

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTION NO. 2 OF 2004

FIVE-DAY WORK WEEK AND EXTENSION OF HEARING HOURS

With effect from 6 September 2004, the Supreme Court will adopt a five-day work week, and extend the hearing hours of the Courts during weekdays to 5.00 pm. The duty hours of the Duty Registrar will also be extended to 5.00 pm on weekdays. The Registry will remain open on Saturday mornings, and the Duty Registrar will also be available on Saturday mornings, from 9.00 am to 12.30 pm. Paragraphs 68 and 71 of *The Supreme Court Practice Directions (1997 Ed.)* are thus amended accordingly.

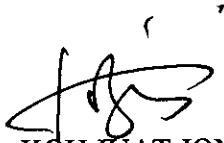
2 At the same time, the time before which skeletal arguments have to be submitted in an appeal to the High Court under paragraph 52(4) is also amended to “two working days” before the hearing. “Working day” excludes Saturdays, Sundays and public holidays. For clarity, paragraph 76(2) is amended to expressly include Saturdays as part of the seven-day period before which the petitioner is required to file and serve his affidavit in respect of a petition for admission as an advocate and solicitor.

3 Various miscellaneous amendments have also been made to bring the provisions of *The Supreme Court Practice Directions (1997 Ed.)* in line with existing practice.

4 This practice direction will take effect from 6 September 2004.

5 This practice direction should be included in *The Supreme Court Practice Direction (1997 Ed.)* immediately before the first page of the table of contents. Instructions for effecting the amendments to *The Supreme Court Practice Directions (1997 Ed.)* are contained in the Appendix hereto.

Dated this 3rd day of September 2004



KOH JIAT JONG
REGISTRAR
SUPREME COURT

APPENDIX

Instructions for amendment of

The Supreme Court Practice Directions (1997 Ed.)

1. The existing pages i to iii should be replaced with the attached pages i to iii.
2. The existing pages iiiB to vi should be replaced with the attached pages iiiB to vi.
3. The existing pages 1 to 2 should be replaced with the attached pages 1 to 2.
4. The attached page 2A should be inserted between the existing pages 2 and 3.
5. The attached page 15A should be inserted between the existing pages 15 and 16.
6. The attached page 20A should be inserted between the existing pages 20 and 21.
7. The attached page 25A should be inserted between the existing pages 25 and 26.
8. The attached page 28A should be inserted between the existing pages 28 and 29.
9. The existing page 37 should be replaced with the attached pages 37 to 37A.
10. The existing page 52A should be replaced with the attached pages 52A to 52AII.
11. The existing page 53 should be replaced with the attached pages 53 to 53A.
12. The attached page 54A should be inserted between the existing pages 54 and 55.
13. The existing pages 59 to 60 should be replaced with the attached pages 59 to 60.
14. The attached page 68C should be inserted between the existing pages 68B and 69.
15. The attached page 80A should be inserted between the existing pages 80 and 81.
16. The existing page 84 should be replaced with the attached page 84.
17. The existing page 86 should be replaced with the attached page 86.
18. The existing page 88 should be replaced with the attached page 88.
19. The existing page 92 should be replaced with the attached page 92.
20. The existing pages 102 to 103 should be replaced with the attached pages 102 to 103.
21. The existing page 151 should be replaced with the attached page 151
22. The existing pages 165 to 178E should be replaced with the attached pages 165 to 178H.

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PART I
INTRODUCTORY

1. Citation

These directions may be cited as the Supreme Court Practice Directions (1997 Ed.) and are issued to consolidate all previous practice directions of the Supreme Court.

2. Revocation

(1) Revocation of existing practice directions

All existing practice directions are revoked from the date of coming into effect of these directions.

(2) Existing Registrar's circulars to be revoked

All Registrar's circulars are revoked from the date of coming into effect of these directions save for those listed in Appendix A.

3. Division

These directions consist of 12 parts and 6 appendices. Each part is divided into paragraphs which are numbered consecutively from the beginning of the first part until the end of the last. The first sub-division of each paragraph, represented by a number in parentheses, eg., "(1)", shall be referred to as a sub-paragraph. Each sub-division of a sub-paragraph, represented by a lower case letter in parentheses, e.g., "(a)", shall be referred to as a clause. Each sub-division of a clause, represented by a lower case Roman numeral in parentheses, e.g., "(i)", shall be referred to as a sub-clause. For example, the division of a party-and- party bill of costs into 4 columns is provided for by sub-clause (ii) of clause (a) of sub-paragraph (5) of paragraph 56, which is in Part XI of these directions (in short, Part XI, para. 56 (5) (a) (ii)).

4. Application of directions to Courts of 3 Judges

For avoidance of doubt, the following paragraphs shall apply to a Court of 3 Judges constituted under the Legal Profession Act (Cap. 161):

- (1) paragraph 35 (Part VI); and
- (2) paragraph 52 (Part X).

5. Directions to apply to civil proceedings only unless otherwise stated

For avoidance of doubt, these directions shall apply to civil proceedings only unless otherwise stated.

6. Commencement

These directions shall come into effect on the 1st day of February, 1997.

7. Updating

These directions are issued in a loose leaf form to facilitate amendment and updating. In the event of a fresh or amending practice direction being issued, replacement pages for these directions will be attached thereto and instructions for the replacing of the pages will be set out therein.

7A. Forms

The Forms in Appendix B to these directions shall be used where applicable with such variations as the circumstances of the particular case require.

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PART VII
THE TECHNOLOGY COURTS
AND THE TECHNOLOGY CHAMBER

37. Scope

- (1) The directions contained in paragraphs 37 to 43 shall govern the use of the equipment and processes that have been made available in Court No. 5 (hereinafter referred to in this part as “Technology Court 1”), in Court No. 3 (hereinafter referred to in this part as “Technology Court 2”) and in Chamber No. 4, Third Level, City Hall Building (hereinafter referred to in this part as “Technology Chamber”) for the use of parties and members of the Bar.
- (2) The Technology Courts may, at the discretion of the Registrar, be used for any hearing of any matter, whether before a Judge in open Court or in Chambers, or before the Registrar.
- (3) The Technology Chamber may, at the discretion of the Registrar, be used for any hearing in Chambers, whether before a Judge or the Registrar.
- (4) Subject always to paragraph 43, the Technology Courts and the Technology Chamber may, by prior application, also be used for:
 - (a) arbitration at the Singapore International Arbitration Centre;
 - (b) mediation at the Singapore Mediation Centre; and
 - (c) other dispute resolution processes at the Singapore International Arbitration Centre or the Singapore Mediation Centre.

38. Application to use the Technology Courts or the Technology Chamber

- (1) An application to use the Technology Courts for the hearing of any matter before a Judge or the Registrar must be made by

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PART VIIA
ELECTRONIC FILING AND SERVICE

43A. Application

- (1) The directions contained in paragraphs 43A to 43GGG shall apply to the filing, service, delivery and conveyance of documents under Order 63A of the Rules of Court.
- (2) All other paragraphs in these directions shall also apply to the filing, service, delivery and conveyance of documents under Order 63A of the Rules of Court, except and to the extent that the contrary is specified in paragraphs 43A to 43GGG.
- (3) If anything in paragraphs 43A to 43GGG has the effect of modifying any other direction, whether expressly or impliedly, then such other direction shall apply in relation to the filing, service, delivery and conveyance of documents under Order 63A of the Rules of Court with such modification.
- (4) Any reference in this part to Order 63A is a reference to Order 63A of the Rules of Court. In addition, where the words and phrases set out in Order 63A, Rule 1 are used in this part, they shall have the same meaning as defined in Order 63A, Rule 1 unless otherwise specified.

43B. Establishment of electronic filing service and appointment of network service provider

In exercise of the powers conferred by Order 63A, Rules 2 and 3, the Registrar, with the approval of the Chief Justice, hereby establishes an electronic filing service and appoints Singapore Network Services Pte Ltd as the network service provider for this service.

43C. Appointment of agent to establish service bureau

In pursuance of Order 63A, Rule 4, the Registrar appoints Singapore Network Services Pte Ltd as an agent to establish a service bureau at the second level of the City Hall building.

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PART VIII
ADMIRALTY MATTERS

44. Arrest of ships by the Sheriff

- (1) The Sheriff will apply to a Judge for an omnibus order in every case where a ship/vessel is arrested giving the Sheriff discretion to take various measures for the safe and satisfactory custody of the arrested property. The usual terms of the order would be:
 - (a) that the Sheriff may be at liberty at his discretion at any time to take measures to preserve the ship/vessel, her machinery and equipment;
 - (b) that the Sheriff may be at liberty at his discretion at any time to move the ship/vessel within the limits of the port where she is lying under arrest, either for her own safety or to comply with the requirements of the port authority; and
 - (c) that the costs and expenses incurred in the implementation of the order be deemed to be part of the Sheriff's expenses and in the event of a sale be paid first out of the proceeds of sale.
- (2) Solicitors representing plaintiffs in admiralty proceedings are required to provide an undertaking that the Sheriff shall be indemnified and be provided with sufficient funds as and when required by the Sheriff to meet the charges and expenses that may be incurred in consequence of their request for the arrest of a vessel. If such undertaking is not fulfilled within a reasonable time, the Sheriff may take such steps as may be necessary to enforce the undertaking against the solicitors concerned.
- (3) Upon the arrest of vessel, funds are required immediately to meet the Sheriff's expenses, such as guard charges, port and

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PART X

APPEALS

51. Requests for further arguments before the Judge/Registrar

- (1) All requests for further arguments shall be by way of letter and should:
 - (a) state the party making the request;
 - (b) identify the Judge/Registrar who heard the matter in question;
 - (c) specify when the order concerned was made;
 - (d) state the provision of law under which the request is made;
 - (e) set out the proposed further arguments briefly, together with any authorities; and
 - (f) include a copy of each of the authorised cited.
- (2) Where the application raises no new issue or argument but is solely for the purpose of complying with section 34 (1) (c) of the Supreme Court of Judicature Act, the applicant must state that this is so. In such a case, clauses 51 (1) (e) and (f) need not be complied with.
- (3) A copy of the request should be furnished to all parties concerned.
- (4) All requests should be addressed to the Registrar.

52. Skeletal arguments for hearings other than civil hearings before the Court of Appeal

- (1) Counsel in appeals before the High Court and the Court of Appeal, apart from appeals from the Registrar to a Judge in Chambers, should submit “skeletal arguments” for the hearing of the appeal and give a copy to counsel for the other parties to the appeal. This paragraph shall apply to both criminal and civil proceedings.

- (2) “Skeletal arguments” are abbreviated notes of the arguments that will be presented. These notes should comply with the following requirements:
- (a) they should contain a numbered list of the points proposed to be argued, stated in no more than 1 or 2 sentences; and
 - (b) each listed point should be accompanied by a full reference to the material to which counsel will be referring, i.e., the relevant pages or passages in authorities, the record of appeal, the bundles of documents, affidavits, transcripts and the judgment under appeal.
- (3) Where the appeal is before the Court of Appeal, the “skeletal arguments” must be filed by 4pm on the Thursday immediately preceding the monthly Court of Appeal sitting, by tendering four hardcopies to the Registry counter and transmitting one softcopy through the Electronic Filing System. “Skeletal arguments” filed in breach of this timeline will be rejected. For the avoidance of doubt, this timeline applies regardless of the actual day on which the particular appeal is scheduled for hearing before the Court of Appeal.
- (4) Where the appeal is before the High Court, the “skeletal arguments” should be sent to the Court at least two working days before the hearing of the appeal.

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- (b) bankruptcy applications and certain applications under the Bankruptcy Act or Bankruptcy Rules 1995 brought by way of originating summons, including:
 - (i) applications to set aside statutory demands;
 - (ii) applications to extend the time to set aside statutory demands; and
 - (iii) applications for interim orders under Part V of the Bankruptcy Act.

These applications will be heard before a Registrar in Chambers on Wednesdays at 9.00 a.m.

- (2) Ex parte applications for substituted service in bankruptcy proceedings will be dealt with by the Duty Registrar.

66. Applications to set aside statutory demands made under the Bankruptcy Rules 1995

- (1) Rule 97 of the Bankruptcy Rules 1995 allows debtors to apply to set aside statutory demands within 14 days from the date of service; or, where the demand was served outside jurisdiction, within 21 days. It has been noted that requests are frequently made at the hearings of such applications for adjournments pending the hearing of an application to set aside the judgment or order founding the debt in respect of which a statutory demand was made.
- (2) Without prejudice to Rule 98 of the Bankruptcy Rules 1995, on an application to set aside a statutory demand based on a judgment or an order, the Court will not go behind the judgment

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- (3) Compliance with the directions in this paragraph will facilitate the expeditious location of the relevant cause file.

68. Duty Registrar

- (1) The duties of the Duty Registrar are:
- (a) to hear applications made ex parte or by consent (except probate matters) provided that the summons has been entered in the summonses-in-chambers book;
 - (b) granting approval for any matter pertaining to the administration of the Registry, including giving early or urgent dates and allowing inspection of files; and
 - (c) signing and certifying documents.
- (2) The duty hours shall be:
- (a) Mondays to Fridays - 9.00 a.m. to 12.30 p.m.
and
2.30 p.m. to 5.00 p.m.;
 - (b) Saturdays - 9.00 a.m. to 12.30 p.m.
- (3) Only advocates and solicitors shall appear before the Duty Registrar.
- (4) Except where the attendance of the advocate and solicitor is required under sub-paragraph (6), the filing of the relevant documents will be sufficient for the Duty Registrar's disposal of any application or matter. All documents which are to be returned to the advocate and solicitor shall be collected from the Registry not earlier than 1 clear day after the documents have been filed.
- (5) All documents should be duly stamped before presentation to the Duty Registrar for his signature and/or decision.
- (6) The advocate and solicitor's attendance is compulsory only:

- (7) To request for the hearing of such applications, the applicant need only call pager no. 93172175 or 93172176. Arrangements will then be made for the hearing of the application.

70. Forms of address

The Honourable the Chief Justice, on the advice of the Council of Judges, has directed that the following forms of address shall apply:

- (1) The Chief Justice, the Judges and Judicial Commissioners shall, when sitting in open Court or in Chambers, be addressed as “Your Honour”, and on social occasions or other extra-judicial occasions, as “Chief Justice” or “Judge”, as the case may be.
- (2) The Chief Justice, the Judges and the Judicial Commissioners shall, in all cause lists, orders of Court, correspondence and other documents be described respectively as “Chief Justice”. “Chief Justice”, “Justice” or “Judicial Commissioner” without any accompanying gender prefix.

71. Hours for the sittings of the Supreme Court

The Honourable the Chief Justice has directed that the hours for the sittings of the High Court and the Court of Appeal shall be from 10.00 a.m. to 1.00 p.m. and from 2.15 p.m. to 5.00 p.m., subject to the presiding Judge’s discretion in any case to conclude a sitting at such earlier or later time as he may direct.

72. Information to be provided in cause papers and documents filed in the Supreme Court Registry

- (1) Occasionally when members of the staff of the Supreme Court have to contact lawyers having conduct of an action or charge of a matter, they have sometimes encountered difficulties for reasons such as changes to the constitution of the law firm,

- (2) Cases which are put on this list will be fixed for hearing in any Court on any day that might become available the following week. Solicitors whose cases are put on this list will be given priority at the fixing of cases if no hearing dates are made available for them.

76. Petitions for admission as an advocate and solicitor of the Supreme Court

- (1) The attention of petitioners for admission as an advocate and solicitor of the Supreme Court is drawn to section 19 of the Legal Profession Act (Cap. 161).
- (2) In view of this requirement, the Registrar will not fix any petition for admission as an advocate and solicitor of the Supreme Court for hearing on a particular day unless the petitioner is able to *file* and serve his affidavit, for persons to which section 17 of the Legal Profession Act (Cap. 161) applies, or petition, for persons to which section 18 of the Legal Profession Act (Cap. 161) applies, 7 days (Saturdays, Sundays and public holidays included) before that day.
- (3) If a petitioner is able to comply with the requirement laid down by sub-paragraph (2) above, his petition will be fixed for hearing on the day in question. However, if abridgement of any period prescribed by the Legal Profession Act (Cap. 161) or the Legal Profession Rules is necessary, an application must still be made to the Court at the hearing of the petition.
- (4) The listing of a petition for hearing does not preclude the Attorney-General, the Law Society or the Board of Legal Education from objecting to an application for abridgement at the hearing itself. All petitioners are therefore advised to ascertain from the Attorney-General, the Law Society and the Board of Legal Education whether any objection will be raised.

APPENDIX A

REGISTRAR'S CIRCULARS

Year 2000

- 1 of 2000 Training for Solicitors in the Use of the EFS Video Switching Devices and the Solicitors' Case Query Module
- 2 of 2000 Admission of Advocates and Solicitors in June 2000
- 3 of 2000 Appointment of Senior Assistant Registrar

Year 2001

- 1 of 2001 Appointment of Senior Assistant Registrar
- 2 of 2001 Admission of Advocates and Solicitors in June 2001
- 3 of 2001 Criminal Trials in the High Court, Witness and Exhibit Numbering
- 4 of 2001 Use of Video Conferencing for the Conduct of Hearings
- 5 of 2001 Mobile Information Services on Hearings in the Supreme Court
- 6 of 2001 Admission of Advocates and Solicitors – Posting of Notice on the Supreme Court Website

Year 2002

- 1 of 2002 Electronic Filing Service – Removal of 15% Discount on Filing Fees for Documents filed Electronically
- 2 of 2002 Admission of Advocates and Solicitors in May 2002
- 3 of 2002 Admission of Advocates and Solicitors in May 2002 (Registrar's Circular 3 of 2002 supersedes Registrar's Circular 2 of 2002)
- 4 of 2002 Supreme Court is an Internet Hotspot
- 5 of 2002 Revision of Hearing Fees and Filing Fees

Year 2003

- 1 of 2003 Admission of Advocates and Solicitors in May 2003
- 2 of 2003 Severe Acute Respiratory Syndrome (SARS) Screening Declaration Form
- 3 of 2003 Appointment of Senior Assistant Registrar
- 4 of 2003 Expansion and Improvement of the Supreme Court's E-Services

Year 2004

- 1 of 2004 Mobile Technology Facilities in the Supreme Court
- 2 of 2004 Admission of Advocates and Solicitors in May 2004
- 3 of 2004 Citation of Secondary Authorities in Court
- 4 of 2004 Waiver of Filing Fees for Directions for Payment Out on Court Deposits Consisting Only of Interest Accrued
- 5 of 2004 Appointment of Senior Assistant Registrar

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13. [Deleted]	
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15. [Deleted]	
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1.

Para. 8(7).

**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

1. (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 1 month from today by filing a notice in Form 2 of
Appendix B to *The Supreme Court Practice Directions (1997 Ed.)*.

Dated this _____ day of _____, 20____.

Signature of solicitor

giving undertaking:

M/s (name of firm of signing solicitor)

1. We hereby request that the services of a Supreme Court interpreter be provided for the above hearing.

2. The language(s) required to be interpreted will be:

Chinese	Indian	Malay
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Malayalam	<input type="checkbox"/> Javanese
<input type="checkbox"/> Hainanese	<input type="checkbox"/> Tamil	<input type="checkbox"/> Malay
<input type="checkbox"/> Hakka		<input type="checkbox"/> Boyanese
<input type="checkbox"/> Hockchew		
<input type="checkbox"/> Hokkien		
<input type="checkbox"/> Mandarin		
<input type="checkbox"/> Shanghainese		
<input type="checkbox"/> Teochew		

[3. The date of the previous hearing is:

(To be filled if the hearing described above is an adjourned or a part-heard hearing)]

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

APPENDIX D

Para. 56 (7).

SAMPLE BILL OF COSTS

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Suit No. of 20 .

Bill of Costs No. of 20 .

GST Reg. No. (solicitors for plaintiffs): 12345.

GST Reg. No. (1st plaintiff): 67890. (20%).

