

Singapore International Commercial Court Practice Directions
(Amendment No. 1 of 2021)

123. Documents to be in electronic format

(1) The documents required to be filed in accordance with the Rules of Court or with these Practice Directions or to be used in any trials or other hearings are to be prepared in an electronic format. They include, but are not limited to:-

- (a) the writ;
- (b) pleadings;
- (c) affidavits;
- (d) opening statements;
- (e) bundles of documents required under Order 34, ~~Rule 34A~~ **Rule 3A** of the Rules of Court;
- (f) skeletal arguments or written submissions; and
- (g) bundles of authorities.

(2) All documents are to be filed, served, delivered or otherwise conveyed to the Registrar in all proceedings in accordance with paragraph 44, 45 or 46 of these Practice Directions.

124. Creation and filing of bundles

(1) This paragraph applies to any bundles that are required to be filed in accordance with the Rules of Court or these Practice Directions or that may be used at any trials or other hearings in the Court. Examples of such bundles include bundles of pleadings, bundles of affidavits, bundles of documents filed on setting down, the bundles of documents required under Order 34, ~~Rule 34A~~ **Rule 3A** of the Rules of Court and bundles of authorities.

(2) An electronic bundle containing the following may be created *online* and filed through the Electronic Filing Service:

- (a) Documents in the electronic case file; and
 - (b) Documents that have been uploaded into the electronic case file by counsel or other persons given access to the shared folder in the electronic case file.
- (3) The following directions should be noted when bundles in an electronic format are prepared:
- (a) Index pages shall be prepared. Bookmarks should be created in the Portable Document Format (PDF) file for each such reference in the index. There should be as many bookmarks in that PDF file as there are references in the index to documents in that PDF file.
 - (b) The name given to each bookmark should be the same as the corresponding reference in the index.
 - (c) The various PDF documents should be arranged chronologically or in some logical order.
 - (d) The page number of each bundle must correspond to the page number in the Portable Document Format (PDF) version of that bundle. Each separate bundle shall start at page 1 and every page shall be numbered consecutively.

149B. Applications before the Court of Appeal

- (1) Unless otherwise provided by any written law or otherwise directed, reply affidavits (if any) for applications before the Court of Appeal are to be filed and served within 7 days after the date the application and the affidavit in support of the application (if any) are served on the party.
- (2) No further affidavits shall be filed without the leave of the Court of Appeal.
- (3) Unless otherwise provided by any written law or unless otherwise directed, parties are to file and serve written submissions (if any) in respect of the application before the Court of Appeal within 7 days after the date the reply affidavit is due for filing and service. **Parties shall include in the final paragraph(s) of the written submissions their submissions on costs, stating (with reasons) the appropriate costs order and the quantum (including the disbursements incurred) that should be awarded by the Court.**
- (4) The written submissions should comply with the following requirements:
 - (a) they should not exceed 20 pages, excluding the cover page and the backing page;
 - (b) all pages should be paginated, with the first page (not including any cover page) numbered as “Page 1”;
 - (c) the minimum font size to be used is Times New Roman 12 or its equivalent;
 - (d) the print of every page shall be double-spaced; and
 - (e) every page shall have a margin on all 4 sides, each of at least 35mm in width.
- (5) If no affidavits or submissions are filed by the timelines prescribed by this paragraph, the Court of Appeal will proceed on the basis that the party does not intend to file any affidavit or submissions and may decide the matter based on the documents before it without hearing oral arguments.

Form 25

Para 149C(1)

Submissions for Application for Leave to Appeal against a Decision of the General Division / Singapore International Commercial Court (Applicant)

Part A

| | |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case Number(s) | |
| Name(s) of Applicant(s) and Counsel | |
| Brief summary of the decision in respect of which leave to appeal is sought | |
| Pertinent facts / procedural history | |
| Ground(s) of the application (to be elaborated upon below in Part B) | <input type="checkbox"/> <i>Prima facie</i> case of error <input type="checkbox"/> Question of general principle decided for the first time <input type="checkbox"/> Question of importance upon which further argument and a decision of a higher tribunal would be to the public advantage <input type="checkbox"/> Other(s): |

Part B

Ground(s) of the application

1. [State the first ground of the application, corresponding to the ground(s) as indicated in Part A]

[State supporting reasons and include references to citations of legal authorities where relevant.]

2. *[State the second ground (if any) of the application, corresponding to the ground(s) as indicated in Part A]^*

[State supporting reasons and include references to citations of legal authorities where relevant.]

[^] Please omit/repeat as appropriate, corresponding to the ground(s) of the application as indicated in Part A.

Submissions on costs

[State (with reasons) the appropriate costs order and the quantum (including the disbursements incurred) that should be awarded by the Court.]

Any Other Matters

Signature of Applicant(s) or Counsel:

Name:

Date:

Form 26

Para 149C(1)

**Submissions for Application for Leave to Appeal against a Decision of the
General Division / Singapore International Commercial Court (Respondent)**

Part A

| | |
|----------------------------------------------------------------------------------------------------------------|--|
| Case Number(s) | |
| Name(s) of Respondent(s) and Counsel | |
| Brief summary of the decision in respect of which leave to appeal is sought | |
| Pertinent facts / procedural history | |
| Ground(s) for contesting the application (to be enumerated in brief and to be elaborated upon below in Part B) | |

Part B

Ground(s) for contesting the application

1. *[State the first ground for contesting the application, corresponding to the ground(s) as indicated in Part A]*

[State supporting reasons and include references to citations of legal authorities where relevant.]

2. *[State the second ground (if any) for contesting the application, corresponding to the ground(s) as indicated in Part A]^*

[State supporting reasons and include references to citations of legal authorities where relevant.]

[^] Please omit/repeat as appropriate, corresponding to the ground(s) for contesting the application as indicated in Part A.

Submissions on costs

[State (with reasons) the appropriate costs order and the quantum (including the disbursements incurred) that should be awarded by the Court.]

Any Other Matters

Signature of Respondent(s) or Counsel:

Name:

Date: