



**Supreme Court Practice Directions 2021
(To be read with Rules of Court 2021)**

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Part 1: Introduction

1. Citation and application

(1) These Practice Directions may be cited as the Supreme Court Practice Directions 2021, and will apply, on and after 1 April 2022, to:

- (a) any cause or matter, in the General Division, the Appellate Division or the Court of Appeal, that is governed by the Rules of Court 2021; and
- (b) any criminal proceedings commenced, in the General Division or the Court of Appeal, on or after 1 April 2022.

(2) The Supreme Court Practice Directions as in force immediately before 1 April 2022 continue to apply, on and after 1 April 2022, to:

- (a) any cause or matter, in the General Division, the Appellate Division or the Court of Appeal, that is governed by the Rules of Court (Cap 322, R 5, 2014 Ed); and
- (b) any criminal proceedings commenced, in the General Division or the Court of Appeal, before 1 April 2022.

2. Definitions

In these Practice Directions, unless the context otherwise requires: “Appellate Division” means the Appellate Division of the High Court; and “General Division” means the General Division of the High Court.

3. References to written laws

In these Practice Directions, unless the context otherwise requires:

- (a) any reference to a repealed provision of any written law is a reference to that provision as in force immediately before the date the provision is repealed;
- (b) any reference to “Rules of Court 2021” is a reference to the Rules of Court 2021 as in force on or after 1 April 2022; and

(c) where any legislation is cited in these Practice Directions, the citation is to be read as referring to the version of that legislation currently in force.

4. Commencement

These Practice Directions come into operation on 1 April 2022.

5. Updating

Amendments to these Practice Directions will be done on a paragraph-for-paragraph basis. These Practice Directions will be automatically updated with the new amended paragraphs. A list of amendments made will also be found on the Singapore Courts website at <http://www.judiciary.gov.sg>.

6. Applicability of Practice Directions

Practice Directions to apply to civil proceedings

(1) These Practice Directions apply to civil proceedings only, unless otherwise stated.

Proceedings using the Electronic Filing Service

(2) For proceedings using the Electronic Filing Service, Part 5 of these Practice Directions does not apply.

7. Calculation of time

Unless otherwise stated, the provisions in the Rules of Court 2021 relating to the calculation of time apply to the calculation of time in these Practice Directions.

8. Forms

The forms specified by number in the Rules of Court 2021 are set out in Appendix A of these Practice Directions. The forms specified by number in these Practice Directions are set out in Appendix B of these Practice Directions. The forms are to be used where applicable, with such variations as the circumstances of the case may require.

9. Registrar's Circulars

Registrar's Circulars can be found at the Singapore Courts website at <http://www.judiciary.gov.sg>.

Part 2: Registry, Administration and Finance

10. Business of the Registry

(1) Pursuant to section 71(1) of the Supreme Court of Judicature Act and Order 26, Rule 1(1) of the Rules of Court 2021, the Chief Justice has directed that the Registry of the Supreme Court (“the Registry”) comprises the Division for the Court of Appeal and the Appellate Division, the Division for the General Division and the Division for the Singapore International Commercial Court

(2) There is to be a Divisional Registrar for the Court of Appeal and the Appellate Division, a Divisional Registrar for the General Division, and a Divisional Registrar for the Singapore International Commercial Court. The Divisional Registrar for each division of the Registry will have control and supervision of the affairs of that division. Overall control and supervision of the Registry will remain with the Registrar of the Supreme Court.

(3) The Chief Justice may designate any Assistant Registrar as Senior Assistant Registrar. The Chief Justice may also designate the Deputy Registrar, any Senior Assistant Registrar or any Assistant Registrar as Divisional Registrar or Deputy Divisional Registrar of any division of the Registry.

(4) Appendix C of these Practice Directions sets out the names of the Registrar, Deputy Registrar, Divisional and Deputy Divisional Registrars, and Senior Assistant Registrars.

(5) To avoid doubt, it is hereby declared that any instruction manuals which may be issued from time to time by the Government are not applicable to the business of the Registry.

11. Operating hours of the Supreme Court

(1) The Supreme Court operates from 8.30 a.m. to 6.00 p.m. from Monday to Friday. However, various offices and counters within the Supreme Court have different operating hours.

(2) The Registry is open from 9.00 a.m. to 5.30 p.m. from Monday to Thursday. On Friday, it is open from 9.00 a.m. to 5.00 p.m.

12. Hours for the sittings of the Supreme Court

The Chief Justice has directed that the General Division, the Appellate Division and the Court of Appeal are to sit from 10.00 a.m. to 1.00 p.m. and from 2.15 p.m. to 5.00 p.m. Registrars are to sit from 9.00 a.m. to 1.00 p.m. and from 2.30 p.m. to 5.00 p.m. This is subject to the presiding Judge's or Registrar's discretion to commence or conclude a hearing at an earlier or later time.

13. Hearings by video conferencing or telephone conferencing

(1) Selected hearings in the Supreme Court will be conducted by video conferencing or where appropriate, telephone conferencing. Where the Court issues directions for a hearing to be conducted by way of video conferencing or telephone conferencing:

(a) Solicitors may write to the Court to raise any concerns that they may have within 2 days after receiving notification of such directions; and

(b) A party who is not legally represented is strongly encouraged to use video conferencing or telephone conferencing, but may inform the Court if he or she does not wish to do so.

(2) The Court retains full discretion to decide (a) whether to conduct any hearing by video conferencing or telephone conferencing, and (b) whether to conduct any hearing with one or more parties attending by video conferencing or telephone conferencing and any other party attending physically in Court.

(3) Unauthorised audio or visual recording of hearings is strictly prohibited and in appropriate cases, the Court may require an undertaking that no such recording will be made. The attention of parties is drawn to section 5 of the Administration of Justice (Protection) Act 2016 regarding contempt of court by unauthorised recordings.

(4) Where hearings are conducted by video conferencing or telephone conferencing, all Court rules and practices on dress and etiquette will continue to apply. However, it will not be necessary to stand and/or bow to the Court at the start or end of the hearing or to stand when addressing the Court.

14. Production of record of hearing

(1) An audio recording mentioned in Order 15, Rule 11(6) of the Rules of Court 2021 will be made by the Court in every open court trial in an action begun by originating claim. Where a hearing is conducted by means of video conferencing or telephone conferencing using a remote communication technology approved by the Chief Justice or authorised by the Court, and the Court has authorised the making of a recording of the hearing using such remote communication technology, the recording so made will, unless the Court otherwise directs, constitute the Court's notes of proceedings for the purposes of Order 15, Rule 11(7) of the Rules of Court 2021.

(2) Without limiting Order 15, Rule 11(7) of the Rules of Court 2021, the Court may determine, for the purposes of that provision, that the Court's notes of proceedings are to be taken down by a person other than the Court, whether by hand or through the use of any computer or electronic device.

(3) The provisions of sub-paragraphs (1) and (2) are subject to any directions made by the Court hearing the matter, or by the Registrar, whether or not upon application by the parties. Such directions may include the use of alternative means of producing transcripts.

(4) Where the Court makes directions under sub-paragraph (3) for the use of alternative means of producing transcripts:

(a) the transcript of the notes of proceedings will constitute the Court's note of proceedings for the purposes of Order 15, Rule 11(7) of the Rules of Court 2021; and

(b) the parties must inform the Registry by letter at least 7 working days before the scheduled hearing as to the mode by which the proceedings will be recorded.

(5) The costs of engaging a service provider must be paid by the parties directly to the service provider.

(6) Requests for certified transcripts of the official record of the hearing must be made by filing the requisite Request electronic form through the Electronic Filing Service at least 7 working days before the scheduled hearing.

- (7) Sub-paragraph (6) applies to both civil and criminal proceedings.

15. Certification of transcripts

- (1) Pursuant to Order 15, Rule 11(10) of the Rules of Court 2021, the Registrar hereby directs that transcripts of the official record of the hearing may be certified by:

- (a) the Judge or judicial officer having conduct of the proceedings;
- (b) with the approval of the Court, the Manager or Personal Assistant, as the case may be, to the Judge or judicial officer having conduct of the proceedings; or
- (c) with the approval of the Court, the service provider.

- (2) The costs of producing a certified transcript of the official record of the hearing may be claimed as an item of disbursement unless otherwise ordered by the Court.

- (3) A transcript of the official record of hearing must be certified in such manner as the Registrar may determine.

16. Interpreters and translation

- (1) The directions set out in sub-paragraphs (2) to (8) below are to be followed in relation to all requests for interpretation services of interpreters from the Supreme Court's Interpreters Section, whether the services are required for hearings in open court or in chambers.

- (2) Not less than 7 working days before the day on which the services of an interpreter are required ("scheduled day"), the requesting party must file a Request electronic form addressed to the appropriate Head Interpreter through the Electronic Filing Service in the manner and form set out in Form 1 of Appendix B of these Practice Directions.

- (3) The Request in sub-paragraph (2) must be filed for hearings of matters which have been adjourned or part-heard, even if the services of an interpreter were requested and provided at an earlier hearing of the same matter. In the event that a Request is made in respect of an adjourned or part-heard matter, the Request should state the date of the earlier hearing.

- (4) The requesting party must make payment of any prescribed fees for interpretation services under the Fourth Schedule to the Rules of Court 2021 upon approval of the Request.
- (5) In the event that the services of the interpreter are for any reason not required on any of the scheduled days specified in the Request, the requesting party must immediately notify the appropriate Head Interpreter either by letter or email. This will serve as a notice of cancellation.
- (6) Any request for refund of the fee paid under sub-paragraph (4) must be submitted to the Registrar through the Electronic Filing Service within 1 month after the date on which the reason for the refund arose. The supporting reasons and the amount of refund sought must be clearly indicated in the request for refund.
- (7) Unless otherwise decided by the Registrar, the fee paid for any scheduled day may be refunded only if a notice of cancellation under sub-paragraph (5) is given at least 1 clear working day prior to that scheduled day.
- (8) The provision of interpretation services by the Supreme Court's Interpreters Section is subject to the availability of suitable interpreters on the day that the interpretation services are required. Failure to comply with the directions set out in sub-paragraphs (2) to (4) may result in the services of interpreters not being available or provided.
- (9) Engagement of private interpreters (i.e., interpreters not from the Supreme Court's Interpreters Section):
- (a) To avoid doubt, a party may engage the services of a private interpreter for interpretation services in respect of the languages listed in Form 1 of Appendix B of these Practice Directions.
 - (b) If a party requires the services of an interpreter in a language apart from those listed in Form 1 of Appendix B of these Practice Directions, it is the duty of the party to engage such an interpreter directly to obtain his or her services for the scheduled hearing.
 - (c) Interpreters who are not from the Supreme Court's Interpreters Section must be sworn in before the Duty Registrar before they may provide interpretation services for proceedings in Court.

(10) Requests for translation of documents in Chinese, Malay or Tamil for use in Supreme Court proceedings must be filed through the Electronic Filing Service at least 4 weeks before the date the translations are required. Failure to comply with the directions set out in this sub-paragraph may result in translations not being available or provided by the date they are required.

(11) In the event that the Supreme Court's Interpreters Section is unable to accept a translation request, parties and counsel should approach a private translation service instead.

(12) A party who is not legally represented may submit his or her request for interpretation services or translation of documents for Supreme Court proceedings using the respective forms available on the Singapore Courts website at <http://www.judiciary.gov.sg>.

17. Access to case file, inspection, taking copies and searches

Access by parties to a case file

(1) All parties to a case who are registered users of the Electronic Filing Service may, subject to this paragraph and any directions of the Court, access the electronic case file made available through the Electronic Filing Service and may inspect, download soft copies or print hard copies of documents accessible to the parties in the electronic case file.

(2) Where a party to a case is not a registered user and is unable to access the electronic case file through the Electronic Filing Service, the procedure in sub-paragraph (5) below must be followed.

(3) All parties to a case have the liberty to make amendments to administrative details contained in the electronic case file through the Electronic Filing Service. Administrative details include the contact details of solicitors, the identities of the solicitors, and the nature of the claim. Where a party to a case is not a registered user of the Electronic Filing Service, he or she may attend at the service bureau to seek assistance to amend the administrative details contained in the electronic case file.

(4) The Registry may require parties to a case to provide supporting documents to substantiate proposed amendments to other details of the electronic case file before the amendment is approved. For example, amendments to add or remove a party to the case have

to be supported by an order of court; and amendments to change the name, gender, identification number, or marital status of a party to the case have to be substantiated by documentary proof.

File inspection by non-parties or parties who are not registered users

(5) In order to inspect a case file, the following procedure should be followed:

(a) A Request should be made to obtain permission to inspect the file. The Request should state the name of the person who is to carry out the search or inspection. If this person is not a solicitor, his or her identification and contact details should also be included in the Request, and his or her identification document (including physical or digital identity card) should be produced for verification when requested. The Request should also state the interest that the applicant has in the matter, and the reason for the search or inspection. If the search or inspection is requested for the purpose of ascertaining information for use in a separate suit or matter, the Request should clearly state the nature of the information sought and the relevance of such information to the separate suit or matter.

(b) Once approval for inspection has been received from the Court,

- (i) registered users can inspect the case file online through the Electronic Filing Service; and
- (ii) parties who are not registered users can inspect the case file by presenting a copy of the approval at the service bureau. After verifying the approval, the service bureau will assign the inspecting party a personal computer for the inspection to be carried out. An inspecting party will usually be allowed 60 minutes to carry out the inspection. If a longer period is required, the service bureau may impose a charge for use of the computer. The service bureau may impose additional charges for downloading soft copies or printing hard copies of documents from the case file being inspected.

(6) Solicitors must communicate to the Registrar in writing the names of their employees who have their authority to make searches and inspections. Such authority may be in respect of a specific search or inspection or for a specified period.

(7) All copies of documents taken in the course of inspection should not be used for purposes other than those stated in the Request to inspect. Solicitors are responsible for informing their clients of this. To avoid doubt, a non-party that has obtained approval to inspect a case file may take and retain a soft copy of any document that is available for inspection.

Obtaining certified true copies of documents

(8) Users are encouraged to use the Authentic Court Order system to validate orders of court issued after 2 January 2020 by going to <http://www.courtorders.gov.sg>. However, certified true copies of orders of court will still be available upon application.

(9) Applications to obtain certified true copies of documents should be made by way of filing a Request through the Electronic Filing Service.

(a) The intended use of the certified true copies should be clearly stated in the Request. The relevance and necessity of the certified true copies in relation to their intended use should also be clearly described.

(b) The applicant will be informed of the outcome to his or her Request and the fees payable for the provision of the certified true copies if the Request is approved. Upon confirmation of the receipt of payment of the fees payable, the certified true copies will be released to the applicant. The Registry may require verification of the identity of the applicant against his or her identification document (including physical or digital identity card) prior to the release of the certified true copies.

(c) The fees prescribed by the Fourth Schedule to the Rules of Court 2021 will be payable for the provision of the above service.

