(2)	Name of Registered User (fill one letter or character into each box; do not exceed the number of boxes):			
(3)	NRIC/FIN of Registered User (if applicable) :			
(4)	Address of Registered User:			
(5)	Telephone number of Registered User:			
(6)	Facsimile number of Registered User:			
Part D : Authorised Agent's / Certificate Owner's particulars.				
(7)	Are the Registered User and the Certificate Owner the same person?	<input type="checkbox"/> Yes <input type="checkbox"/> No If the answer to this question is Yes, serial numbers (8) to (13) should be left blank.		
(8)	Mailbox ID to Authorised Agent / Certificate Owner by network service provider:			
(9)	Name of Authorised Agent / Certificate Owner (fill one letter or character into each box; do not exceed the number of boxes):			

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

(10)	NRIC/FIN of Authorised Agent / Certificate Owner:								
(11)	Address of Authorised Agent / Certificate Owner								
(12)	Telephone number of Authorised Agent / Certificate Owner:								
(13)	Facsimile number of Authorised Agent Certificate Owner:								
Part E : Other information.									
(14)	If applying for a commissioners for oaths EFS digital certificate, date of expiry of certificate of appointment as commissioner for oaths:								
Part F : Declaration.									
<p>I declare that the information given in Parts A to E of this form is true and correct to the best of my knowledge.</p> <p>I declare that I have read and understood Order 63A of the Rules of Court and paragraph 109 of the Supreme Court Practice Directions.</p> <p>I also declare that I am authorised by the Registered User to make this application on its behalf (delete if not applicable).</p> <p>Please issue to me the EFS digital certificate indicated above.</p>									
<hr style="width: 100%;"/> Signature of applicant					<hr style="width: 100%;"/> Date of application				

24.

Para. 92(4)(a) **Request for Cancellation of Identification Name and Authentication Code**

Registrar, Supreme Court
 Supreme Court
 1 Supreme Court Lane
 Singapore 178879
 (Attn : Supreme Court EFS Certification Authority)

Request For Cancellation of Identification Name And Authentication Code									
Part A : Registered User's particulars.									
(1)	Name of Registered User:								
(2)	NRIC/FIN of Registered User:								
(3)	Address of Registered User:								
(4)	Telephone number of Registered User:								
(5)	Facsimile number of Registered User:								
Part B : Requestor's particulars.									
(6)	Name of Requestor:								
(7)	NRIC/FIN of Requestor:								
(8)	Address of Requestor:								
(9)	Telephone number of Requestor:								
(10)	Facsimile number of Requestor:								
Part C : Particulars of Authorised Agent whose identification name and authentication code are to be cancelled.									
(11)	Mailbox ID issued to Authorised Agent by network								

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

	service provider:							
(12)	Certificate Control No. of Authorised Agent:							
(13)	Type of Certificate to be cancelled:							
(14)	Name of Authorised Agent:							
(15)	NRIC/FIN of Authorised Agent:							
(16)	Address of Authorised Agent:							
(17)	Telephone number of Authorised Agent:							
(18)	Facsimile number of Authorised Agent:							
(19)	Reason for cancellation (one, And ONLY one, of the 4 reasons MUST be selected):	<input type="checkbox"/> The Authorised Agent's / Certificate Owner's smart card has been or is suspected to have been tampered with. <input type="checkbox"/> The Authorised Agent is or will be no longer employed by the Registered User. <input type="checkbox"/> An application for a new EFS digital certificate has been submitted to replace this identification name and authentication code. <input type="checkbox"/> Any other reasons. Please specify: _____ _____						

Part D : Declaration.

Please cancel the identification name and authentication code of the Authorised Agent named in Part C.

I declare that I am authorised by the Registered User to make this request on its behalf.

Signature of applicant

Date of application

25.

Para. 101(5)(e) **Letter of Authorisation to File Documents at
Service Bureau**

(Letterhead of law firm or organisation)

Date

EFS Service Bureau
Supreme Court, Level 1
1 Supreme Court Lane
Singapore 178879

Dear Sir

LETTER OF AUTHORISATION TO FILE DOCUMENTS AT SERVICE BUREAU

We, *[name of law firm or organisation]*, hereby authorise *[name of person filing at the service bureau]*, NRIC/FIN *[NRIC/FIN]*, to file documents in Court on our behalf via the Supreme Court EFS Service Bureau.

2. Our reference number for the documents which the said *[name of person filing at the service bureau]* is authorised to file is or are *[file reference number]*.

Yours faithfully

[Signature of authorised signatory]

[Name and designation of authorised signatory]

26.

Para. 110(5)(e) **Letter of Authorisation to Utilise Service of Documents Facility at the Service Bureau**

[Letterhead of law firm or organisation]

(Date)

EFS Service Bureau
Supreme Court, Level 1
1 Supreme Court Lane
Singapore 178879

Dear Sir

LETTER OF AUTHORISATION TO UTILISE SERVICE OF DOCUMENTS FACILITY AT SERVICE BUREAU

We, [name of law firm or organisation], hereby authorise [name of person utilising services at the service bureau], [NRIC/FIN], to utilise the Service of Documents Facility provided at the Supreme Court EFS Service Bureau on our behalf.

2. Our reference number(s) for the document(s) pursuant to which the said [name of person utilising services at the service] is authorised to utilise the services is or are [file reference numbers].

Yours faithfully

[Signature of authorised signatory]

[Name and designation of authorised signatory]

27.

Para. 119(1)

Application to Use Technology Court

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879

APPLICATION TO USE THE TECHNOLOGY COURT

Part I

Application by : Law Firm Individual

Name of applicant/Law Firm : _____

Name of lawyer/secretary-in-charge
of matter : _____

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Name of parties : _____

Date(s) of hearing : From _____ to _____

Part II

Date(s) and time(s) of hearing when use of technology Court is required:

Facility (tick box)	Date(s)	Time (state from ___ to ___)
1. Audio-visual system		
(a) Multi-system S-VHS video cassette player		
(b) Multi-format disc player		
(c) Document camera		
(d) Personal computer with dual screen for EFS hearing		
(e) Audio cassette player <i>(Subject to availability)</i>		
(f) Wired clip-on lavalier microphone for lead counsel <i>(Subject to availability)</i>		
(g) Other audio-visual or computer equipment as follows: (i) (ii) (iii) which are to be connected to the Technology Court's audio-visual system		
2. Video- Conferencing system (State the country, state and city)		
3. Other equipment (a) Colour video printer		

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

We undertake to pay all prescribed fees and to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

*[The Plaintiff/Defendant or the solicitors for the
Plaintiff/Defendant as the case may be]*

28.

Para. 119(2), 121(2)

Application to Use the Technology Court or Mobile Information Technology Trolley for Alternative Dispute Resolution

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879

Through: [Please specify the relevant person-in-charge at the organization at which the dispute resolution process is carried out, such as Registrar, Singapore International Arbitration Centre or the Executive Director, Singapore Mediation Centre.]

Part I

Application by : Law Firm Individual

Name of applicant/law firm : _____

Name of lawyer/secretary-in-charge of matter : _____

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Name of Parties : _____

Date(s) of hearing : From _____ to _____

Part II

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

Application for : Technology Court Mobile Info-Technology trolley

(a) Date(s) and time when use of technology Court is required:

Facility (tick box)	Date(s)	Time (state from ___ to ___)
1. Audio-visual system		
(a) Multi-system S-VHS video cassette player		
(b) Multi-format disc player		
(c) Document camera		
(d) Personal computer with dual screen for EFS hearing		
(e) Audio cassette player <i>(Subject to availability)</i>		
(f) Wired clip-on lavalier microphone for lead counsel <i>(Subject to availability)</i>		
(g) Other audio-visual or computer equipment as follows: (i) (ii) (iii) which are to be connected to the Technology Court's audio-visual system		
2. Video- Conferencing system (State the country, state and city)		
3. Other equipment (a) Colour video printer		

