

Singapore International Commercial Court Practice Directions
(Amendment No. 2 of 2021)

57. Technology facilities for use during trials or hearings

(1) Teleconference, video conference and ~~audio-visual facilities (including~~ the Mobile Infocomm Technology ~~facilities Facilities)~~ may, at the discretion of the Registrar ~~and subject to the payment of the appropriate fees~~, be used at any trial or hearing conducted in the Court.

(2) The Registrar may refuse any request for the use of any of the services described in paragraphs 58 and 59 of these Practice Directions at any time owing to the unavailability of staff or equipment or for any other reason. The Registrar need not give any reasons for the refusal of such a request.

58. **Applications to use teleconference, and video conference and audio-visual facilities and usage of additional equipment**

(1) A request to use teleconference, and video conference and/or audio-visual facilities for the hearing of any cause or matter in the Court must be made by filing a request in accordance with paragraph 11 of these Practice Directions at least 14 calendar days before the hearing at which the said facilities are to be used and Form 7 of Appendix B of these Practice Directions in Portable Document Format (PDF) must be annexed to the request.

~~(2) The audio-visual equipment available for use in the courtroom and in Chambers is set out in Form 7 of Appendix B of these Practice Directions. (deleted)~~

(3) Upon a successful request to use the teleconference, and video conference and/or audio-visual facilities:

- (a) prior arrangements for equipment testing have to be made at least 5 working days before the first day fixed for the hearing, in order to ensure equipment compatibility;
- (b) applicants will be informed of the number for teleconference or video conferencing during the testing session; and
- (c) as a matter of general practice, the remote site will connect to the number and it is the responsibility of the party requesting the teleconference or video conference to coordinate the booking and calling in from the remote site.

(4) Any person who desires to use audio-visual equipment and/or computers additional to those provided in a courtroom or Chambers will be asked to ~~apart from those set out at sub-paragraph (2) above must~~ provide details of such equipment ~~when making the request referred to in sub-paragraph (1).~~ The applicant must also be prepared to have the equipment available for testing with the audio-visual system of the courtroom or Chambers (as the case may be) at least 5 working days before the first day fixed for the hearing. It is the responsibility of the applicant to provide equipment that is compatible with the audio-visual system of the courtroom or Chambers.

59. **Applications to use the Mobile Infocomm Technology Facilities (“MIT facilities”)**

(1) MIT facilities are ~~video conferencing and~~ audio-visual equipment located on a mobile cart and which may be moved from location-to-location within the Court. A list of MIT facilities available is set out in Form 7 of Appendix B of these Practice Directions. ~~Parties and counsel may consider using the MIT facilities when the audio-visual equipment available in the courtroom or in Chambers is not suitable, or where additional audio-visual equipment is required.~~

(2) A request to use the MIT facilities for the hearing of any matter in open Court or in Chambers must be made by filing a request in accordance with paragraph 11 at least 14 calendar days before the hearing at which the MIT facilities are to be used and Form 7 of Appendix B of these Practice Directions must be completed in Portable Document Format (PDF) and annexed to the request.

(3) ~~The mobile audio-visual equipment is~~ MIT facilities are available for use in both open Court and in Chambers ~~while the mobile videoconferencing equipment is only for use in Chambers.~~

(4) Any applicant desiring to use ~~the mobile audio-visual equipment~~ MIT facilities is required to provide details of the type of evidence to be presented and media format in the application form. The applicant must also be prepared to have the presentation material or media available for testing with the ~~audio-visual system~~ MIT facilities at least 5 working days before the first day fixed for the hearing. It is the responsibility of the applicant to provide presentation materials or media format that is compatible with the equipment provided by the Court.

~~(5) Upon a successful request of the use of the mobile videoconferencing equipment,~~

- ~~(a) prior arrangements for videoconferencing testing have to be made at least 5 working days before the first day fixed for the hearing, in order to ensure equipment compatibility;~~
- ~~(b) applicants will be informed of the ISDN number for videoconferencing during the testing arrangement; and~~

~~(c) as a matter of general practice, the remote site will dial into the courtroom or Chambers and it is the responsibility of the party requesting the videoconferencing to coordinate the booking and calling in from the remote site.~~

60. **Fees**

~~(1) Pursuant to Order 110, Rule 47(4) of the Rules of Court, the fees for the use of the teleconference, video conference and audio-visual facilities in the courtroom or in Chambers, and the MIT facilities are set out in Appendix D of these Practice Directions.~~

~~(2) The Registrar may refund any fee or part thereof paid in respect of any day on which the teleconference, video conference and audio-visual facilities in the courtroom or in Chambers, and the MIT facilities was not used provided that:~~

~~(a) such request for refund must be made within 3 calendar months after the last scheduled day of use of the said teleconference, video conference and audio-visual facilities in the courtroom or in Chambers and/or the MIT facilities stated in Form 7; and~~

~~(b) the fees payable for the first scheduled day of use of the said teleconference, video conference and audio-visual facilities in the courtroom or in Chambers and/or the MIT facilities stated in Form 7 shall not be refunded if notice of cancellation for any scheduled day of use or part thereof is given less than 7 calendar days before the first scheduled day of use. (deleted)~~

114A. Swearing and signing of affidavits in Singapore before, and completing of attestation by, commissioner for oaths through live video link or live television link

(1) A remote communication technology mentioned in Order 41, Rule 13(1) of the Rules of Court must be capable of creating a live video link or live television link through which a commissioner for oaths is able to do all of the things mentioned in Order 41, Rule 13(3) of the Rules of Court.

(2) For the purposes of Order 41, Rule 13(2) of the Rules of Court, the deponent and the commissioner for oaths may sign the affidavit electronically by applying a security procedure that results in a secure electronic signature under section 18 of the Electronic Transactions Act (Cap. 88).

(3) Where an affidavit is made pursuant to Order 41, Rule 13 of the Rules of Court, the affidavit should be made, as far as possible, as if the deponent were appearing before the commissioner for oaths in person, and the attestation must state that the affidavit was sworn (or affirmed) and signed in Singapore with the deponent appearing before the commissioner for oaths through a live video link or live television link, or that the affidavit was signed by the deponent and/or the commissioner for oaths electronically in Singapore, or both, as the case may be.

115. **Effect of non-compliance**

Any affidavit or exhibit which does not comply with the directions contained in this Part ~~may will be liable to~~ be rejected by the Court and made the subject of an order for costs.

Form 7

Paras 58(1), 59(1) & (2)

**Request to use Teleconference, and Video Conference and ~~Audio-Visual~~ Facilities /
Request to use Mobile Infocomm Technology Facilities (MIT Facilities)**

**REQUEST TO USE TELECONFERENCE, AND VIDEO CONFERENCE ~~AND
AUDIO-VISUAL~~ FACILITIES / MOBILE INFOCOMM TECHNOLOGY
FACILITIES (MIT FACILITIES)**

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Attn: SICC Registry)

Part I

Application by : Law Firm/Full Registration Foreign Lawyer
 Individual (Unrepresented)

Name of applicant/law firm : _____

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

Registered Foreign Lawyer No
(if applicable) : _____

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Name of Parties : _____

Date(s) of hearing : From _____ to _____

PART II

- Application for the use of:
- Teleconference, and video conference ~~and audio-visual~~ facilities
 - MIT Facilities

(A) Date(s) and time when use of teleconference, and video conference ~~and audio-visual~~ facilities ~~is~~ are required:

Dates of scheduled use: _____ Total No. of days: _____

Start date and time (1st scheduled day of use):

End date and time (last scheduled day of use):

| Facility (tick box) | Date(s) | Time (state from _____ to _____) |
|---|---------|-------------------------------------|
| 1. Audio-visual equipment | | |
| (a) Projector Screen | | |
| (b) Sound system (speakers and microphones) | | |
| (c) Visualiser | | |
| (d) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R) | | |
| 2. Video-conferencing and teleconferencing system (State the country, state and city) ⁺ | | |

(B) Date(s) and time when use of MIT facilities are required:

Dates of scheduled use:

Total No. of days:

Start date and time (1st scheduled day of use):

End date and time (last scheduled day of use):

| Facility (Tick box) | Date(s) | Time (state from _____ to _____) |
|--|---------|--|
| 1. Interactive Display Board with HD display ⁺ | | |
| (a) 65" HD touch-screen display | | |
| (b) Internet access via browser | | |
| (c) Recording of voices and actions (e.g., annotations on image or on google maps) | | |
| (d) 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 Projection Facility Cart with projector ⁺ | | |
| (a) Projector | | |
| (b) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R) | | |
| (c) Portable 90 or 100 inch tripod screen | | |
| 3. Video conferencing Mobile Cart ⁺ | | |
| (a) Single 65" Multimedia Display | | |
| (b) Polycom videoconferencing system | | |
| 4. 3. Other Audio Visual Equipment | | |
| (a) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R) | | |
| (b) Portable visualiser -Visualiser | | |

| | | | |
|-----------------------------|--|--|--|
| (c) Others (please list): * | | | |
|-----------------------------|--|--|--|

* Subject to availability of such equipment

~~+ Fees apply~~

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 Counsel for the Plaintiff/Defendant as the case may be]

~~APPENDIX D~~

Para. 60

~~FEEES FOR USE OF THE TELECONFERENCE, VIDEO CONFERENCE, AUDIO-VISUAL FACILITIES AND MOBILE INFOCOMM TECHNOLOGY FACILITIES~~

| No. | Items: | Fees (\$\$) | Point of time at which fee must be paid |
|----------------|---|--------------------------------------|---|
| 1.— | For each day or part thereof in respect of a particular hearing or matter in which the teleconference and/or videoconferencing equipment installed in a courtroom or chambers is used. | 250 | On filing Form 7 of Appendix B of these Practice Directions, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used. |
| 2.— | For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment from the Mobile Infocomm Technology facilities are used. | 250 | On filing Form 7 of Appendix B of these Practice Directions, save that the Registrar may allow a refund for the fees paid in respect of days on which the Mobile Infocomm Technology facilities were not used. |
| 3.— | For each day or part thereof in respect of a particular hearing or matter in which the Mobile Infocomm Technology facilities are used. | 100 | On filing Form 7 of Appendix B of these Practice Directions, save that the Registrar may allow a refund for the fees paid in respect of days on which the Mobile Infocomm Technology facilities were not used. |
| 4.— | Telecommunication charges incurred in using the teleconference and/or videoconferencing equipment installed in a courtroom or Chambers or on using the | Actual Cost | On receiving a letter from the SICC Registry stating the telephone charges incurred. |

~~Mobile ——— Infocomm
Technology facilities.~~

- ~~5. Charges incurred in using the video printer. \$5 per printed sheet On receiving a letter from the SICC Registry stating the charges incurred.~~