Electronic cause books and registers maintained by the Registry

(10) For the purposes of Order 26, Rule 3(1) of the Rules of Court 2021, the Registry must maintain the following Court records:

- (a) details of all originating processes, including:
 - (i) details of interlocutory applications filed in the originating processes;
 - (ii) details of appeals filed in the originating processes;

- (iii) details of admiralty proceedings;
 - (iv) details of caveats filed against arrest of vessels;
 - (v) details of probate proceedings, including wills and caveats filed in the probate proceedings;
 - (vi) details of bankruptcy proceedings; and
 - (vii) details of winding up proceedings against companies and limited liability partnerships;
- (b) details of enforcement orders, writs of distress and warrants of arrest;
- (c) details of appeals filed in the Court of Appeal, appeals filed in the Appellate Division and appeals filed in the General Division; and
- (d) any other information as may from time to time be found necessary.

(11) Searches for any Court records mentioned in sub-paragraph (10) may be conducted through the Electronic Filing Service at a service bureau or at the Registry. The fees prescribed by the Fourth Schedule to the Rules of Court 2021 will be payable for such searches.

(12) An application may be made by any person for a licence to use any information contained in any electronic cause book or register subject to such terms and conditions as the Registrar may determine. Successful applicants will be required to enter into separate technical services agreements with the Electronic Filing Service provider. Applications under this sub-paragraph must be made in writing, identifying the data fields sought and providing details of how the information will be used.

18. Personal Data

(1) For the purposes of the following paragraphs:

- (a) “personal data” has the same meaning as defined in the Personal Data Protection Act 2012; and

- (b) “data subject” means a person whose personal data appears in any document filed in the Registry or an electronic cause book or register maintained by the Registry.

Consent to collection, use or disclosure of personal data

- (2) Consent for the collection, use or disclosure of personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar need not be obtained.

- (3) Pursuant to Order 26, Rule 3(1) to 3(3) of the Rules of Court 2021, the Registry may compile and maintain electronic cause books and registers by extracting information, including personal data, contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar.

Access to personal data

- (4) **Contained in documents filed with, served on, delivered or otherwise conveyed to the Registrar.** A data subject who wishes to access his or her personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar must comply with the applicable provisions in the Rules of Court 2021 and these Practice Directions relating to the access to and inspection of case files. A data subject is not entitled to request information about the ways in which his or her personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar has been used or disclosed.

- (5) **Contained in electronic cause books and registers maintained by the Registry.** A data subject who wishes to access his or her personal data contained in any electronic cause book or register must conduct a search through the Electronic Filing Service at a service bureau or at the Registry and must pay the fees prescribed by the Fourth Schedule to the Rules of Court 2021. A data subject is not entitled to request information about the ways in which his or her personal data contained in any electronic cause book or register has been used or disclosed.

Correction of personal data

- (6) **Contained in documents filed with, served on, delivered or otherwise conveyed to the Registrar.** A data subject who wishes to correct any error or omission in his or her personal data in any document filed with, served on, delivered or otherwise conveyed to the Registrar

must comply with the applicable provisions in the Rules of Court 2021 and these Practice Directions relating to the amendment of the relevant document.

(7) **Contained in electronic cause books and registers maintained by the Registry.** A data subject who wishes to correct any error or omission of his or her personal data in any electronic cause book or register maintained by the Registry must comply with the following procedure:

- (a) The request to correct the error or omission must be made in writing by the data subject or by his or her solicitor, together with the reason for the requested correction. The request must clearly identify the record and the personal data to be corrected;
- (b) If the data subject is not represented, his or her identification and contact details should also be included in the request, and his or her identification document (including physical or digital identity card) should be produced for verification when requested; and
- (c) The following documents should accompany the request:
 - (i) recent copy of the record identifying the error or omission; and
 - (ii) supporting document(s) to substantiate the proposed correction.

(8) Where a correction is made pursuant to a request under sub-paragraph (7), any information that is licensed for use under paragraph 17(12) will be updated accordingly with the corrected personal data.

19. Documents creating power of attorney

(1) To deposit a document creating a power of attorney under Order 26, Rule 4(1) of the Rules of Court 2021, the document and other supporting documents, if any, are to be filed, served, delivered or otherwise conveyed to the Registry through the Electronic Filing Service or the service bureau.

(2) The directions set out in sub-paragraph (1) will also apply to a party who wishes to file a document which alters the powers created in a document that is filed, served, delivered or

otherwise conveyed to the Registry on or after 28 May 2002. If the document relates to a document that is presented for deposit before 28 May 2002, the document must be filed manually in hard copy.

(3) The Registry will not accept a document named as a deed of revocation if the deed only seeks to partially revoke the powers created in a document.

(4) Where the document creating a power of attorney is executed by a corporation and the corporation does not have a common seal, an affidavit in support of an application to deposit the document in the Registry under Order 26, Rule 4(1) of the Rules of Court 2021 should be filed on behalf of the corporation:

(a) to affirm the requirements for a valid execution of the power of attorney in accordance with the laws and practices of the corporation's country of incorporation; and

(b) to satisfy the Court that the requirements have been complied with.

(5) A party may rely on the same affidavit in a subsequent filing of separate documents on behalf of the same corporation by indicating on the top right hand corner of the document the following statement: "Reference is made to affidavit of [name] filed on [date] in PA No. (xxxxxx) of (xxxx)."

(6) A party seeking to file a document creating a power of attorney executed before a notary public or under a corporate seal must produce the original document to the Registry within 1 working day after filing the document. An application to deposit the document in the Registry will be processed only after the original document is produced.

20. Filing directions to the Accountant-General for payment in or payment out or furnishing security for costs by depositing monies in the Registry

(1) Where monies are to be paid into Court pursuant to a judgment or order of court, a copy of the judgment or order must be attached to the draft Direction to Accountant-General for Payment In and filed into the case file via the Electronic Filing Service for approval by the

Court. The Direction to Accountant-General for Payment In must be in Form 44(a) of Appendix A of these Practice Directions.

(2) Where monies are to be paid out of Court, a copy of the following document (as the case may be) must be attached to the draft Direction to Accountant-General for Payment Out and filed into the case file via the Electronic Filing Service for approval by the Court:

- (a) a copy of the judgment or order of court; or
- (b) the Notice of Acceptance of Money Paid into Court in Form 28 of Appendix A of these Practice Directions.

The Direction to the Accountant-General for Payment Out must be in Form 44(b) of Appendix A of these Practice Directions.

(3) Each draft Direction to Accountant-General for Payment In or Payment Out must contain amounts in a single currency. Where monies in different currencies are to be paid into or out of Court, separate draft Directions must be prepared for each currency in which payment is to be made.

Direction to Accountant-General for Payment In or Payment Out

(4) Where the Direction to Accountant-General for Payment In has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment In Party”) must send a copy of the approved Direction to Accountant-General for Payment In and the relevant judgment or order of court to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on how electronic payment is to be effected. A receipt will be issued by VITAL to the Payment In Party when payment is received by the Accountant-General.

(5) Where the Direction to Accountant-General for Payment Out has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment Out Party”) must send a copy of the approved Direction to Accountant-General for Payment Out and the relevant judgment or order of court to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on the process for the release of the monies.

Furnishing security for costs by depositing monies in the Registry

(6) Where a party wishes to furnish security for costs for an appeal or an application filed in the Supreme Court by depositing monies in the Registry, he or she must deposit the monies in one of the following manners:

(a) By electronic payment: The party is to send his or her case details by email to the Finance Directorate of the Supreme Court at SUPCOURT_FIN_Revenue@supcourt.gov.sg. The party will be provided with a QR code or the bank account details for electronic payment to be made. Upon receipt of monies, a receipt will be emailed to the party by the Finance Directorate.

(b) By making payment at the Supreme Court: The party will be required to complete a requisite form when he or she attends at the Supreme Court. The accepted payment modes are Cash, Cashier's Order (made payable to "Registrar Supreme Court/AG"), NETS and credit card. Upon payment at the counter, a receipt will be issued to the party.

The party must provide proof of such deposit when filing the appeal or application.

(7) Where security for costs is to be paid out to any party pursuant to the Rules of Court 2021 or an order or direction of the Court, the party entitled to payment of the security may write to the Registry to request payment out. Once the request for payment out is approved by the Registry, the party entitled to the payment must send a copy of the Registry's approval to the Finance Directorate of the Supreme Court at SUPCOURT_FIN_Revenue@supcourt.gov.sg. The Finance Directorate of the Supreme Court will provide instructions on the documents to be furnished to process the release of the monies.

Request for information on balance of monies paid into Court or deposited in the Registry

(8) Where a party wishes to request information on the balance of monies paid into Court or deposited in the Registry, the party or his or her solicitors may send the request, accompanied by the case details and reasons for the request, by email to:

(a) VITAL_FS_Receivable@vital.gov.sg, if the monies were lodged with the Accountant-General; or

(b) SUPCOURT_FIN_Revenue@supcourt.gov.sg, if the monies were deposited in the Registry.

21. Requests and other Correspondence

(1) All Requests relating to or in connection with any pending cause or matter are to be made using the electronic forms available through the Electronic Filing Service. Where an electronic form is available through the Electronic Filing Service for the Request that is sought, the Registry has the discretion to refuse acceptance of other forms of written correspondence (including letters) and to refuse to act on such correspondence.

(2) All correspondence to the Court relating to or in connection with any pending cause or matter must be copied to all other parties to the cause or matter or to their solicitors unless there are good reasons for not doing so. Solicitors are further reminded that the Court should not be copied on correspondence between parties or their solicitors. The Registry has the discretion to reject or refuse to act on any inappropriate correspondence or correspondence that is not copied to all other parties to the cause or matter or to their solicitors unless there are good reasons for not doing so.

(3) Apart from Requests coming within sub-paragraph (1), all correspondence relating to or in connection with any cause or matter before the Court of Appeal, the Appellate Division, the General Division or a Judge must be addressed to the Registrar.

(4) In addition, all letters should be captioned with the number of the case to which they relate and the names of the parties. For example:

SUIT NO. 1 OF 2021 (if an action begun by originating claim);

Between AB (and **ANOR** or **ORS**, if there are 2 or more claimants, as the case may be) **and CD** (and **ANOR** or **ORS**, if there are 2 or more defendants, as the case may be)

If the letter relates to an interlocutory application, the reference number of that application should be stated in the caption below the parties' names. For example:

SUMMONS NO. 1 OF 2021

(5) Compliance with the directions in this paragraph will facilitate the expeditious processing of the request.

(6) A letter may be sent to the Court by a law firm using the Electronic Filing Service only. If a letter is sent to the Court by a law firm in any other way, it is liable to be rejected. If a letter is sent to the Court by a law firm without the information specified in sub-paragraph (4), it is also liable to be rejected.

(7) Sub-paragraph (6) does not apply to a party who is not legally represented.

(8) Registrar's Directions and Notices from the Registry will be sent to law firms who are registered users of the Electronic Filing Service through the Electronic Filing Service. Registered users are to ensure that the inbox of their Electronic Filing Service account(s) are checked and cleared regularly.

22. Requesting a hearing date through the Electronic Filing Service

(1) When filing applications through the Electronic Filing Service, solicitors may be permitted to make a request for a preferred hearing date for the following classes of applications:

- (a) interlocutory applications to be heard before Registrars;
- (b) bankruptcy applications; and
- (c) winding up applications.

(2) Solicitors should confer with all parties to the application before selecting a preferred hearing date. Counsel arguing the application for all parties should be available to attend the hearing on the date selected.

(3) In the event that it is not possible to confer with opposing counsel on a preferred hearing date, whether due to the nature or urgency of the application or otherwise, solicitors must select a date where counsel arguing the application for the applicant will be available.

23. Fixing of hearing dates

(1) To assist the Registrar in the fixing of hearing dates, solicitors should provide updated information as to the current status of the cause or matter, including the prospects of settlement and any other developments which are likely to affect the length of the trial. In order to facilitate a more realistic assessment of the time required for the hearing, they will also be required to inform the Registrar of the number of witnesses they intend to call, whether any witness will require interpretation services, the estimated amount of time required for each party to cross-examine all the opposing party's witnesses and the estimated total length of hearing.

(2) Solicitors who attend before the Registrar for the fixing of hearing dates should be fully acquainted with the cause or matter being fixed for hearing. They should preferably be the solicitor having conduct of the cause or matter.

(3) It is the duty of all parties to an action to furnish without delay to the Registrar all available information as to the likelihood of the action being settled, or affecting the estimated length of the trial, and, if the action is settled or withdrawn, to notify the Registrar of the fact without delay.

(4) Further, parties are to note that any request for an early hearing date for any application, cause or matter is subject to the discretion and availability of the Court. In deciding when to fix an application, cause or matter for hearing or render its decision in any application, cause or matter, the Court is not obliged to give effect to any private agreement between parties on timelines and hearing dates.

24. Adjournment or vacation of trial dates and part-heard cases

(1) Where dates have been fixed for the trial of any cause or matter, any request for an adjournment or vacation of the trial dates must be made to the Court by way of summons with a supporting affidavit, even in those cases where there is consent to the adjournment or vacation of the trial dates.

(2) Subject to any directions of the Court, when a case is adjourned, the Registrar will assign such days as are available for the hearing of the case, and counsel will be expected to take the dates at short notice.

(3) In the event that the hearing of a case is not concluded within the number of days allotted, the Court may direct the hearing of the case to continue beyond the allotted time, rather than adjourning the case part-heard to another date. Counsel for parties in all cases should therefore be prepared to continue with the hearing of the matter despite the fact that the time originally allotted may have expired.

25. Adjournment or vacation of hearings other than trials

(1) Before any party makes a Request through the Electronic Filing Service to the Court for an adjournment or vacation of any hearings other than trials, he or she should seek the consent of the other party or parties to the matter. Unilateral requests made without first seeking the consent or views of the other party or parties to the matter will not be entertained, except in the most exceptional circumstances.

(2) Subject to sub-paragraph (3) below, the Request electronic form should be filed through the Electronic Filing Service at least 2 working days before the hearing, setting out the reasons for the requested adjournment or vacation of the hearing.

(3) Where an adjournment of any matter before the Court of Appeal or the Appellate Division is sought, the Request electronic form should be filed through the Electronic Filing Service as soon as practicable after the sitting in which the matter is scheduled to be heard has been assigned and notified to the parties. Where there is a delay in the making of the Request, the reason or reasons for the delay must be provided with the Request. Any request for an adjournment solely on account of counsel's unavailability will not be acceded to readily.

(4) If the consent of all other parties to the matter is obtained, a letter stating that all parties have consented to the requested adjournment or vacation of hearings may be attached to the Request electronic form. However, this does not mean that the Request will be granted as a matter of course. The Court will still evaluate the merits of the Request before making its decision.

(5) If the consent of one or more of the other parties is not obtained, the letter should set out the reasons for the other parties' objections, or explain why the consent of one or more of the other parties cannot be obtained. Any relevant correspondence between the parties should also be attached to the Request electronic form. The Court will then evaluate the contents of

the Request and the relevant correspondence before deciding whether the requested adjournment or vacation of hearings should be allowed.

(6) In any other case, parties must attend before the Court to make an application for an adjournment. See also paragraph 88 of these Practice Directions.

26. Authorisation for collection of Court documents or mail

(1) Without limiting sub-paragraphs (3) and (4), all law firms are required to notify the Registry of the particulars of person(s) authorised to collect Court documents or mail from the Supreme Court on their behalf by submitting a request to authorise user through the Electronic Filing Service.

(2) Where such authorised persons are no longer so authorised, law firms are required to revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service. Until receipt of such notification of revocation or deletion, Court documents and mail will continue to be released to such authorised persons upon production of evidence of identification.

(3) Any solicitor may collect Court documents or mail on behalf of his or her firm and any person who is not legally represented may collect Court documents or mail intended for him or her in any matter in which he or she is a party.

(4) A law firm may authorise a courier service provider to collect Court documents or mail from the Supreme Court on their behalf. At the time of collection, the courier service provider should produce a letter of authorisation which is printed on the law firm's letterhead and addressed to the courier service provider. The said letter of authorisation should clearly state the case number, the name of the courier service provider appointed to collect and the Court documents or mail to be collected. An employee or representative of the courier service provider collecting the Court documents or mail may be requested to provide evidence that will allow the Registry to verify that he or she is an employee or representative from the courier service provider, and will have to acknowledge receipt of the Court documents or mail collected.

27. Electronic payment of Court fees

Implementation of electronic means for payment of Court fees

(1) Subject to these Practice Directions, all Court fees not paid using the Electronic Filing Service must be paid by electronic means.

Modes of payment by electronic means

(2) Payment by electronic means includes payment effected by Interbank GIRO (IBG), NETS and selected credit cards. For law firms with standing GIRO arrangements with the Supreme Court, payment by IBG would be the most appropriate mode of electronic payment where Court fees are paid over the counter. A law firm using IBG for such purposes will authorise the Supreme Court to deduct the fees from its bank account upon lodgement of the prescribed form.

Scope of payment by electronic means

(3) The electronic means of payment cover all Court fees previously collected over the counter and hearing fees in the Supreme Court.

Registrar's discretion

(4) Unless otherwise approved by the Registrar, payment of Court fees collected over the counter must be made by electronic means. The Registrar may, in any case, waive the requirement for the payment to be effected by electronic means, on such terms and conditions as the Registrar deems fit.

28. Use of the Video Conference Facilities and the Mobile Infocomm Technology Facilities

(1) The video conference facilities and the Mobile Infocomm Technology Facilities ("MIT facilities") may, at the discretion of the Registrar, be used:

- (a) for the hearing of any matter, whether before a Judge or Registrar, in open court or in chambers; or

(b) for any other dispute resolution process.

(2) The Registrar may refuse any request for the use of any of the services described in this Part 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.

29. Applications to use the Video Conference Facilities and Usage of Additional Equipment

(1) A request to use the video conference facilities for the hearing of any matter before a Judge or Registrar must be made by filing a Request electronic form in the manner and form set out in Form 2 of Appendix B of these Practice Directions through the Electronic Filing Service at least 14 working days before the hearing at which those facilities are to be used.

(2) An application to use the video conference facilities for any other dispute resolution process must be made by submitting Form 2 of Appendix B of these Practice Directions to the Registrar, through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out, at least 14 working days before the dispute resolution proceedings at which it is to be used.

(3) Upon a successful request to use the video conference 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 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 video conference to coordinate the booking and calling in from the remote site.

(4) Any person who desires to use audio-visual and computer equipment additional to those provided in a courtroom will be asked to provide details of such equipment. The applicant must also be prepared to have the equipment available for testing with the audio-visual system of

the courtroom at least 3 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.

30. Applications to use the Mobile Infocomm Technology Facilities

(1) A request to use the MIT facilities for the hearing of any matter in open court or in chambers before a Judge or Registrar must be made by filing a Request electronic form in the manner and form set out in Form 2 of Appendix B of these Practice Directions through the Electronic Filing Service at least 14 working days before the hearing at which the MIT facilities are to be used.

(2) An application to use the MIT facilities for any other dispute resolution process must be made by submitting Form 2 of Appendix B of these Practice Directions to the Registrar, through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out as soon as practicable, as availability of the resources is on a first-come-first served basis.

(3) MIT facilities are available for use in both open court and in chambers.

(4) Any applicant desiring to use 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 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.

Part 3: Electronic Filing and Service

31. Application

(1) The directions in this Part apply to the filing, service, delivery and conveyance of documents in civil proceedings under Order 28 of the Rules of Court 2021.

(2) Where the words and phrases set out in Order 28, Rule 1 of the Rules of Court 2021 are used in this Part, they have the same meaning as defined in Order 28, Rule 1 of the Rules of Court 2021, unless otherwise specified.

32. Establishment of Electronic Filing Service and appointment of electronic service provider

In exercise of the powers conferred by Order 28, Rules 2 and 3 of the Rules of Court 2021, the Registrar, with the approval of the Chief Justice, has established an Electronic Filing Service known as the Integrated Electronic Litigation System or eLitigation and accessible at <http://www.elitigation.sg> and has appointed CrimsonLogic Pte Ltd as the Electronic Filing Service provider.

33. Appointment of agent to establish service bureau

Pursuant to Order 28, Rule 5 of the Rules of Court 2021, the Registrar has appointed CrimsonLogic Pte Ltd as an agent to establish a service bureau in the Supreme Court of Singapore.

34. Registered users and authorised users

(1) For the purposes of Order 28 of the Rules of Court 2021, the identification code of an authorised user is the authorised user's SingPass ID.

(2) For the purposes of Order 28, Rule 6(1) of the Rules of Court 2021, an application to the Registrar to be a registered user is to be made using Form 3 of Appendix B of these Practice Directions. For the purposes of Order 28, Rule 6(2) of the Rules of Court 2021, a registered user may designate one or more authorised users by nominating at least 1 authorised user in

Form 3 of Appendix B of these Practice Directions. In either case, Form 3 must be accompanied by the following:

- (a) a recent business profile report of the registered user from the Accounting and Corporate Regulatory Authority (ACRA);
- (b) an application form including the subscriber agreement for subscription to the Electronic Filing Service; and
- (c) 2 sets of GIRO application forms for the electronic payment of filing and hearing fees, and electronic filing and other charges.

35. Documents which must be filed, served, delivered or otherwise conveyed using the Electronic Filing Service

(1) Pursuant to Order 28, Rules 2 and 8 of the Rules of Court 2021, the Registrar hereby specifies that all documents to be filed with, served on, delivered or otherwise conveyed to the Registrar in all proceedings other than criminal proceedings (which are governed by Part 4 of these Practice Directions and the Criminal Procedure Code (Electronic Filing and Service for Supreme Court) Regulations 2012) must be so filed, served, delivered or otherwise conveyed using the Electronic Filing Service.

(2) Documents which are filed pursuant to Order 9, Rule 25(9) of the Rules of Court 2021 may, in addition to being filed through the Electronic Filing Service, be filed in accordance with the procedure outlined in paragraph 102(5) to (6).

36. Certificate of Service

Where documents are served using the Electronic Filing Service, a Certificate of Service will automatically be generated and stored in the electronic case file.

37. Form of documents

(1) Unless otherwise provided for in these Practice Directions or directed by the Court, it is not necessary for documents that are electronically filed in Court to have a cover page or backing sheet.

(2) Parties are reminded that they must, at all times, ensure that the information stored in the frontend system is up-to-date and free from errors as the same information will be reproduced in electronic forms that are generated by the Electronic Filing Service. Documents generated by the Electronic Filing Service containing outdated or wrong information will be rejected by the Registry and the fee payable is stipulated in the Fourth Schedule to the Rules of Court 2021.

(3) In the event that the Electronic Filing Service fails to automatically generate the document information page, parties may undertake the procedure outlined in paragraph 43(2).

38. Pagination of documents

Every single page of a document must be paginated so that the pagination on the actual document corresponds with the pagination of the Portable Document Format (PDF) document in the electronic case file. The attention of solicitors is drawn to paragraphs 78(1)(d) and 80(3) in this regard. This is to facilitate hearings involving reference to both hard and soft copies of the same document.

39. Filing documents through service bureau

(1) Solicitors and law firms are encouraged to file documents through the Electronic Filing Service. However, in the event that certain documents cannot be filed through the Electronic Filing Service, solicitors and law firms may file documents through the service bureau. A party who is not legally represented may also file documents through the service bureau.

(2) The operating hours of the service bureau may be found on the eLitigation website at <http://www.elitigation.sg>.

40. Filing of documents to the Supreme Court through a State Courts service bureau

Pursuant to Order 28, Rule 17(5) of the Rules of Court 2021, the Registrar of the Supreme Court hereby prescribes that any service bureau established or authorised to be established by the Registrar of the State Courts may assist in the filing, service, delivery or conveyance of documents pertaining to Supreme Court proceedings using the Electronic Filing Service if the service bureau, or, if there are more than one, all the service bureaux, established or authorised to be established by the Registrar of the Supreme Court are unable to provide such services owing to failure of hardware or software, or both.

41. Limits on the size and number of documents submitted using the Electronic Filing Service

(1) The following limits currently apply to the filing of documents using the Electronic Filing Service:

- (a) The total number of documents in a single submission cannot exceed 99.
- (b) The total number of pages in a single document cannot exceed 9,999.
- (c) The size of a single transmission cannot exceed 500 mega-bytes.

(2) The limits described above will apply to filing online through both the Electronic Filing Service and the service bureau.

(3) The resolution for scanning of documents, unless otherwise directed by the Court, must be no more than 300 DPI.

(4) In the event that any solicitor wishes to file documents which exceed the limits specified in sub-paragraph (1), he or she should inform the Registrar at least 14 days before the intended filing date. The solicitor will then be asked to attend before the Registrar for directions on how the documents should be filed.

42. Documents which cannot be converted into an electronic format

- (1) If a document cannot be converted in whole or in part into an electronic format for any reason, the hard copy of the document must be filed at the Registry.
- (2) If the Court receives a document which the filing party says cannot be converted in whole or in part into an electronic format, and it can discern no good reason why the document cannot be converted into an electronic format, the document may be rejected.

43. Rejection of documents, back-dating and refund of penalty

- (1) Care must be taken to enter correct, complete and accurate information into the electronic form. If the information entered into the electronic form and the actual document differ, the document is likely to be rejected by the Court. If a document is rejected by the Court for any reason, a penalty may nonetheless be payable in respect of the document, as specified in the Fourth Schedule to the Rules of Court 2021. In this regard, the attention of solicitors is also drawn to Order 28, Rule 16 of the Rules of Court 2021.
- (2) In the event that any document is rejected through no fault of the filing party, a solicitor may:
 - (a) re-file the document with a request that the date and time of filing or issuance, as the case may be, be back-dated to an earlier date and time, pursuant to Order 28, Rule 10(6) of the Rules of Court 2021; and
 - (b) request a refund by submitting the requisite electronic form through the Electronic Filing Service.

44. Documents used for urgent hearing

Subject to the directions of the Court, solicitors may appear before the Judge or Registrar with hard copy documents for an urgent hearing. The solicitors so appearing must give an undertaking to file all the documents used at the hearing using the Electronic Filing Service by the next working day after the hearing. Any document not filed using the Electronic Filing Service will not be included in the Court's electronic case file.

45. Hard copies of documents

- (1) The Registrar may, in the Registrar's discretion, request hard copies of any documents filed electronically.
- (2) Upon such request, the filing party or that party's solicitors must furnish hard copies of the relevant documents at the venue specified by the Registrar:
 - (a) within the specified time frame; or
 - (b) within 24 hours of the request, if no time frame is specified.
- (3) The Registrar may also direct that any documents are to be filed in hard copy instead of using the Electronic Filing Service for such period or periods as the Registrar thinks fit.

46. Responsibility for accuracy and completeness of information submitted using the Electronic Filing Service

- (1) The solicitor having the conduct of any cause or matter may delegate the task of filing originating processes and documents in Court to an assistant or a suitably experienced solicitor's employee or secretary, provided always that the solicitor is to personally satisfy himself or herself as to the accuracy and completeness of the information submitted to the Court, and will personally bear responsibility for any errors or deficiencies.
- (2) In particular, solicitors should ensure the following:
 - (a) that the title of the action generated using the Electronic Filing Service is accurate and correct;
 - (b) where an action is commenced by way of originating claim, that at least 1 nature of claim is selected that adequately represents the subject matter of the action; and
 - (c) where an action is commenced by way of originating application, that either the relevant legislation under which the action is brought is provided or at least 1 nature of claim is selected that adequately represents the subject matter of the action.

Part 4: Electronic Filing and Service for Criminal Proceedings

47. Application

(1) The directions contained in this Part apply to the filing, service, delivery and conveyance of documents in criminal proceedings in the General Division and criminal proceedings in the Court of Appeal.

(2) The attention of parties is drawn to the Criminal Procedure Code (Electronic Filing and Service for Supreme Court) Regulations 2012, which have effect in relation to any document which, under the Criminal Procedure Code, is required to be filed with, served on, delivered or otherwise conveyed to the Supreme Court, the Registrar, or any party to any criminal matter that is to be heard in the Supreme Court.

(3) In addition, the following paragraphs of these Practice Directions apply, with the necessary modifications, to documents in criminal proceedings:

- (a) 21;
- (b) 37;
- (c) 38;
- (d) 39, save for the provisions relating to fees;
- (e) 40;
- (f) 41;
- (g) 42;
- (h) 43, save for the provision relating to fees;
- (i) 58(6);
- (j) 59(3)(b) and 59(3)(c);
- (k) 60(2) to 60(6);
- (l) 78;
- (m) 86(8).

Part 5: Civil Proceedings that Do Not Use the Electronic Filing Service

48. Application

The directions contained in this Part apply to proceedings that do not require the use of the Electronic Filing Service.

49. Information to be provided in cause papers and documents that are filed in the Registry

To facilitate the contacting of lawyers having conduct of an action or matter by members of the staff of the Supreme Court, the following information must be inserted on the cover sheet or the backing sheet of all cause papers and documents filed in the Registry in the format set out below.

(Name of lawyer(s) having conduct of action or charge of matter)

(Name of law firm)

(Address of law firm)

Email: (Email address of lawyer / law firm)

Tel: (Contact telephone number)

Ref: (File reference of law firm)

The information is to be inserted as a block near the bottom of the cover sheet or near the bottom right hand corner of the backing sheet.

50. Form of affidavits

(1) In addition to the requirements set out in paragraph 78 of these Practice Directions, affidavits must be:

- (a) on A4-ISO paper of durable quality; and
- (b) produced by printing or typewriting, and in any case not by carbon copying. A document produced by a photographic or similar process giving a positive and permanent representation free from blemishes will be treated, to the extent that it

contains an exact copy of matter produced by either of the above processes, as if it were so produced. Photographic copies which are not clearly legible will be rejected.

Binding of affidavits

(2) Affidavits of 30 pages or less (including exhibits and dividing and backing sheets) may be stapled firmly at the top left hand corner of the paper. Any affidavit (including exhibits, dividing and backing sheets) exceeding 30 pages must be bound with plastic ring binding or plastic spine thermal binding (the plastic rings or spines to be red for claimants/appellants, and blue for defendants/respondents) with a transparent plastic cover in front and at the back.

51. Documentary exhibits to affidavits

Dividing sheets

(1) The dividing sheet that separates the documentary exhibits must be in a light colour other than white, marked, typed or stamped clearly with an exhibit mark and including the certificate of the commissioner for oaths required under Order 15, Rule 27(5) of the Rules of Court 2021 as follows:

“This is the exhibit marked [letter of the alphabet or a number] referred to in the affidavit of [name of the maker of the affidavit] and sworn/affirmed before me this [date on which the affidavit is affirmed]

Before me,

(Signed)

A Commissioner for Oaths”

More than 10 documentary exhibits

(2) In addition to the requirements set out in paragraph 80 (except sub-paragraph (5) of that paragraph), when there are more than 10 distinct documentary exhibits in an affidavit, each exhibit must be flagged by means of a plastic tag, marked in accordance with the exhibit reference and such flags must run vertically down the right edge of the exhibits evenly spaced

out so as not to overlap one another. Where a table of contents of the documentary exhibits is required, the table of contents itself must bear the top-most flag, marked “TABLE”.

52. File inspection and obtaining hard copy extracts or certified true copies of documents

(1) In order to inspect a case file in civil proceedings that do not use the Electronic Filing Service, the following procedure should be followed:

(a) A Request should be submitted to the Registry to obtain permission to inspect the case file. The Request should state the name of the person who is to carry out the search or inspection. If this person is not a solicitor, his or her identification and contact details should also be included in the Request, and his or her identification document (including physical or digital identity card) should be produced for verification when requested. The Request should also state the interest that the applicant has in the matter, and the reason for the search or inspection. If the search or inspection is requested for the purpose of ascertaining information for use in a separate suit or matter, the Request should clearly state the nature of the information sought and the relevance of such information to the separate suit or matter.

(b) Upon confirmation of the receipt of payment of the fees payable, and once approval for inspection has been received from the Court, the inspection of the case file and Court documents will be carried out at the Registry.

(2) Applications to obtain hard copy extracts or certified true copies of documents in civil proceedings that do not use the Electronic Filing Service may be made by submitting a Request to the Registry:

(a) The intended use of the hard copy extracts or certified true copies should be clearly stated in the Request. The relevance and necessity of the hard copy extracts or certified true copies in relation to their intended use should also be clearly described.

(b) The applicant will be informed of the outcome of his or her Request and the fees payable for the provision of the certified true copies if the Request is approved. Upon confirmation of the receipt of payment of the fees payable, the certified true copies will

be released to the applicant. The Registry may require verification of the identity of the applicant against his or her identification document (including physical or digital identity card) prior to release of the certified true copies.

(c) The fees prescribed by the Fourth Schedule to the Rules of Court 2021 will be payable for the provision of the above service.

(3) The Registry will only accept typewritten Requests which are printed on paper of good quality and signed by the applicant or his or her solicitors. If the Request is not typewritten, it should be handwritten in a clear and legible manner. Otherwise, the Request may be rejected.

Part 6: Amicable Resolution of Disputes for Civil Cases

53. Overview of Amicable Resolution of Disputes (ADR) for civil cases

(1) This Part of the Practice Directions on the amicable resolution of the parties' disputes applies only to civil cases in the General Division, the Appellate Division and the Court of Appeal.

(2) It is the professional duty of advocates and solicitors to advise their clients to consider ADR as well as to give their clients sufficient information about the different ways in which their disputes may be resolved using an appropriate form of ADR. In this connection, the attention of the advocates and solicitors is drawn to Rule 17(2)(e) of the Legal Profession (Professional Conduct) Rules 2015.

(3) The guidelines in Appendix D of these Practice Directions on advising clients about ADR apply.

(4) ADR must be considered before the commencement and during the course of any action or appeal in order to facilitate the just, expeditious and economical disposal of civil cases. This is especially where ADR may save costs, achieve a quicker amicable resolution and a surer way of meeting the parties' needs.

(5) To ensure that parties are in compliance with Order 5, Rules 1 and 2 of the Rules of Court 2021 and that the Court is apprised of the same, advocates and solicitors are required to state in the Pre-Case Conference Questionnaire ("PCQ"), in particular under Section 4 (Settlement and ADR Options), whether amicable resolution has been attempted and if so, when and the form of amicable resolution attempted by the parties. The PCQ is to be submitted before the first Registrar's Case Conference.

(6) The attention of advocates and solicitors as well as all the parties is drawn to Order 21, Rule 4(c) of the Rules of Court 2021. Advocates and solicitors should advise their clients on potential adverse costs orders for any unreasonable refusal to engage in ADR.

54. ADR Offer and Response to ADR Offer

(1) A party who wishes to attempt mediation or any other means of amicable resolution of the dispute should file and serve on all relevant parties an ADR Offer in Form 4 of Appendix B of these Practice Directions. The party in receipt is to respond by filing and serving the Response to ADR Offer in Form 5 of Appendix B of these Practice Directions.

(2) If all the parties are willing to attempt ADR, directions may be given by the Court in relation to the relevant civil case, including an adjournment of pending proceedings in Court with stipulated timelines for the completion of the ADR process.

(3) If the Court orders a party to submit a sealed document setting out the party's reasons for refusing to attempt ADR pursuant to Order 5, Rule 3(3) of the Rules of Court 2021, the party is to file the sealed document through the Electronic Filing Service into the electronic case file under "ADR Sealed Document" within 7 days after the date of the order of court, unless the Court otherwise directs. The "ADR Sealed Document" does not need to be served on the other party or parties to the case.

(4) The "ADR Sealed Document" will be sealed upon acceptance by the Registry. Apart from the filing party, the "ADR Sealed Document" will not be available for inspection by any other party or the trial Court, until the issue of costs of the action is to be considered.

Part 7: Case Conferences

55. Attendance of counsel at case conferences

(1) A case conference referred to in Order 9, Rule 1 of the Rules of Court 2021 should be attended by lead counsel, or counsel who is familiar with the case and has sufficient authority to make decisions. Otherwise, the Court may stand down or adjourn the case conference until a counsel who has sufficient knowledge and authority is present.

(2) A case conference is generally conducted by the Registrar, but the Registrar may refer any matter at any time to the assigned Judge in that action, or if there is none, to any Judge. A case conference conducted by the Registrar is referred to as a Registrar’s Case Conference (“RCC”).

56. Documents to be filed for case conferences

Pre-Case Conference Questionnaire

(1) The Pre-Case Conference Questionnaire (“PCQ”) is intended to facilitate the Court’s discussion with parties at the case conferences on the various issues, timelines and milestones for each case. Counsel or parties who are not legally represented should familiarise themselves with the PCQ and be ready to address the Court on the issues relevant to the parties’ respective cases.

(2) Unless the Court otherwise directs, each party must file the PCQ in the manner and form set out in Form 6 of Appendix B of these Practice Directions, to the extent possible, 1 week before the first RCC. Parties are to confer and discuss the matters in the PCQ, including agreed positions (if any) before filing the PCQ.

(3) Unless otherwise directed by the Court, the first RCC will be fixed:

(a) in a case where the defendant is to be served in Singapore, 8 weeks after the originating claim or originating application is issued; or

(b) in a case where an originating claim or originating application is to be served out of Singapore, 12 weeks after the originating claim or originating application is issued.

(4) At the first RCC, the PCQ will be discussed with the Registrar. The Registrar may direct parties to update or supplement parts of the PCQ at a later stage, if necessary.

List of Issues

(5) At an appropriate stage of the proceedings, the Court may direct the parties to file a List of Issues (“LOI”) which may also be included in the PCQ.

(6) The LOI is a neutral case management tool which identifies the principal issues in dispute and enables the Court and parties to determine matters such as the scope of production of documents and the scope of factual and expert evidence (if any) which should be adduced. The LOI will be continually reviewed and refined by the Court and the parties at the case conferences as the case progresses.

(7) Where both parties are not legally represented, the Court may work with the parties on the drafting of the LOI during the case conference.

Expert Witness Template

(8) Prior to the RCC where the issue of expert evidence (if any) is discussed, the parties are to fill in an Expert Witness Template in Form 7 of Appendix B of these Practice Directions.

(9) The Expert Witness Template requires the parties to provide information such as the general information pertaining to the proposed expert(s), the list of issues to be referred to the proposed expert(s), the proposed timelines for the proposed expert(s) to render his or her opinion, and the proposed duration for the expert(s) evidence at trial.

Position on an order under Order 9, Rule 8(1) of the Rules of Court 2021

(10) Order 9, Rule 8(1) of the Rules of Court 2021 states:

Affidavits of evidence-in-chief (O. 9, r. 8)

8.—(1) If the application to challenge the jurisdiction of the Court has been dealt with or where there is no challenge to the jurisdiction of the Court, after pleadings have been filed and served but before any exchange of documents, the Court may, in any particular case, order the parties to file and serve their lists of witnesses and the affidavits of evidence in chief of all or some of the witnesses simultaneously or in any sequence.

(11) In appropriate cases, the parties will be required to indicate at the RCC whether they have any objection to an order under Order 9, Rule 8(1) of the Rules of Court 2021 being made in their case.

Single application pending trial checklist (SAPT Checklist)

(12) At least 2 weeks before the date of the RCC where the issue of the filing of the SAPT will be discussed, or within such other period as the Court may direct, the Court may direct parties to complete the SAPT Checklist. A sample SAPT Checklist can be found in Form 8 of Appendix B of these Practice Directions. The SAPT Checklist is intended for parties to indicate their preferred sequence of the matters set out in the SAPT.

(13) The parties must fill in the SAPT Checklist in the following manner:

- (a) At the point of filing the SAPT, the applicant must complete columns A, B and C of the SAPT Checklist and serve it on the respondent.
- (b) The parties are to confer on the applicant's proposed sequence for the matters to be heard as set out in column C of the SAPT Checklist.
- (c) Where the parties agree on the proposed sequence for the matters to be heard as set out in column C of the SAPT Checklist, the respondent is to indicate this in column D of the SAPT Checklist.
- (d) Where the respondent does not agree to the whole or any part of the applicant's proposed sequence for the matters to be heard as set out in column C of the SAPT Checklist, the applicant is to include brief reasons for the applicant's position, and the respondent is to set out in column D of the SAPT Checklist the respondent's proposed

sequence for the matters to be heard as well as brief reasons for the respondent's position.

(14) The respondent must file the completed SAPT checklist at least 1 week before the date of the RCC where the issue of the filing of the SAPT will be discussed, or within such other period as the Court may direct.

(15) Directions may be given by the Court for the soft copy of the SAPT Checklist in Microsoft Word format to be sent via email to the Registry.

(16) The Court will then issue the directions on the SAPT to inform parties of the sequence of the matters to be heard for the SAPT.

Part 8: Originating Processes, Documents, and Service In or Out of Singapore

57. Originating Applications

- (1) This paragraph applies to originating applications filed on or after 1 April 2022.

Form of originating applications

- (2) Where any legislation requires a party to file an originating application and the form is not provided within the legislation, the originating application must be filed using either Form 15 (Originating Application) or Form 16 (Originating Application (Without Notice)) of Appendix A of these Practice Directions.

- (3) The parties in Form 15 of Appendix A of these Practice Directions must be stated as “claimant” or “applicant”, and “defendant” or “respondent”, as may be appropriate.

- (4) The party in Form 16 of Appendix A of these Practice Directions must be stated as “claimant” or “applicant”, as may be appropriate.

Originating applications to be heard in open court

- (5) Order 15, Rule 1(1) of the Rules of Court 2021 provides that every originating application must be heard in chambers, subject to any written law or practice directions.

- (6) The following are examples of originating applications to be heard in open court pursuant to written law:

- (a) applications for a judicial management order (Rule 6(1)(a) of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020;
- (b) applications to wind up a company (Rule 6(1)(b) of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020);
- (c) applications to wind up a limited liability partnership (Rule 5(1)(a) of the Limited Liability Partnerships (Winding Up) Rules);

- (d) applications to wind up a variable capital company or a sub-fund (Rule 6(1)(a) of the Variable Capital Companies (Winding Up) Rules 2020);
 - (e) applications for an order declaring the dissolution of a company void (Rule 6(1)(c) of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020);
 - (f) applications for an order declaring the dissolution of a limited liability partnership void (Rule 5(1)(c) of the Limited Liability Partnership (Winding Up) Rules);
 - (g) applications for an order declaring the dissolution of a variable capital company void (Rule 6(1)(c) of the Variable Capital Companies (Winding Up) Rules 2020) or an order declaring the dissolution of a sub-fund void (Rule 6(1)(d) of the Variable Capital Companies (Winding Up) Rules 2020);
 - (h) applications to rectify the register of partners of a limited liability partnership (Rule 5(1)(e) of the Limited Liability Partnerships (Winding Up) Rules); and
 - (i) applications to rectify the register of members kept by a variable capital company (Rule 6(1)(f) of the Variable Capital Companies (Winding Up) Rules 2020).
- (7) In addition to any provisions in written law, the Registrar hereby directs that the following applications made by originating application are to be heard in open court:
- (a) appeals to the General Division from a tribunal under Order 20, Rule 1(a) of the Rules of Court 2021;
 - (b) applications to the General Division by case stated in Order 20, Rule 1(b) of the Rules of Court 2021;
 - (c) applications for apportionment of salvage in Order 33, Rule 32(1) of the Rules of Court 2021;
 - (d) applications under the Land Titles (Strata) Act in Order 49, Rule 2 of the Rules of Court 2021;

- (e) applications and appeals under the Patents Act in Order 69, Rules 9(1), 10(1) and 13(1) of the Rules of Court 2021;
- (f) applications and appeals under the Trade Marks Act in Order 70, Rules 2(1) and 4(1) of the Rules of Court 2021;
- (g) applications for admission of advocate and solicitor under section 12 of the Legal Profession Act;
- (h) applications for *ad hoc* admissions under section 15 of the Legal Profession Act;
- (i) applications for permission for eligibility for election or appointment as a member of Council of Law Society under section 49(6) of the Legal Profession Act;
- (j) applications for an order that a solicitor be struck off the roll, etc. under section 98(1) of the Legal Profession Act;
- (k) applications for the name of a solicitor to be replaced on the roll under section 102(2) of the Legal Profession Act;
- (l) applications for the vesting of property of a registered trade union in a trustee under section 45 of the Trade Unions Act;
- (m) applications by the Public Trustee for the appointment of new trustees to administer a charitable trust under section 63(4) of the Trustees Act; and
- (n) applications for a company to be placed under judicial management under section 227A of the Companies Act or section 90 of the Insolvency, Restructuring and Dissolution Act 2018.

58. Identification numbers to be stated in cause papers

Parties named in the title of the documents

- (1) Where a party to any proceedings in the Supreme Court first files a document in such proceedings, he or she must provide his or her identification number in accordance with the Electronic Filing System data entry fields for identification number.

Parties not named in the title of the documents

(2) Where a party to any proceedings in the Supreme Court first files a document in such proceedings, and the name of the party does not appear in the title of the document but does appear in the body of the document, the identification number of the party should be provided in accordance with the Electronic Filing System data entry fields for identification number.

Documents filed by 2 or more parties

(3) Sub-paragraphs (1) and (2) apply, with the necessary modifications, to documents which are filed by more than 1 party.

Identification numbers for non-parties

(4) If any person (living or dead), any entity or any property is the subject matter of any proceedings, or is affected by any proceedings, but is not a party to the proceedings, and the name of such person, entity or property is to appear in the title of the documents filed in the proceedings, the party filing the first document in the proceedings must provide the identification number of such person, entity or property in accordance with the Electronic Filing System data entry fields for identification number. If the party filing the first document in the proceedings is unable, after reasonable enquiry, to discover the identification number of the person, entity or property, he or she may state “(ID No. Not Known)”.

Special cases

(5) The following directions apply in addition to the directions contained in sub-paragraphs (1) to (4):

(a) Where a party is represented by a litigation representative or guardian in adoption, sub-paragraphs (1) to (3) apply to the litigation representative or guardian in adoption as if he or she were a party to the proceedings, and the identification numbers of the party, the litigation representative and/or the guardian in adoption must be provided in accordance with the Electronic Filing System data entry fields for identification number;

- (b) where parties are involved in any proceedings as the personal representatives of the estate of a deceased person, sub-paragraphs (1) to (3) apply to the deceased person as if he or she were a party;
- (c) where more than one identification number applies to any party, person, entity or property, the identification numbers must be stated in any convenient order; and
- (d) for bankruptcy matters, the creditor must, in addition to his or her own identification number, also provide the identification number of the debtor in the first document filed by the creditor in the bankruptcy proceedings.

Identification numbers

- (6) When entering the identification number in the Electronic Filing Service, the full identification number, including the letters before and after the number should be entered.

Guidelines for the selection of identification numbers

- (7) The following guidelines should be followed in deciding on the appropriate identification number:

NATURAL PERSON WITH SINGAPORE IDENTITY CARD

- (a) For a natural person who is a Singapore citizen or permanent resident, the identification number is the number of the identity card issued under the National Registration Act. The 7-digit number as well as the letters at the front and end should be stated. For example, “(NRIC No. S1234567A)”.

NATURAL PERSON WITH FIN NUMBER

- (b) For a natural person (whether a Singapore citizen or permanent resident or not) who has not been issued with an identity card under the National Registration Act, but has been assigned a FIN number under the Immigration Regulations, the identification number is the FIN number. The number should be preceded by the prefix “FIN No.”

NATURAL PERSON: BIRTH CERTIFICATE OR PASSPORT NUMBER

(c) For a natural person (whether a Singapore citizen or permanent resident or not) who has not been issued with an identity card under the National Registration Act or assigned a FIN number, the identification number is the birth certificate or passport number. The number should be preceded by either of the following, as appropriate: “(Issuing country) BC No.” or “(Issuing country) PP No.”

NATURAL PERSON: OTHER NUMBERS

(d) For a natural person who is not a Singapore citizen or permanent resident, and has not been assigned a FIN number and does not have a birth certificate or passport number, the identification number is the number of any identification document he or she may possess. Both the number as well as some descriptive words which will enable the nature of the number given and the authority issuing the identification document to be ascertained should be stated. For example, “Japanese Identification Card No.”

DECEASED PERSON

(e) For a deceased natural person, the identification number must be as set out in sub-paragraph 7(a) to (d) above. However, if such numbers are not available, the identification number is the death registration number under the Registration of Births and Deaths Rules or the equivalent foreign provisions, where the death is registered abroad. The number as well as the following words should be stated: “(Country or place of registration of death) Death Reg. No.”

COMPANY REGISTERED UNDER THE COMPANIES ACT

(f) For a company registered under the Companies Act, the identification number is the Unique Entity Number (UEN).

COMPANY REGISTERED OUTSIDE SINGAPORE

(g) For a company registered outside Singapore which is not registered under the Companies Act, the identification number is the registration number of the company in the country of registration.

BUSINESS REGISTERED UNDER THE BUSINESS NAMES REGISTRATION ACT 2014

(h) For a body registered under the Business Names Registration Act 2014, the identification number is the UEN number.

LIMITED LIABILITY PARTNERSHIP REGISTERED UNDER THE LIMITED LIABILITY PARTNERSHIPS ACT

(i) For a limited liability partnership registered under the Limited Liability Partnerships Act, the identification number is the UEN number.

OTHER BODIES AND ASSOCIATIONS

(j) For any other body or association, whether incorporated or otherwise, which does not fall within sub-paragraph 7(f) to (i), the identification number is any unique number assigned to the body or association by any authority. Both the number as well as some descriptive words which will enable the nature of the number given and the authority assigning the number to be ascertained should be stated. For example, “Singapore Trade Union Reg. No. 123 A”.

SHIP OR VESSEL

(k) For a ship or vessel, the identification number is the registration number assigned by the port of registry. If no such registration number is available, the identification number assigned by the International Maritime Organisation (IMO) or the number of the license granted by any authority is the identification number.

NO IDENTIFICATION NUMBERS EXIST

(l) Where the appropriate identification numbers prescribed by sub-paragraph (7)(a) to (k) do not exist, the following words should be stated immediately below or after the name of the party, person, entity or property concerned: “(No ID No. exists)”.

Inability to furnish identification number at the time of filing a document

(8) If a party who wishes to file a document is unable at the time of filing to furnish the necessary identification numbers required by this paragraph, the party may indicate “(ID No. Not Known)” at the time of filing. However, when the necessary identification numbers have

been obtained, the party will have to furnish the necessary identification numbers to the Registry through the Electronic Filing Service.

Meaning of document

(9) To avoid doubt, the words “document” and “documents” when used in this paragraph include all originating processes filed in the Supreme Court regardless of whether they are governed by the Rules of Court 2021. The words also include all documents filed in connection with bankruptcy proceedings.

Non-compliance

(10) Any document which does not comply with this paragraph may be rejected for filing by the Registry.

59. Endorsements on originating processes and other documents

(1) Where it is necessary to include endorsements on any document, the directions in this paragraph apply.

(2) Endorsements are normally made on originating processes and other documents to show renewal and amendments. Such endorsements on originating processes and other documents do not require the Registrar’s signature as they are made pursuant to either an order of court or the Rules of Court 2021. The Registrar should therefore not be asked to sign such endorsements.

(3) For documents that are filed through the Electronic Filing Service as electronic forms composed online:

(a) Solicitors should select the appropriate endorsement, and check the accuracy of the electronic form in the preview stage before filing the originating process or other document. The acceptance by the Registry of electronic forms composed online does not affect the regularity of any endorsements on the document.

(b) Where endorsements can be made prior to the filing or issuance of a document, those endorsements must be incorporated into the document before the document is filed or issued.

- (c) Where endorsements must be made on a document which has already been filed or issued, a fresh copy of the document containing the relevant endorsements must be prepared, and the document must be re-filed or re-issued, as the case may be. An example of this would be renewals of originating claims.

60. Amendment of documents

Application

- (1) The directions in this paragraph apply to documents and pleadings filed in any proceedings.

Amendment of any document

- (2) Where a document is required to be amended and filed in Court, a fresh copy of the document with the amendments included must be prepared, regardless of the number and length of the amendments sought to be made.
- (3) The procedure for amending a document is as follows:
- (a) A fresh amended copy of the document should be produced.
 - (b) The number of times the document has been amended must be indicated in parentheses after the name of the document. It should therefore be entitled “[document name] (Amendment No. 1)” or “[document name] (Amendment No. 2)”, or as appropriate.
 - (c) The changes made in the document from the latest version of the document filed in Court should be indicated in the following way:
 - (i) deletions must be made by drawing a single line across the words to be deleted; and
 - (ii) insertions must be underlined.

(4) The directions in sub-paragraph (3)(b) do not apply to originating applications and summonses amended from an application or summons to an application or summons without notice or the other way around.

(5) The directions in sub-paragraph (3)(c) do not apply to the originating processes, summonses and other electronic forms that are composed online through the Electronic Filing Service.

Amendment of pleadings

(6) The directions in sub-paragraphs (2) and (3) apply to the amendment of pleadings. A Statement of Claim which is amended for the first time should be filed as “Statement of Claim (Amendment No. 1)”, and a Defence that is amended for the second time should be filed as “Defence (Amendment No. 2)”.

COLOUR SCHEMES FOR AMENDMENTS

(7) The following colours must be used to indicate the history of the amendments in pleadings:

- (a) black for the first round of amendments;
- (b) red for the second round of amendments;
- (c) green for the third round of amendments;
- (d) blue for the fourth round of amendments; and
- (e) brown for subsequent rounds of amendments.

AMENDMENT FOR THIRD TIME OR MORE

(8) From the third round of amendments onwards, the amended pleading should comprise 2 versions of the document:

- (a) a clean version without the amendments shown; followed in the same document by
- (b) a version showing the amendments in colour.

Only 1 amended pleading consisting of these 2 versions is required to be filed.

Amendment endorsements on electronic forms

(9) An amended pleading or other document must be endorsed with a statement that it has been amended, specifying the date on which it was amended and by whom the order (if any) authorising the amendment was made and the date of the order, and if no such order was made, the relevant provision in the Rules of Court 2021 pursuant to which the amendment was made. Where electronic forms are amended, the amendment endorsement must take either one of the following forms:

- (a) By order of court made on [date order was made]; or
- (b) Pursuant to Order 9, Rule [cite specific sub-rule number] of the Rules of Court 2021.

(10) The amendment endorsement must be appended to the title of the electronic form, after the amendment number as required under sub-paragraph (3)(b). Where an electronic form is amended more than once, the endorsement need only cite the basis for the most recent amendment. For example:

Originating Application (Amendment No. 3, by Order of Court made on 1 April 2022)

Originating Claim (Amendment No. 1, pursuant to O 9, r 14(5) of the Rules of Court 2021)

(11) The date of the electronic form must reflect the date on which the document is amended.

61. Pleadings

(1) The attention of advocates and solicitors is drawn to the pleading requirements laid down by the Court of Appeal in the case of *Sembcorp Marine Ltd v PPL Holdings Pte Ltd and another and another appeal* [2013] 4 SLR 193 for disputes involving a contextual approach to the construction of a contract.

(2) In particular, the Court of Appeal made the following observations at [73] of the judgment:

- (a) parties who contend that the factual matrix is relevant to the construction of the contract must plead with specificity each fact of the factual matrix that they wish to rely on in support of their construction of the contract;
- (b) the factual circumstances in which the facts in sub-paragraph (2)(a) were known to both or all the relevant parties must also be pleaded with sufficient particularity;
- (c) parties should in their pleadings specify the effect which such facts will have on their contended construction; and
- (d) the obligation of the parties to disclose evidence would be limited by the extent to which the evidence is relevant to the facts pleaded in sub-paragraph (2)(a) and (b).

62. Personal service of processes and documents

- (1) The attention of solicitors is drawn to Order 7, Rule 2(2) of the Rules of Court 2021.
- (2) Solicitors are required to notify the Registry of the particulars of their employees who have been authorised by them to serve processes and documents (“authorised process servers”) by submitting a request to authorise user through the Electronic Filing Service. Where such authorised process servers are no longer so authorised, solicitors are to revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service. Solicitors’ employees do not require the authorisation of the Registrar to effect personal service of processes and documents.
- (3) As personal service can be effected by a solicitor, a solicitor’s employee, a litigant who is not legally represented or such a person’s employee, Court process servers will not be assigned to effect personal service of originating processes and documents unless there are special reasons.
- (4) If there are special reasons requiring personal service by a Court process server, a Request for such service should be filed through the Electronic Filing Service, setting out the special reasons. The approval of the Duty Registrar should then be obtained for such service.

Once approval has been obtained and the fees prescribed by the Fourth Schedule to the Rules of Court 2021 have been paid, a process server will be assigned to effect service and an appointment for service convenient to both the litigant and the assigned process server will be given.

(5) On the appointed date, the person accompanying the Court process server should call at the Registry. The party requesting service to be effected by the Court process server will be responsible for all transport charges incurred for the purposes of effecting service.

63. Application for service out of Singapore of originating process or other court document

(1) Under Order 8, Rule 1(2) of the Rules of Court 2021, a claimant applying for the Court's approval to serve an originating process or other court document out of Singapore must file a supporting affidavit stating, among others, why the Court has the jurisdiction, or is the appropriate court, to hear the action.

(2) For the purposes of showing why the Court is the appropriate court to hear the action, the claimant should include in the supporting affidavit any relevant information showing that:

- (a) there is a good arguable case that there is sufficient nexus to Singapore;
- (b) Singapore is the *forum conveniens*; and
- (c) there is a serious question to be tried on the merits of the claim.

(3) For the purposes of sub-paragraph 2(a), the claimant should refer to any of the following non-exhaustive list of factors (as may be applicable) in the supporting affidavit:

- (a) relief is sought against a person who is domiciled, ordinarily resident or carrying on business in Singapore, or who has property in Singapore;
- (b) an injunction is sought ordering the defendant to do or refrain from doing anything in Singapore (whether or not damages are also claimed in respect of a failure to do or the doing of that thing);

- (c) the claim is brought against a person duly served in or outside Singapore, and a person outside Singapore is a necessary or proper party to the claim;
- (d) the claim is brought to enforce, rescind, dissolve, annul or otherwise affect a contract, or to recover damages or obtain other relief in respect of the breach of a contract, being (in either case) a contract which —
 - (i) was made in Singapore, or was made as a result of an essential step being taken in Singapore;
 - (ii) was made by or through an agent trading or residing in Singapore on behalf of a principal trading or residing out of Singapore;
 - (iii) is by its terms, or by implication, governed by the law of Singapore; or
 - (iv) contains a term to the effect that that Court will have jurisdiction to hear and determine any action in respect of the contract;
- (e) the claim is brought in respect of a breach committed in Singapore of a contract made in or outside Singapore and irrespective of the fact, if such be the case, that the breach was preceded or accompanied by a breach committed outside Singapore that rendered impossible the performance of so much of the contract as ought to have been performed in Singapore;
- (f) the claim:
 - (i) is founded on a tort, wherever committed, which is constituted, at least in part, by an act or omission occurring in Singapore; or
 - (ii) is wholly or partly founded on, or is for the recovery of damages in respect of, damage suffered in Singapore caused by a tortious act or omission wherever occurring
- (g) the whole subject matter is immovable property situated in Singapore (with or without rents or profits) or the perpetuation of testimony relating to immovable property so situated;

- (h) the claim is brought to construe, rectify, set aside or enforce an act, deed, will, contract, obligation or liability affecting immovable property situated in Singapore;
- (i) the claim is made for a debt secured on immovable property situated in Singapore, or is made to assert, declare or determine proprietary or possessory rights, or rights of security, in or over movable property, or to obtain authority to dispose of movable property, situated in Singapore;
- (j) the claim is brought to execute the trusts of a written instrument, being trusts that ought to be executed according to the law of Singapore and of which the person to be served with the originating process is a trustee, or for any relief or remedy which might be obtained in any such action;
- (k) the claim is made for the administration of the estate of a person who died domiciled in Singapore or for any relief or remedy which might be obtained in any such action;
- (l) the claim is brought in an administration action within the meaning of Order 32 of the Rules of Court 2021;
- (m) the claim is brought to enforce any judgment or arbitral award, or any adjudication determination within the meaning of the Building and Construction Industry Security of Payment Act;
- (n) the claim is made under the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act, the Terrorism (Suppression of Financing) Act or any other written law;
- (o) the claim is a restitutionary one (including a claim for quantum meruit or quantum valebat) or for an account or other relief against the defendant as trustee or fiduciary, and the defendant's alleged liability arises out of any act done, whether by the defendant or otherwise, in Singapore;
- (p) the claim is founded on a cause of action arising in Singapore;
- (q) the claim is for a contribution or an indemnity in respect of a liability enforceable by proceedings in Singapore;

- (r) the claim is in respect of matters in which the defendant has submitted or agreed to submit to the jurisdiction of the Court;
- (s) the claim concerns the construction, effect or enforcement of any written law;
or
- (t) the claim is for a committal order under Order 23 of the Rules of Court 2021.