2nd plaintiff: no GST Reg. No. (100%).

Between

- 1) ABC
- 2) GHI

..... Plaintiffs.

And

XYZ

..... Defendant.

Bill of costs of the solicitors for the plaintiffs to be taxed as between party and party on the standard basis pursuant to the judgment dated the ____ day of ____, 20____, and as between solicitor and client on the indemnity basis pursuant to section 18 (3) of the Motor Vehicles (Third Party Risks and Compensation) Act (Cap. 189) and pursuant to the aforesaid judgment.

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
1	2/2/93	PARTY & PARTY. <u>Section 1: Work done other than for taxation.</u> Part A: Work done before 1 April 1994. Attending clients when after discussion, taking instructions to claim damages for injuries sustained when they were hit by a concrete mixer WA 3232 (time spent: 2 hrs).	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
2	3/3/93	Drawing, issuing, filing and service on the defendant of writ and statement of claim.	
3	4/4/93	Attending to defendant's application for further and better particulars which ran into 10 pages.	
4	14/5/93	Attending hearing of defendant's application for further and better particulars. Hearing lasted 40 minutes. <u>Order of Court:</u> Order in terms. Costs fixed at \$500 to be paid by plaintiffs to defendant.	
5	15/6/93	Taking out summons for directions.	
6	22/6/93	Attending hearing of summons for directions. <u>Order of Court:</u> Order in terms. Costs in the cause.	
7	8/8/93	Setting down for trial.	
8	9/9/93	Attending before Registrar to obtain trial dates.	
9	2/4/94 to 6/4/94	Part B: Work done on or after 1 April 1994. Trial before Justice ____. 2/4/94 - Whole day. 3/4/94 - 10 a.m. to 12 noon. 4/4/94 - Whole day. 5/4/94 - Whole day. 6/4/94 - 10 a.m. to 3 p.m.	
10	14/4/94	Judgment for plaintiffs with damages to be assessed. Costs reserved to the registrar hearing the assessment. (Time spent: 10 a.m. to 11 a.m.).	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
11	6/1/2003	Part C: Work done on or after 1 January 2003 Part D: Work done on or after 1 January 2004 Taking out summons for directions.	
12	20/1/2003	Attending hearing of summons for directions. <u>Order of court:</u> Order in terms. Costs in the cause.	
13	20/2/2003	Filing of notice of appointment.	
14	5/3/2003	Assessment before registrar. Judgment for the plaintiff in the sum of \$160,000. Usual consequential orders. (Time spent : 9 am to 4 pm)	
15		<u>Legal and factual issues.</u> 1. Whether defendant was wholly negligent or whether there was any contributory negligence on the part of the plaintiffs. 2. Quantum of damages for both general damages and special damages. 3. Considering 10 medical and specialist reports on the physical injuries of the plaintiffs.	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
16		<u>Cases cited.</u> *(1) <i>X v Z</i> *(2) <i>A v B</i> (3) <i>C v D</i> (4) etc. (*indicates cases referred to in judgment).	
17		<u>No. of witnesses.</u> Plaintiffs: 4 (including 2 experts). Defendant: 5 (including 1 expert).	
18		<u>Documents.</u> Agreed bundle of documents contained 300 pages.	
19		<u>Amount involved.</u> Original claim was for \$200,000.	
20		<u>Time spent.</u> Amount of time spent on getting up: 30 hrs.	
21		<u>Correspondence.</u> 52 letters from plaintiffs' solicitors to defendant's solicitors. 71 letters from defendant's solicitors to plaintiffs' solicitors. 10 letters to hospitals and specialists.	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
22		<p><u>Amount claimed.</u></p> <p>Amount claimed for Part A: \$30,000.</p> <p>Amount claimed for Part B: \$35,000.</p> <p>Amount claimed for Part C: \$12,000.</p> <p>Amount claimed for Part D: \$12,000.</p> <p>Percentage of input tax for which 1st plaintiff not entitled to credit: 20%.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit under Part B: \$210.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit under Part C: \$96.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit under Part D: \$120.</p> <p>Percentage of input tax for which 2nd plaintiff not entitled to credit: 100%.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit under Part B: \$1,050.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit under Part C: \$480.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit under Part D: \$600.</p> <p>GST claimed for work done on or after 1/4/1994: \$1,050.</p> <p>GST claimed for work done on or after 1/1/2003: \$480.</p> <p>GST claimed for work done on or after 1/1/2004: \$600.</p> <p><i>(Or, if there is a certificate for 2 solicitors, insert as follows:</i></p> <p><i>Ms ABC, counsel of 27 years' standing.</i></p> <p><i>Amount claimed for Part A: \$20,000.</i></p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p><i>Amount claimed for Part B: \$25,000.</i> <i>Amount claimed for Part C: \$ 8,000.</i> <i>Amount claimed for Part D: \$ 8,000.</i></p> <p><i>Mr XYZ, counsel of 8 years' standing.</i></p> <p><i>Amount claimed for Part A: \$10,000.</i> <i>Amount claimed for Part B: \$10,000.</i> <i>Amount claimed for Part C: \$ 4,000.</i> <i>Amount claimed for Part D: \$4,000.</i> <i>And set out claim for GST as above.)</i></p> <p>Amount taxed off from Part A: Amount taxed off from Part B: Amount taxed off from Part C: Amount taxed off from Part D: Amount taxed off from claim for GST under Part B: Amount taxed off from claim for GST under Part C: Amount taxed off from claim for GST under Part D:</p>	
23		<p><u>Section 2: Work done for taxation.</u></p> <p>Drawing up bill of costs, perusing documents and vouchers, attending taxation and drawing up Registrar's certificate.</p> <p><u>Amount claimed.</u></p> <p>Amount claimed: \$600.</p> <p>Percentage of input tax for which 1st plaintiff not entitled to credit: 20%.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit: \$6.</p> <p>Percentage of input tax for which 2nd plaintiff not entitled to credit: 100%.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit: \$30.</p> <p>GST claimed: \$30.</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
24	3/3/93	<p>Amount taxed off: Amount taxed off from claim for GST:</p> <p>(NB: If work is done for taxation before 1 January 2004, please set out a separate computation of input tax and GST. Please see sample computation under section 3.)</p> <p><u>Section 3: Disbursements.</u></p> <p><u>Part A</u></p> <p>Disbursements on which GST is not chargeable.</p> <p><u>Court fees</u></p> <p>Writ of summons: \$150.</p>	
25	15/6/93	Summons for directions: \$20.	
26	6/1/2003	Summons for directions: \$100	
27	20/2/2003	Notice of Appointment: \$20	
28		<p><u>Part B</u></p> <p>Disbursements on which GST at 3% is chargeable.</p>	
29		Tan Tock Seng Hospital medical report: \$400.	
30		Transport charges: \$100.	
31		Photocopying and binding: \$100.	
32		<p><u>Part C</u></p> <p>Disbursements on which GST at 4% is chargeable.</p> <p>Further medical report: \$500.</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
33		<p><u>Part D</u></p> <p>Disbursements on which GST at 5% is chargeable.</p> <p>Further medical report: \$500.</p> <p><u>Total claimed.</u></p> <p>Total claimed for disbursements under Part A on which GST is not chargeable: \$290.</p> <p>Total claimed for disbursements under Part B: \$600.</p> <p>Total claimed for disbursements under Part C: \$500.</p> <p>Total claimed for disbursements under Part D: \$500</p> <p>Percentage of input tax for which 1st plaintiff not entitled to credit: 20%.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit under Part B: \$3.60.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit under Part C: \$4.00.</p> <p>Amount of input tax for which 1st plaintiff not entitled to credit under Part D: \$5.00</p> <p>Percentage of input tax for which 2nd plaintiff not entitled to credit: 100%.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit under Part B: \$18.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit under Part C: \$20.</p> <p>Amount of input tax for which 2nd plaintiff not entitled to credit under Part D: \$25</p> <p>GST claimed for disbursements under Part B: \$18.</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>GST claimed for disbursements under Part C: \$20.</p> <p>GST claimed for disbursements under Part D: \$25.</p> <p>Amount taxed off from disbursements under Part A on which GST is not chargeable:</p> <p>Amount taxed off from disbursements under Part B:</p> <p>Amount taxed off from disbursements under Part C:</p> <p>Amount taxed off from disbursements under Part D:</p> <p>Amount taxed off from claim for GST under Part B:</p> <p>Amount taxed off from claim for GST under Part C:</p> <p>Amount taxed off from claim for GST under Part D:</p> <p><u>Total claimed for the bill:</u></p> <p><u>Costs for work done other than for taxation.</u></p> <p>Section 1, Part A: \$30,000.</p> <p>Section 1, Part B: \$35,000.</p> <p>Section 1, Part C: \$12,000.</p> <p>Section 1, Part D: \$12,000.</p> <p>GST on Section 1, Part B: \$1,050.</p> <p>GST on Section 1, Part C: \$480.</p> <p>GST on Section 1, Part D: \$600.</p> <p><u>Costs for work done for taxation.</u></p> <p>Section 2 (for work done before 1 April 1994): -</p> <p>Section 2 (for work done on or after 1 April 1994) (if any):-</p> <p>Section 2 (for work done on or after 1 January 2003) (if any):-</p> <p>Section 2 (for work done on or after 1 January 2004):- \$600</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>GST on Section 2 (for work done on or after 1 April 1994) (if any):-</p> <p>GST on Section 2 (for work done on or after 1 January 2003) (if any):- .</p> <p>GST on Section 2 (for work done on or after 1 January 2004):- \$30.</p> <p><u>Disbursements.</u></p> <p>Section 3, Part A (Disbursements on which GST is not chargeable): \$290.</p> <p>Section 3, Part B (Disbursements on which GST is chargeable): \$600.</p> <p>Section 3, Part C (Disbursements on which GST is chargeable): \$500.</p> <p>Section 3, Part D (Disbursements on which GST is chargeable): \$500.</p> <p>GST on Section 3, Part B (Disbursements on which GST is chargeable): \$18.</p> <p>GST on Section 3, Part C (Disbursements on which GST is chargeable): \$20.</p> <p>GST on Section 3, Part D (Disbursements on which GST is chargeable): \$25.</p> <p><u>Total taxed off from the bill:</u></p> <p><u>Costs for work done other than for taxation.</u></p> <p>Section 1, Part A.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>Section 1, Part B.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 1, Part C.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 1, Part D.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 1, Part B.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 1, Part C.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 1, Part D.</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p><u>Costs for work done for taxation.</u></p> <p>Section 2 (for work done before 1 April 1994) (if any).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 2 (for work done on or after 1 April 1994) (if any).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 2 (for work done on or after 1 January 2003) (if any).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 2 (for work done on or after 1 January 2004).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>GST on Section 2 (for work done on or after 1 April 1994) (if any).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 2 (for work done on or after 1 January 2003) (if any).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 2 (for work done on or after 1 January 2004).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p><u>Disbursements.</u></p> <p>Section 3, Part A (Disbursements on which GST is not chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 3, Part D (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>GST on Section 3, Part D (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p><u>Total allowed:</u></p> <p><u>Costs for work done other than for taxation.</u></p> <p>Section 1, Part A:</p> <p>Section 1, Part B:</p> <p>Section 1, Part C:</p> <p>Section 1, Part D:</p> <p>GST on Section 1, Part B:</p> <p>GST on Section 1, Part C:</p> <p>GST on Section 1, Part D:</p> <p><u>Costs for work done for taxation.</u></p> <p>Section 2 (for work done before 1 April 1994) (if any):</p> <p>Section 2 (for work done on or after 1 April 1994) (if any):</p> <p>Section 2 (for work done on or after 1 January 2003) (if any):</p> <p>Section 2 (for work done on or after 1 January 2004):</p> <p>GST on Section 2 (for work done on or after 1 April 1994) (if any):</p> <p>GST on Section 2 (for work done on or after 1 January 2003) (if any):</p> <p>GST on Section 2 (for work done on or after 1 January 2004):</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p><u>Disbursements.</u></p> <p>Section 3, Part A (Disbursements on which GST is not chargeable):</p> <p>Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>Section 3, Part D (Disbursements on which GST is chargeable):</p> <p>GST on Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>GST on Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>GST on Section 3, Part D (Disbursements on which GST is chargeable):</p> <p><u>Total.</u></p> <p>Total allowed for all 3 sections:</p> <p>Add Court fees for bill and Registrar's certificate:</p> <p>Grand total:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
32		<p>SOLICITOR AND CLIENT.</p> <p><u>Section 1: Work done other than for taxation</u></p> <p>Refer to S/N 1 to 21 of the party and party bill.</p> <p>Work done before 1 April 1994.</p> <p><u>Additional Items.</u></p> <p>(Set out description of items).</p>	
33		<p>Work done on or after 1 April 1994.</p> <p><u>Additional Items.</u></p> <p>(Set out description of items).</p> <p>Work done on or after 1 January 2003.</p> <p>Work done on or after 1 January 2004.</p> <p><u>Amount claimed.</u></p> <p>Amount claimed for work done before 1 April 1994: \$40,000.</p> <p>Amount claimed for work done on or after 1 April 1994: \$45,000.</p> <p>Amount claimed for work done on or after 1 January 2003: \$20,000.</p> <p>Amount claimed for work done on or after 1 January 2004: \$20,000.</p> <p>GST claimed for work done on or after 1/4/1994: \$1,350.</p> <p>GST claimed for work done on or after 1/1/2003: \$800.</p> <p>GST claimed for work done on or after 1/1/2004: \$1000.</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
34		<p>Amount taxed off from amount claimed for work done before 1 April 1994:</p> <p>Amount taxed off from amount claimed for work done on or after 1 April 1994:</p> <p>Amount taxed off from amount claimed for work done on or after 1 January 2003:</p> <p>Amount taxed off from amount claimed for work done on or after 1 January 2004:</p> <p>Amount taxed off from claim for GST for work done on or after 1 April 1994:</p> <p>Amount taxed off from claim for GST for work done on or after 1 January 2003:</p> <p>Amount taxed off from claim for GST for work done on or after 1 January 2004:</p> <p><u>Section 2: Work done for taxation.</u></p> <p>Refer to S/N 23 of party and party bill.</p> <p><u>Amount claimed.</u></p> <p>Amount claimed: \$800.</p> <p>GST claimed: \$40.</p> <p>Amount taxed off:</p> <p>Amount taxed off from claim for GST:</p>	
35		<p><u>Section 3: Disbursements.</u></p> <p>Refer to S/Ns 24 to 27 of party and party bill.</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p><u>Total claimed.</u></p> <p>Total claimed for disbursements under Part A on which GST is not chargeable: \$290. Total claimed for disbursements under Part B: \$600. Total claimed for disbursements under Part C: \$500. Total claimed for disbursements under Part D: \$500.</p> <p>GST claimed for disbursements under Part B: \$18. GST claimed for disbursements under Part C: \$20. GST claimed for disbursements under Part D: \$25.</p> <p>Amount taxed off from disbursements under Part A on which GST is not chargeable:</p> <p>Amount taxed off from disbursements under Part B: Amount taxed off from disbursements under Part C: Amount taxed off from disbursements under Part D:</p> <p>Amount taxed off from claim for GST under Part B: Amount taxed off from claim for GST under Part C: Amount taxed off from claim for GST under Part D:</p> <p><u>Total claimed for the bill:</u></p> <p><u>Costs for work done other than for taxation.