(b) Date(s) and time when use of mobile info-technology trolley is required:

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

Facility* (Tick box)	Date(s)	Time (state from to)
1. Audio- visual Cart with display		
(a) 43" plasma display		
(b) Multi-system S-VHS video cassette player (which allows playback of analogue S-VHS video cassette tapes)		
(c) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)		
2. Audio visual Cart with projector		
(a) XGA 2500 ANSI Lumens projector		
(b) Multi-system S-VHS video cassette player (which allows the playback of analogue S-VHS video cassette tapes)		
(c) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)		
(d) Portable 90 or 100 inch tripod screen		
3. Video conferencing Mobile Cart @		

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

(a) single 34" Multimedia Display			
(b) Polycom VSX 7000 videoconferencing system			
4. Other Audio Visual Equipment			
(a) Projector system			
(b) Audio cassette player			
(c) Document camera capable of displaying images of, <i>inter alia</i> , ordinary paper documents, 3-dimensional objects, slides, negatives and X-ray films			

@ applicable only for hearing in chambers

We undertake to pay all prescribed fees and to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

[The Plaintiff/Defendant or the solicitors for the Plaintiff/Defendant as the case may be]

29.

Para. 121(1)

**Application to Use
the Mobile Info-Technology Trolley**

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879

Part I

Application by : Law Firm Individual

Name of applicant/law firm : _____

Name of lawyer/secretary-in-charge
of matter : _____

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Name of parties : _____

Date(s) of hearing : From _____ to _____

Court number or Chamber number : _____
(if known)

Part II

Date(s) and time(s) of hearing when use of mobile info-technology trolley is required
(State type of facility required):

Facility* (Tick box)		Date(s)	Time (state from to)
1. Audio- visual Cart with display			
(a) 43" plasma display			
(b) multi-system S-VHS video cassette player (which allows playback of analogue S-VHS video cassette tapes)			
(c) multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)			
2. Audio visual Cart with projector			
(a) XGA 2500 ANSI Lumens projector			
(b) Multi-system S-VHS video cassette player (which allows the playback of analogue S-VHS video cassette tapes)			
(c) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)			

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

(d) Portable 90 or 100 inch tripod screen			
3. Video conferencing Mobile Cart @			
(a) single 34" Multimedia Display			
(b) Polycom VSX 7000 videoconferencing system			
4. Other Audio Visual Equipment			
(a) Projector system			
(b) Audio cassette player			
(c) Document camera capable of displaying images of, <i>inter alia</i> , ordinary paper documents, 3-dimensional objects, slides, negatives and X-ray films			

@ applicable only for hearing in chambers

We undertake to pay all prescribed fees and to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

[The Plaintiff/Defendant or the solicitors for the Plaintiff/Defendant as the case may be]

31.

Para. 131(5)

Registrar's Certificate

(Title as in originating summons)

I HEREBY CERTIFY that the notice of application for admission as an advocate and solicitor of the Supreme Court of the Republic of Singapore of [name of applicant as stated in the originating summons] was filed in the Registrar's office on [date of filing] and was posted at the Supreme Court on [date of posting] and has continued to be posted for 6 months.

AND I HEREBY CERTIFY that no caveat has been entered, lodged, filed or received in the Registrar's office.

Dated the day of , 20 .

ASSISTANT REGISTRAR

32.

Para. 131(8)

Declaration

(Title as in originating summons)

I,
do solemnly and sincerely declare [and swear]* that I will truly and honestly
conduct myself in the practice of an advocate and solicitor according to the best of
my knowledge and ability and according to law.

So help me God*

Declared/sworn* in my presence

Dated this day of , 20 .

* to delete where inapplicable