64. Court's power to dismiss an action if no reasonable steps taken to serve originating process expeditiously

(1) Under Order 2, Rule 3(2) of the Rules of Court 2021, the claimant has to take reasonable steps to serve the originating claim with a statement of claim, or the originating application supported by affidavit, on a defendant expeditiously:

- (a) Order 6, Rule 5(6) and (7) of the Rules of Court 2021 set out the relevant periods within which reasonable steps to serve the originating claim on the defendant, whether in or out of Singapore, must be made; and
- (b) Order 6, Rule 11(4) and (5) of the Rules of Court 2021 set out the relevant periods within which reasonable steps to serve the originating application and the supporting affidavit on the defendant, whether in or out of Singapore, must be made.

(2) Under Order 2, Rule 6(3)(a) and/or Order 9, Rule 5(1)(a) of the Rules of Court 2021, the Court may dismiss the action if it is not satisfied that the claimant has taken reasonable steps to effect service of the originating claim or originating application expeditiously. Whether a claimant has taken reasonable steps to serve the originating claim or originating application on the defendant expeditiously would depend on the facts of the case. A non-exhaustive list of factors that may be relevant to this inquiry include:

- (a) The chosen mode(s) to effect personal service on the defendant;
- (b) The day and time during which personal service was attempted on the defendant;
- (c) The number of times for which personal service was attempted on the defendant;

- (d) The reason(s) for which each attempt at personal service was unsuccessful;
- (e) Whether an application for substituted service has been or will be taken out by the claimant.

(3) Before exercising its powers under Order 2, Rule 6(3)(a) and/or Order 9, Rule 5(1)(a) of the Rules of Court 2021, the Court may require an affidavit relating to service attempts to be filed by or on behalf of the claimant. The claimant has to demonstrate in the affidavit relating to service attempts that the steps taken to serve the originating claim or originating application on the defendant are reasonable and expeditious in the circumstances.

65. Substituted service

(1) In any application for substituted service, the applicant should persuade the Court that the proposed mode of substituted service will probably be effective in bringing the document in question to the notice of the person to be served.

(2) 2 reasonable attempts at personal service should be made before an application for an order for substituted service is filed. In an application for substituted service, the applicant must demonstrate by way of affidavit why he or she believes that the attempts at service made were reasonable.

(3) The applicant should, where appropriate, also consider other modes of substituted service, such as AR registered post or electronic means (including email or Internet transmission) in addition to or in substitution for substituted service by posting on doors or gates of residential or business premises.

(4) An application for substituted service by posting at an address or by AR registered post should contain evidence (for example, relevant search results from the Inland Revenue Authority of Singapore, the Singapore Land Authority, the Housing & Development Board or the Accounting and Corporate Regulatory Authority) that the person to be served is resident or can be located at the property.

(5) To avoid doubt, substituted service by AR registered post is deemed to be effected when the postal service has delivered the document, or attempted to deliver the document (in cases where no one is present or willing to accept the document).

(6) If substituted service is by email, it has to be shown that the email account to which the document will be sent belongs to the person to be served and that it is currently active.

(7) An application for substituted service by advertisement (in one issue of the Straits Times if the person to be served is literate in English, or one issue of the Straits Times and one issue of one of the main non-English language newspapers where his or her language literacy is unknown) should only be considered as a last resort and should contain evidence that the person to be served is literate in the language of the newspaper in which the advertisement will be placed.

Part 9: Interlocutory Applications

66. Filing of summonses

Summonses without notice and “by consent” summonses

(1) Summonses must be endorsed “without notice” or “by consent”, and when so endorsed must bear a certificate to that effect signed by all the solicitors concerned. Any summons that is not so endorsed will be regarded as a contentious matter liable to exceed a hearing duration of 10 minutes.

(2) After the filing of any summons without notice or “by consent” summons, the application will be examined by the Judge or Registrar as the case may be. If the Judge or Registrar is satisfied that the application is in order and all other requirements have been complied with, the Judge or Registrar may make the order(s) applied for without the attendance of the applicant or his or her solicitor.

(3) Summonses that are filed using the Electronic Filing Service will be routed to the inbox of the applicant solicitor’s Electronic Filing Service account. Where the summons is filed through the service bureau, it may be collected at the service bureau. Enquiries by telephone will not be entertained.

Applications filed with the Court’s approval under Order 9, Rule 9(8) or (10) of the Rules of Court 2021

(4) Order 9, Rule 9(7) of the Rules of Court 2021 sets out the types of applications which may be taken out by any party at any time and without the Court’s direction or approval.

(5) Order 9, Rule 9(8) and (10) of the Rules of Court 2021 state:

(8) The Court’s approval to file further applications other than those directed at a case conference must be sought by letter setting out the essence of the intended application and the reasons why it is necessary at that stage of the proceedings.

...

- (10) No application may be taken out during the period starting 14 days before the commencement of the trial and ending when the Court has determined the merits of the action, except in a special case and with the trial Judge’s approval.
- (6) Where a party wishes to file further applications other than those directed at a case conference, the party must first obtain the Court’s approval by filing a Request in the manner and form prescribed in Form 9 of Appendix B of these Practice Directions.
- (7) The party is to specify the nature and essence of the intended application, the date of filing of the intended application and the reason(s) why the intended application is necessary at that stage of the proceedings.
- (8) Where the intended application is to be filed:
- (a) subsequent to the single application pending trial (“SAPT”), the party must specify why the intended application could not have been dealt with under the SAPT; and
 - (b) during the period starting 14 days before the commencement of the trial and ending when the Court has determined the merits of the action, the party must specify why this is a special case.
- (9) Where the intended application is filed subsequent to the SAPT and is one that should have been dealt with under the SAPT (“subsequent application”), the relevant fees for the subsequent application are as stipulated under item 7(k), Part 1 of the Fourth Schedule to the Rules of Court 2021 as follows:

<i>Items</i>	<i>Supreme Court With value up to \$1 million</i>	<i>Supreme Court With value of more than \$1 million</i>
7. On sealing or filing of –		
...		
(k) a summons for any subsequent application with Court’s permission made after the single application pending trial		

in respect of matters
which should have been
dealt with under the
single application
pending trial —

(i) first subsequent application	\$500	\$1,000
(ii) second subsequent application	\$1,000	\$1,500
(iii) third subsequent application	\$1,500	\$2,000
(iv) fourth subsequent application	\$2,000	\$2,500
(v) any subsequent application	N + \$1,000	N+\$1,000

where “N” is the
fee payable for
the last
application

where “N” is the
fee payable for
the last
application

(10) When filing an application subsequent to the SAPT with the Court’s approval, the party must state the filing fees as determined by the Court when granting approval for the filing of the application. The filing of such an application may be rejected if the wrong fee is indicated. Where the Court did not indicate the payable filing fees when granting approval for the filing of the application, the party must state the nature of the application that is being filed and, where appropriate, seek a waiver of the filing fees referred to at sub-paragraph (9) and explain why the application could not have been dealt with under the SAPT.

67. Filing of Distinct Applications in Separate Summonses

(1) The directions in this paragraph do not apply to a single application pending trial under Order 9, Rule 9 of the Rules of Court 2021 but apply to all other applications unless the Court otherwise directs.

(2) Where a party intends to make more than one distinct substantive application in a cause or matter, he or she must file each application in a separate summons. Distinct applications should not be combined in a single summons, unless they are inextricably or closely linked, or

involve overlapping or substantially similar issues. For example, it can be envisaged that applications for:

- (a) extension or shortening of time;
- (b) amendment of pleadings; and
- (c) costs;

may be closely linked to other more substantive applications.

(3) In addition, applications should not contain alternative prayers when the alternative prayers sought in effect amount to distinct applications. For example, a party should not make an application for further and better particulars of pleadings on particular issues, and in the alternative, production of documents on different issues. In such a case, separate summonses should be filed. In contrast, the following is an example of alternative prayer which may be permitted:

In the defendant's summons setting out a prayer for the striking out of certain paragraphs of the statement of claim, the defendant may include an alternative prayer for the claimant to be ordered to amend those paragraphs of the statement of claim.

(4) Any summons that is not in compliance with this paragraph may be rejected by the Registry. The Court may also direct the party to file separate summonses before proceeding with the hearing or proceed with the hearing on the solicitor's undertaking to file further summonses for the distinct applications.

68. Summary Table for Applications for Further and Better Particulars or Production of Documents

(1) Unless otherwise directed, this paragraph applies to any application made for an order under Order 9, Rule 13 or Order 9, Rule 20 read with Order 11 of the Rules of Court 2021, where:

- (a) more than 5 categories or sub-categories of particulars or documents are sought, or the parties agree that this paragraph applies to the application; and

- (b) the application is contested.

The Court may also direct that this paragraph applies to any other application.

(2) With a view to enhancing the efficacy of an oral hearing, the parties must complete the summary table in Form 10 in Appendix B of these Practice Directions (the “Summary Table”), instead of filing written submissions. In exceptional circumstances (e.g., where there are novel issues to be determined), the parties may seek permission of the Court to file written submissions in addition to the Summary Table.

(3) Unless otherwise directed by the Court, the parties must complete the Summary Table in the following manner:

(a) The applicant must complete columns A and B of the Summary Table, and serve the Summary Table on the respondent, when filing the application. The applicant may also complete column C of the Summary Table before the applicant serves the Summary Table on the respondent under this sub-paragraph.

(b) If the applicant did not complete column C of the Summary Table when the application was filed, the applicant must complete column C of the Summary Table, and serve the Summary Table with column C completed on the respondent, no later than 8 working days before the date of the hearing.

(c) The respondent must complete column D of the Summary Table, and serve the Summary Table with column D completed on the applicant, within 3 working days after receiving from the applicant the Summary Table with column C completed.

(d) The applicant must complete column E of the Summary Table, serve on the respondent the completed Summary Table, and file the completed Summary Table using the Electronic Filing Service as an “Other Hearing Related Request”, within 3 working days after receiving from the respondent the Summary Table with column D completed and, in any event, no later than 2 working days before the date of the hearing.

(4) Where a party wishes to adduce any evidence for the purposes of the application, or the Court grants a party permission to file written submissions in addition to the Summary Table:

- (a) the Court may adjust the timelines mentioned in sub-paragraph (3); and

- (b) the party must file and serve the party's affidavit or written submissions (as the case may be) in accordance with the timelines directed by the Court.

69. Applications to be heard in open court

- (1) Order 15, Rule 1(1) of the Rules of Court 2021 provides that every summons must be heard in chambers, subject to any written law or practice directions.

- (2) An application for the committal of any person to prison for contempt in relation to the winding up of a limited liability partnership (Rule 5(1)(d) of the Limited Liability Partnerships (Winding Up) Rules) or in relation to the winding up of a variable capital company (Rule 6(1)(e) of the Variable Capital Companies (Winding Up) Rules 2020) is an example of applications to be heard in open court pursuant to written law.

- (3) In addition to any provisions in the Rules of Court 2021 or other written law, and subject to further directions made by the Court, the Registrar hereby directs that the following applications are to be heard in open court:

- (a) applications for mandatory orders, prohibiting orders or quashing orders under Order 24, Rule 6 of the Rules of Court 2021;
- (b) applications for remedies where property protected by a caveat is arrested under Order 33, Rule 6 of the Rules of Court 2021;
- (c) applications for orders for damages caused by caveats against the release of property under arrest under Order 33, Rule 14 of the Rules of Court 2021;
- (d) applications for judgment for failure to file a preliminary act under Order 33, Rule 19 of the Rules of Court 2021;
- (e) applications for judgment by default under Order 33, Rule 21 of the Rules of Court 2021;
- (f) applications for orders determining the order of priority of claims against the proceeds of sale of a ship under Order 33, Rule 22 of the Rules of Court 2021;
- (g) applications in a pending action for apportionment of salvage under Order 33, Rule 32 of the Rules of Court 2021;

- (h) applications for objections to a decision on a reference under Order 33, Rule 43 of the Rules of Court 2021;
- (i) applications under the Patents Act under Order 69, Rule 11(6) of the Rules of Court 2021;
- (j) applications for legal officers or non-practising solicitors to be struck off the roll under section 82A(10) of the Legal Profession Act;
- (k) applications for the committal of a person to prison for contempt in relation to the winding up of a company under section 124 of the Insolvency, Restructuring and Dissolution Act 2018; and
- (l) applications to rectify the register of members of a company under section 152 of the Insolvency, Restructuring and Dissolution Act 2018.

70. Transfer of proceedings to the State Courts

Where a claim in the General Division which may have initially exceeded \$250,000 is subsequently reduced below this amount, solicitors should bring this to the attention of the Registrar and apply by summons or at the hearing of a case conference for an order that the action be transferred to a State Court for trial under section 54C of the State Courts Act, which provides:

General power to transfer from General Division of High Court to State Courts

54C.—(1) A party to any civil proceedings pending in the General Division of the High Court may for any sufficient reason at any time apply to the General Division of the High Court for an order that the proceedings be transferred to a State Court.

(2) Subject to subsection (3), the General Division of the High Court may, if it thinks fit, and on such terms as it sees fit, and either on its own motion or on application, order that the proceedings be transferred accordingly notwithstanding any other provision of this Act.

(3) An order under subsection (2) may only be made in respect of such proceedings as could have been commenced in the State Court to which the application relates, if the

value of the claim had been within the District Court limit or the Magistrate's Court limit, as the case may be.

Explanation— The fact that the proceedings fall within the civil jurisdiction of the State Courts would not, by itself, ordinarily constitute sufficient reason for transferring the proceedings to the State Courts, if enforcement overseas is intended of any judgment obtained in the General Division of the High Court under any enforcement arrangements currently in force.

71. Applications without notice for injunctions

(1) Order 13, Rule 1(3) of the Rules of Court 2021 provides that a party may apply for an injunction by originating application without notice or summons without notice, supported by an affidavit stating the urgency and explaining why the defendant should not be informed about the application and the merits of the application.

(2) Despite sub-paragraph (1), any party applying for an injunction without notice (including an injunction prohibiting the disposal of assets) must give notice of the application to the other concerned parties prior to the hearing. The notice may be given by way of email, or, in cases of extreme urgency, orally by telephone. Except in cases of extreme urgency or with the permission of the Court, the party must give a minimum of 2 hours' notice to the other parties before the hearing. The notice should inform the other parties of the date, time and place fixed for the hearing of the application and the nature of the relief sought. If possible, a copy of the originating process, the summons without notice or the originating application without notice (if no originating process has been issued yet) and supporting affidavit(s) should be given to each of the other parties in draft form as soon as they are ready to be filed in Court. At the hearing of the application without notice, in the event that some or all of the other parties are not present or represented, the applicant's solicitors should inform the Court of:

- (a) the attempts that were made to notify the other parties or their solicitors of the making of the application;
- (b) what documents were given to the other parties or their solicitors and when these documents were given; and

(c) whether the other parties or their solicitors consent to the application being heard without their presence.

(3) The directions set out in sub-paragraph (2) need not be followed if the giving of the notice to the other parties, or some of them, would or might defeat the purpose of the application without notice. However, in such cases, the reasons for not following the directions should be clearly set out in the affidavit prepared and filed in support of the application without notice.

72. Injunctions prohibiting the disposal of assets and search orders

(1) Applications for injunctions prohibiting the disposal of assets and for search orders, whether made with or without notice, will be heard by a Judge. To avoid doubt, all other applications without notice for interim injunctions may be heard by a Registrar.

(2) The language and layout of Forms 24, 25 and 26 of Appendix A of these Practice Directions are intended to make it easier for persons served with these orders to understand what they mean. These forms of orders should be used except to the extent that the Judge hearing a particular application considers there is a good reason for adopting a different form. Any departure from the terms of the prescribed forms should be justified by the applicant in his or her supporting affidavit(s).

(3) The applicant should undertake not to inform any third party of the proceedings until after the return date.

(4) Wherever practicable, applications should be made sufficiently early so as to ensure that the Judge has sufficient time to read and consider the application in advance.

Applications for search orders

(5) Form 26 of Appendix A of these Practice Directions states that the order must be served by a supervising solicitor and carried out in his or her presence and under his or her supervision. The supervising solicitor should be an experienced solicitor who is not a member or employee of the firm acting for the applicant and who has some familiarity with the operation of search orders. The affidavit prepared and filed in support of the application should include the identity and experience of the proposed supervising solicitor.

73. Documents in support of applications without notice for injunctions (including injunctions prohibiting the disposal of assets) and search orders

(1) Without limiting the requirements stated in Order 13, Rule 1 of the Rules of Court 2021 and paragraphs 71 and 72 of these Practice Directions, in order to assist the Court hearing applications without notice for injunctions (including injunctions prohibiting the disposal of assets) and search orders, an applicant must include in the affidavit prepared and filed in support of the application the following information under clearly defined headings:

- (a) Reasons the application is taken out without notice, including whether the applicant believes that there is a risk of dissipation of assets, destruction of evidence or any other prejudicial conduct;
- (b) Urgency of the application (if applicable), including whether there is any particular event that may trigger the dissipation of assets, destruction of evidence or any other prejudicial conduct;
- (c) Factual basis for the application, including the basis of any belief that there will be dissipation of assets, destruction of evidence or any other prejudicial conduct, whether there have been any past incidents of the opponent dissipating assets, destroying evidence or engaging in any other prejudicial conduct, and whether there is any evidence of dishonesty or bad faith of the opponent;
- (d) Factual basis for any reasonable defences that may be relied on by the opponent;
- (e) Whether the applicant is aware of any issues relating to jurisdiction, *forum non conveniens* or service out of Singapore, and if so, whether any application relating to these issues has been or will be made;
- (f) An undertaking to pay for losses that may be caused to the opponent or other persons by the granting of the orders sought, stating what assets are available to meet that undertaking and to whom the assets belong; and
- (g) Any other material facts which the Court should be aware of.

(2) Without limiting paragraph 44 of these Practice Directions, an applicant must prepare and file skeletal arguments on the points to be raised at the hearing of the application without notice. At the hearing, the applicant must give a copy of the skeletal arguments to the Court and to any opponent present.

(3) The Court may also require the applicant to prepare a note of the hearing setting out the salient points and arguments canvassed before the Court and may order such a note to be served together with the Court documents on any opponent who is not present at the hearing or within a reasonable time after the service of the court documents.

74. Applications for production of documents against network service providers

(1) This paragraph applies to applications made under Order 11, Rule 11 of the Rules of Court 2021:

(a) by an owner or exclusive licensee of copyright material against a network service provider for information relating to the identity of a user of the network service provider's primary network who is alleged to have infringed the copyright in the material in relation to an electronic copy of the material on, or accessible through, the network service provider's primary network; or

(b) by the performer of a performance against a network service provider for information relating to the identity of a user of the network service provider's primary network who is alleged to have made an unauthorised use of the performance in relation to an electronic recording of the material on, or accessible through, the network service provider's primary network.

(2) An application referred to in sub-paragraph (1) must be made in Form 15 (Originating Application) in Appendix A of these Practice Directions.

(3) If the applicant requires an urgent hearing date, the onus lies on the applicant to attend before the Duty Registrar to highlight the nature of the application and to request that the application be fixed for hearing on an urgent basis.

75. Giving of security by receiver

(1) Where the Court appoints a receiver pursuant to Order 13, Rule 9 of the Rules of Court 2021, the Court may give directions on the form and the amount of any security to be given by the receiver for the proper discharge of the receiver's duties.

(2) Unless otherwise directed, the security must be by guarantee (in a form approved by the Court) or, if the amount for which the security is to be given does not exceed \$10,000, by an undertaking in Form 11 of Appendix B of these Practice Directions. The guarantee or undertaking must be filed in the Registry.

Part 10: Evidence – Witnesses, Affidavits and Exhibits

76. Witnesses

Issuance of orders to attend court

(1) A party requesting an order to attend court to be issued by the Registrar pursuant to Order 15, Rule 4(1) of the Rules of Court 2021 must file the order to attend court in the manner and form set out in Form 29 of Appendix A of these Practice Directions. An order to attend court is issued when it is sealed by an officer of the Registry.

(2) Where the issuance of an order to attend court is made under any written law for the purposes of a cause or matter that is not before the Court (e.g., before an arbitration tribunal or a disciplinary tribunal), the party must submit to the Registry 1 hard copy each of his or her Request and the order to attend court to be sealed. An order to attend court is issued when the hard copy is sealed by an officer of the Registry.

Release of witness upon completion of evidence

(3) Every witness will be released by the Court upon completion of his or her evidence and it is the duty of counsel to apply to the Court if counsel desires the witness to remain.

Request for Registrar to produce document or Court's records

(4) A request to produce a document filed in Court or the Court's records pursuant to Order 15, Rule 4(15) of the Rules of Court 2021 must be made in Form 12 of Appendix B of these Practice Directions.

77. Giving of evidence by person outside Singapore through live video link or live television link in any proceedings (other than proceedings in a criminal matter)

(1) Any application for permission for any person outside Singapore to give evidence by live video link or live television link in any proceedings (other than proceedings in a criminal matter) must be made expeditiously and, in any case, unless the Court otherwise directs, not later than 8 weeks before the date of commencement of the hearing at which the person is to give evidence. The application may also contain a prayer for the issue of a letter of request, to

the relevant authorities of a foreign jurisdiction, for permission for evidence to be given by live video or live television link by a person located in that jurisdiction, if the laws of that jurisdiction require the issue of such a letter of request.

(2) A party applying for permission for any person outside Singapore to give evidence by live video link or live television link must take note of the relevant legislation and requirements in force in the foreign country or territory where the person is giving evidence. Certain countries or territories may impose prohibitions against, restrictions on, or requirements to obtain permission for or relating to, the giving of evidence by a person in that country or territory for Court proceedings in a different country or territory. The party applying for permission must make all necessary enquiries, and take all necessary steps, to ensure that the foreign country or territory where the person is giving evidence raises no objection, to the giving of evidence in that country or territory for Court proceedings in Singapore. This may be done by any means that the party considers appropriate, including:

- (a) obtaining advice from a foreign lawyer qualified to advise on the laws of the relevant foreign country or territory;
- (b) making enquiries with the relevant authorities; or
- (c) obtaining permission from the relevant foreign country or territory, in accordance with any applicable procedure, for evidence to be given by a person located in that country or territory through a live video or live television link, if such permission is required.

(3) An application for the issue of a letter of request, to the relevant authorities of a foreign jurisdiction, for permission for evidence to be given by live video link or live television link by a person located in that jurisdiction, if not contained in an application mentioned in sub-paragraph (1), must be made expeditiously and, in any case, unless the Court otherwise directs, not later than 8 weeks before the date of commencement of the hearing at which the person is to give evidence.

(4) To avoid doubt, the proceedings mentioned in sub-paragraph (1) include all civil proceedings involving the examination of any person.

78. Form of affidavits

(1) Affidavits must be in Form 31 of Appendix A of these Practice Directions. In addition to the requirements under Order 15, Rule 19 of the Rules of Court 2021, affidavits should comply with the following requirements:

- (a) they should have a blank margin not less than 35mm wide on all 4 sides of each page;
- (b) the text of the affidavits, as opposed to the exhibits, must be printed or typed and doubled- spaced on white paper;
- (c) the following information must be typed or printed in a single line at the top right hand corner of the first page of every affidavit:
 - (i) the party on whose behalf the affidavit is filed;
 - (ii) the name of the maker of the affidavit;
 - (iii) the ordinal number of the affidavit in relation to the previous affidavits filed in the cause or matter by the maker of the affidavit;
 - (iv) the date the affidavit is to be filed;

For example, “2nd Df; Tan Ah Kow; 4th; 15.12.2021”.

(d) every page of the affidavit must be paginated consecutively, and the page number must be inserted at the centre top of each page of the affidavit other than the exhibits and separators. Exhibits and separators must be paginated in accordance with paragraph 80(3) below.

(2) When filing affidavits for use during a hearing of an interlocutory application, the summons number of the interlocutory application must be provided in the Electronic Filing Service in addition to the case number of the suit or matter.

(3) Every affidavit which is filed in conjunction with a summons must have endorsed at the top left hand corner of the first page of the affidavit the summons number.

(4) Unless otherwise directed by the Court, hard copies of affidavits should be printed on both sides of each page.

79. Non-documentary exhibits to affidavits

(1) Non-documentary exhibits (e.g., CD-ROM, samples of merchandise, etc.) must be clearly marked with the exhibit mark in such a manner that there is no likelihood of the exhibit being separated or misplaced. The affidavit should indicate that the exhibit in question is a non-documentary exhibit and refer to it according to the relevant exhibit number.

(2) Where the exhibit consists of more than one item (e.g., CD-ROMs in a box), each and every such separate item of the exhibit must similarly be separately marked with the usual exhibit marks to ensure precise identification.

(3) Where it is impracticable to mark on the exhibit itself, such exhibit or its container must be tagged or labelled with the exhibit mark securely attached to the exhibit or its container in such a manner that it is not easily removable.

(4) Very small non-documentary exhibits must be enclosed or mounted in a sealed transparent container and tagged or labelled as referred to in sub-paragraph (3) above. An enlarged photograph showing the relevant characteristics of such exhibits must, where applicable, be exhibited in the affidavit.

80. Documentary exhibits to affidavits

(1) Every page of every exhibit must be fully and clearly legible. Where necessary, magnified copies of the relevant pages should be inserted in appropriate places.

More than 10 documentary exhibits

(2) When there are more than 10 different documentary exhibits in an affidavit:

(a) a table of contents of the documentary exhibits (enumerating every exhibit in the affidavit) must be inserted before the first exhibit in the manner of the example set out below:

Reference in affidavit	Nature of Exhibit	Page No.
"TAK-1"	Certificate of marriage	6
"TAK-2"	Certificate of birth	8

and

(b) the exhibits must be set out in the sequence in which reference is made to them in the affidavit.

Pagination

(3) Every page of the exhibits, *including cover pages, dividing sheets or separators between exhibits*, must be consecutively numbered at the top right hand corner of each page, following from the page numbers of the text of the affidavit (i.e., the first page of the exhibits must take the page number following the last sheet of the text of the affidavit). The page number of the affidavit must correspond to the page number in the Portable Document Format (PDF) version that is filed through the Electronic Filing Service.

Dividing sheets

(4) The exhibits in an affidavit must be prefaced by a dividing sheet, marked, typed or stamped clearly with an exhibit mark and including the certificate of the commissioner for oaths required under Order 15, Rule 27(5) of the Rules of Court 2021 as follows:

“This is the exhibit marked [letter of the alphabet or a number] referred to in the affidavit of [name of the maker of the affidavit] and sworn/affirmed before me this [date on which the affidavit is affirmed]

Before me,

SGD

A Commissioner for Oaths

Bookmarks

(5) Each exhibit in the affidavit must be separately bookmarked in the Portable Document Format (PDF) document that is filed. The names of the bookmarks should follow the initials of the maker of the affidavit, e.g., “TAK-1”, “TAK-2”.

Numbering

(6) Where a person affirms more than one affidavit with exhibits in the same action, the numbering of the exhibits in all subsequent affidavits must run consecutively throughout, and not begin again with each affidavit. For instance, where a person in his or her first affidavit has marked two exhibits as “TAK-1” and “TAK-2”, the first exhibit in his or her second affidavit should be marked as “TAK-3” instead of “TAK-1”.

References to exhibits in text of affidavit

(7) Where the text of an affidavit makes reference to a documentary exhibit, the page number(s) of the affidavit where the relevant portions of the documentary exhibit can be found should be set out alongside the number of the exhibit in question.

References to exhibits in other affidavits

(8) Where the maker of the affidavit wishes to refer to documents already exhibited to another person’s affidavit, he or she must exhibit them to his or her own affidavit pursuant to Order 15, Rule 27(1) to (3) of the Rules of Court 2021 which provide as follows:

Documents referred to in affidavit (O. 15, r. 27)

27.—(1) Where an affidavit refers to a document, a copy of that document must be annexed to the affidavit.

(2) If it is necessary to refer to the whole document, a copy of the document must be annexed.

(3) If it is necessary to refer to only certain portions of the document, a copy of only those portions need to be annexed.

Related documents

(9) Related documents (e.g., correspondence and invoices) may be collected together and collectively exhibited as one exhibit arranged in chronological order, beginning with the earliest at the top, paginated in accordance with sub-paragraph (3) above, and the exhibit must have a front page showing a table of contents of the items in the exhibit.