</u></p> <p>Section 1 (work done before 1 April 1994): \$40,000. Section 1 (work done on or after 1 April 1994): \$45,000. Section 1 (work done on or after 1 January 2003): \$20,000. Section 1 (work done on or after 1 January 2004): \$20,000.</p> <p>GST on Section 1 (work done on or after 1 April 1994): \$1,350. GST on Section 1 (work done on or after 1 January 2003): \$800. GST on Section 1 (work done on or after 1 January 2004): \$1,000.</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p><u>Costs for work done for taxation.</u></p> <p>Section 2 (for work done before 1 April 1994): - Section 2 (for work done on or after 1 April 1994):- Section 2 (for work done on or after 1 January 2003):- Section 2 (for work done on or after 1 January 2004):- \$800.</p> <p>GST on Section 2 (for work done on or after 1 April 1994):- GST on Section 2 (for work done on or after 1 January 2003):- GST on Section 2 (for work done on or after 1 January 2004):- \$40.</p> <p><u>Disbursements.</u></p> <p>Section 3, Part A (Disbursements on which GST is not chargeable): \$290.</p> <p>Section 3, Part B (Disbursements on which GST is chargeable): \$600.</p> <p>Section 3, Part C (Disbursements on which GST is chargeable): \$500.</p> <p>Section 3, Part D (Disbursements on which GST is chargeable): \$500.</p> <p>GST on Section 3, Part B (Disbursements on which GST is chargeable): \$24.</p> <p>GST on Section 3, Part C (Disbursements on which GST is chargeable): \$20.</p> <p>GST on Section 3, Part D (Disbursements on which GST is chargeable): \$25.</p> <p><u>Total taxed off from the bill:</u></p> <p><u>Costs for work done other than for taxation.</u></p> <p>Section 1 (work done before 1 April 1994). 1) By agreement: 2) By Registrar:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>Section 1 (work done on or after 1 April 1994).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 1 (work done on or after 1 January 2003).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 1 (work done on or after 1 January 2004).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 1 (work done on or after 1 April 1994).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 1 (work done on or after 1 January 2003).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 1 (work done on or after 1 January 2004).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p><u>Costs for work done for taxation.</u></p> <p>Section 2 (for work done before 1 April 1994).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 2 (for work done on or after 1 April 1994).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 2 (for work done on or after 1 January 2003).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 2 (for work done on or after 1 January 2004).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>GST on Section 2 (for work done on or after 1 April 1994).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 2 (for work done on or after 1 January 2003).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 2 (for work done on or after 1 January 2004).</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p><u>Disbursements.</u></p> <p>Section 3, Part A (Disbursements on which GST is not chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>Section 3, Part D (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p>GST on Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		<p>GST on Section 3, Part D (Disbursements on which GST is chargeable):</p> <p>1) By agreement:</p> <p>2) By Registrar:</p> <p><u>Total allowed:</u></p> <p><u>Costs for work done other than for taxation.</u></p> <p>Section 1 (work done before 1 April 1994).</p> <p>Section 1 (work done on or after 1 April 1994).</p> <p>Section 1 (work done on or after 1 January 2003).</p> <p>Section 1 (work done on or after 1 January 2004).</p> <p>GST on Section 1 (work done on or after 1 April 1994).</p> <p>GST on Section 1 (work done on or after 1 January 2003).</p> <p>GST on Section 1 (work done on or after 1 January 2004).</p> <p><u>Costs for work done for taxation.</u></p> <p>Section 2 (for work done before 1 April 1994):</p> <p>Section 2 (for work done on or after 1 April 1994):</p> <p>Section 2 (for work done on or after 1 January 2003):</p> <p>Section 2 (for work done on or after 1 January 2004):</p> <p>GST on Section 2 (for work done on or after 1 April 1994):</p> <p>GST on Section 2 (for work done on or after 1 January 2003):</p> <p>GST on Section 2 (for work done on or after 1 January 2004):</p> <p><u>Disbursements.</u></p> <p>Section 3, Part A (Disbursements on which GST is not chargeable):</p> <p>Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>Section 3, Part C (Disbursements on which GST is chargeable):</p> <p>Section 3, Part D (Disbursements on which GST is chargeable):</p> <p>GST on Section 3, Part B (Disbursements on which GST is chargeable):</p> <p>GST on Section 3, Part C (Disbursements on which GST is chargeable):</p>	

S/N	Date.	Description and amount claimed.	Registrar's remarks and rulings.
		GST on Section 3, Part D (Disbursements on which GST is chargeable): <u>Total.</u> Total allowed for all 3 sections: Add Court fees for bill and Registrar's certificate: Grand total:	

Dated this _____ day of _____, ____.

(Address of solicitors)

To: 1. Solicitors for the _____.
2. The Public Trustee.