81. Affirming 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 15, Rule 22(1) of the Rules of Court 2021 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 15, Rule 22(3) of the Rules of Court 2021.

(2) For the purposes of Order 15, Rule 22(2) of the Rules of Court 2021, the maker of the affidavit 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.

(3) Where an affidavit is made pursuant to Order 15, Rule 22 of the Rules of Court 2021, the affidavit should be made, as far as possible, as if the maker of the affidavit were appearing before the commissioner for oaths in person, and the attestation must state that the affidavit was affirmed and signed in Singapore with the maker of the affidavit appearing before the commissioner for oaths through a live video link or live television link, or that the affidavit was signed by the maker of the affidavit and/or the commissioner for oaths electronically in Singapore, or both, as the case may be.

82. Affirming of documents by persons who do not understand English, are illiterate or blind

(1) Rule 8 of the Commissioners for Oaths Rules restricts solicitors who are appointed as commissioners for oaths to taking affidavits or statutory declarations, or administering oaths, for persons who speak and understand English, or, in the solicitor's discretion, for persons who

speak and understand a language or dialect other than English in which the solicitor is proficient.

(2) As commissioners for oaths are under a duty to ensure that the maker of the affidavit understands the document being affirmed, where the maker of the affidavit is not able to understand English, is illiterate or blind, the commissioner for oaths is obliged to ensure that the following requirements under Order 15, Rule 24 of the Rules of Court 2021 are met:

**Safeguards for persons who do not understand English, are illiterate or blind
(O. 15, r. 24)**

24. Where the maker of the affidavit is not able to understand English, is illiterate or blind, the commissioner for oaths must certify on the affidavit that —

- (a) the affidavit was read in the commissioner for oaths' presence to the maker in a language or dialect that the maker understands;
- (b) the person who did the translation was competent to do so;
- (c) the maker indicated that he or she understood the affidavit and confirmed its contents; and
- (d) the maker signed or placed his or her fingerprint willingly in the commissioner for oaths' presence to affirm the affidavit.

(3) Sub-paragraph (2) also applies to persons who do not understand English, are illiterate or are blind, and who are brought before a Supreme Court commissioner for oaths. In such a case, the necessary steps referred to in Order 15, Rule 24 of the Rules of Court 2021 may take a considerable time and may cause long delays for other persons who wish to take affidavits or statutory declarations before the Supreme Court commissioner for oaths.

(4) Accordingly, solicitors who wish to bring such persons before the Supreme Court commissioner for oaths should first estimate the time that will be taken to interpret or read the documents to be affirmed. If it is estimated that the total time required for interpretation or reading of the documents will be more than 20 minutes, the solicitor must contact the appropriate Head Interpreter and arrange for a special appointment for the documents to be

affirmed. The solicitor should not bring the intended maker of the affidavit before the Supreme Court commissioner for oaths without such an appointment.

(5) If such a person is brought before the Supreme Court commissioner for oaths and the interpretation or reading of the documents takes more than 20 minutes, the commissioner for oaths will refer the solicitor and the intended maker of the affidavit to the appropriate Head Interpreter for a special appointment to be made for the documents to be affirmed.

(6) The appropriate Head Interpreter may be contacted at the following telephone numbers:

- (a) Head Interpreter (Chinese languages) – 6332 3940.
- (b) Head Interpreter (Indian languages) – 6332 3930.
- (c) Head Interpreter (Malay languages) – 6332 3970.

83. Effect of non-compliance

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

84. Objections to the contents of affidavits of evidence-in-chief

(1) Objections to the contents of affidavits of evidence-in-chief under Order 15, Rule 16(6) of the Rules of Court 2021 must be taken by filing and serving a notice in Form 13 of Appendix B of these Practice Directions.

(2) The notice in Form 13 should set out all the objections to the contents of affidavits of evidence-in-chief that will be raised at the hearing of the cause or matter and all the grounds of the objections.

(3) An adjudication on the material objected to in affidavits of evidence-in-chief filed pursuant to an order of court should only be sought at the trial or hearing of the cause or matter for which the affidavits of evidence-in-chief were filed, and not before. If an adjudication is sought prior to the trial or hearing of the cause or matter, the application for the adjudication

will be adjourned to be dealt with at the trial or hearing of the cause or matter, and the applicant may be ordered to pay the costs of the adjournment.

Part 11: Conduct of Court Proceedings

85. Urgent applications outside of the Court's office hours

(1) When an applicant files an application for any civil matter (including applications for interim injunctions or interim preservation of subject matter of action, evidence and assets to satisfy judgments) or criminal matter, and the application is so urgent that it has to be attended to outside of the hours specified in paragraph 86(2) of these Practice Directions, the applicant's counsel or the applicant (if not legally represented) must contact the Registrar on duty at 6332 4351 or 6332 4352.

(2) When the applicant seeks an urgent hearing for the application, all the papers required for the application must have been prepared, together with the appropriate draft order(s) of court. Where the documents (including the originating process) have yet to be filed in Court when counsel seeks the urgent hearing, he or she must give an undertaking to the Registrar processing the application to have these documents filed in Court by such time as the Registrar may direct and, in any event, no later than the next working day.

(3) In seeking an urgent hearing, counsel is to ensure that all applicable notice requirements prescribed by these Practice Directions are complied with. For all civil and criminal matters which have to be served on other parties or non-parties, notice must be given to the other party or non-parties (as the case may) be prior to the applicant seeking an urgent hearing.

(4) The Registrar will only arrange for the matter to be heard outside of office hours if it is so urgent that it cannot be heard the next working day. The hearing may take place in the Registrar's chambers in the Supreme Court or at any place as directed by the Judge or Registrar hearing the matter.

(5) If the application is of sufficient urgency, the Registrar may also direct counsel to send the application and supporting documents by email. The Judge or Registrar has the discretion to decide whether to deal with the application by email or to hear oral arguments from counsel.

86. Duty Registrar

(1) The duties of the Duty Registrar are to:

- (a) hear consent applications or applications without notice;
 - (b) grant approval for any matter pertaining to the administration of the Registry, including giving early or urgent dates and allowing inspection of files; and
 - (c) sign and certify documents.
- (2) On Mondays to Fridays (excluding public holidays), the duty hours are from 9.00 a.m. to 12.30 p.m. and from 2.30 p.m. to 5.00 p.m.
- (3) Only advocates and solicitors or litigants (if they are not legally represented) may appear before the Duty Registrar.
- (4) Except where the attendance of the advocate and solicitor is required under subparagraph (6) below, the filing of the relevant documents will be sufficient for the Duty Registrar to dispose of any application or matter. Documents will be returned to the advocate and solicitor through the Electronic Filing Service to the inbox of the law firm's computer system or through the service bureau.
- (5) All Court fees for the filing of documents should be duly paid before presentation of the documents to the Duty Registrar for his or her signature and/or decision.
- (6) The advocate and solicitor's attendance is compulsory only:
- (a) when he or she is requesting an early or urgent date for a hearing before the Registrar or Judge;
 - (b) when an application or document is returned with the direction "solicitor to attend"; or
 - (c) when his or her attendance is required by any provision of law.
- (7) A solicitor may, if he or she wishes to expedite matters, attend before the Duty Registrar even if his or her attendance is not ordinarily required.
- (8) A solicitor or a litigant who is not legally represented (collectively, "parties") who wishes to attend before a Duty Registrar and to refer him or her to documents filed must either:

- (a) file the documents at least 1 hour before attending before the Duty Registrar, so that the documents would already be in the electronic case file for the Duty Registrar's reference. Parties should as far as possible only attend before the Duty Registrar after they have received notification from the Court that the documents have been accepted. Parties should also check with the Registry that the documents have been routed to the Duty Registrar before attending before the Duty Registrar; or
 - (b) attend before the Duty Registrar with the hard copy documents. The Duty Registrar will require the relevant party to give an undertaking to file all the documents by the next working day before dealing with the matter.
- (9) A solicitor or a litigant who is not legally represented (collectively, "parties") who wishes to attend before a Duty Registrar by way of video conferencing must call the Case Management Officer ("CMO") to notify the Court of the following:
- (a) when the application and all related documents were filed;
 - (b) the case number;
 - (c) if there is no case number assigned, the name(s) of the parties and names of the counsel and law firm(s) acting for such parties;
 - (d) whether any natural person or business corporate entity involved in the case is unrepresented, and if so, the name of that person or entity;
 - (e) explain briefly the nature of the application and directions sought from the Duty Registrar;
 - (f) the time and date that he or she wishes to attend before Duty Registrar;
 - (g) whether he or she wishes to send in any documents via the Electronic Filing Service ahead of the hearing or during the hearing before the Duty Registrar;
 - (h) whether he or she wishes to tender any hard copy documents ahead of the hearing before the Duty Registrar;

- (i) the name(s) of all the parties who will be attending the hearing before the Duty Registrar, and the email address and telephone number of these parties.

If parties wish to tender any hard copy documents ahead of the hearing before the Duty Registrar, parties should as far as possible provide the hard copies and ensure that they have been placed before the Duty Registrar at least 1 hour before the scheduled hearing. Parties should check with the CMO that the documents have been placed before the Duty Registrar before the scheduled hearing.

87. Request for urgent hearing before Judge

(1) Before an applicant attends before the Duty Registrar to request an urgent hearing before a Judge of any application for any civil matter, the applicant should complete (as far as possible) and file Form 14 of Appendix B of these Practice Directions. A copy of Form 14 should be served on each respondent to the application at the time of filing, unless the application is an application without notice and service of Form 14 would or might defeat the purpose of the application.

(2) The applicant should prepare skeletal submissions for the urgent hearing before the Judge, and file the skeletal submissions at the same time as Form 14 of Appendix B of these Practice Directions. A copy of the skeletal submissions should be served on each respondent to the application at the time of filing, unless the application is an application without notice and service of the skeletal submissions would or might defeat the purpose of the application. If the skeletal submissions are not filed, the applicant should inform the Duty Registrar whether the skeletal submissions will be filed and served by the time of the urgent hearing before the Judge.

(3) If, due to urgency, the applicant is unable to file or serve Form 14 of Appendix B of these Practice Directions and/or the skeletal submissions before attending before the Duty Registrar, the applicant should provide a copy each of Form 14 and the skeletal submissions to each respondent to the application when the parties attend before the Duty Registrar. Each such copy of Form 14 or the skeletal submissions must be a hard copy, if the parties attend before the Duty Registrar physically, or in soft copy, if the parties attend before the Duty Registrar by video conferencing. Thereafter, Form 14 and the skeletal submissions should be filed as soon as possible and, in any event, no later than the next working day after the attendance before the

Duty Registrar, unless the Court otherwise directs. If any respondent does not attend before the Duty Registrar, Form 14 and the skeletal submissions should be served on that respondent as soon as possible after the hearing before the Duty Registrar, and, in any event, before the urgent hearing before the Judge, unless the Court otherwise directs.

(4) In cases of extreme urgency where the applicant is unable to comply with the requirement to file or provide a copy of the skeletal submissions by the time of the urgent hearing before the Judge, the applicant should inform the Duty Registrar of the applicant's intention to seek a dispensation of that requirement at the hearing before the Judge, and provide supporting reasons for the dispensation.

(5) The applicant's skeletal submissions should contain the following:

- (a) the relevant facts;
- (b) the applicable law;
- (c) the reason(s) for requesting an urgent hearing; and
- (d) a summary of arguments.

(6) The applicant's skeletal submissions should be in the following format:

- (a) all pages should be paginated;
- (b) the skeletal submissions should not exceed 10 pages (excluding the cover page);
- (c) the minimum font size to be used is Times New Roman 12 or its equivalent;
- (d) the print of every page must be double-spaced; and
- (e) every page must have a margin on all 4 sides, each of at least 35mm in width.

88. Attendance of solicitors in Court and mentioning on behalf of other solicitors

(1) Subject to sub-paragraph (2), a solicitor appearing in any cause or matter may mention for counsel for all other parties provided that:

(a) the solicitor obtains confirmation of his or her authority to mention on their behalf for the purpose of the hearing; and

(b) parties have agreed on the order sought.

(2) However, where an adjournment of the hearing date of any cause or matter is sought, solicitors for all parties must attend the hearing. See also paragraphs 24 and 25 of these Practice Directions.

(3) Solicitors appearing in any cause or matter should be punctual in attending Court, as delay in the commencement of the hearing leads to wastage of judicial time. Appropriate sanctions may be imposed for solicitors who do not arrive for hearings on time.

89. Absence from Court on medical grounds

(1) If:

(a) any party to proceedings;

(b) any witness;

(c) any counsel; or

(d) the Public Prosecutor or the Public Prosecutor's deputy,

is required to attend Court and wishes to absent himself or herself from Court on medical grounds, he or she must provide the Court with an original medical certificate. The medical certificate must be in the proper form and contain the information and particulars required by sub-paragraphs (2) to (5).

(2) A medical certificate issued by a Government hospital or clinic may be in the pre-printed form produced by the Ministry of Health, a sample of which may be found at Form 15 of Appendix B of these Practice Directions. A medical certificate issued by a restructured hospital or specialist centre may also be in a pre-printed form similar to the sample which appears at Form 15. The pre-printed medical certificate must:

(a) be completely and properly filled in;

- (b) contain the name of the medical practitioner who issued the medical certificate;
 - (c) state the name of the hospital or clinic in which the medical practitioner practises;
 - (d) indicate that the person to whom the certificate is issued is unfit to attend Court, and specify the date(s) on which he or she is unfit to attend Court;
 - (e) be signed in full by the medical practitioner (and not merely initialled); and
 - (f) be authenticated by a rubber stamp showing the medical practitioner's full name and designation in the hospital or clinic, as the case may be.
- (3) If a medical certificate is not in Form 15 of Appendix B of these Practice Directions, the medical certificate should:
- (a) be addressed to "Registrar, Supreme Court" (and not "whoever-it-may-concern");
 - (b) identify clearly the medical practitioner who issued the certificate;
 - (c) state the name of the hospital or clinic at which it was issued;
 - (d) be signed in full by the medical practitioner (and not merely initialled);
 - (e) be authenticated by a rubber stamp showing the medical practitioner's full name and designation;
 - (f) contain a diagnosis of the patient concerned (unless the diagnosis cannot or should not normally be disclosed);
 - (g) contain a statement to the effect that the person to whom the certificate is issued is medically unfit to attend Court, and specify the date(s) on which he or she is unfit to attend Court; and
 - (h) bear the date on which the medical certificate was written and, where this differs from the date of consultation, this fact must be disclosed and clearly stated.

(4) If any portion of the information set out in sub-paragraph (3) is not found in the medical certificate itself, such information may be included in a memorandum which should be attached to the medical certificate. This memorandum must:

- (a) identify clearly the medical practitioner who issued the memorandum;
- (b) contain the name of the hospital or clinic at which it was issued;
- (c) be signed in full by the medical practitioner (and not merely initialled); and
- (d) be authenticated by a rubber stamp showing the medical practitioner's full name and designation.

(5) All information and details in any medical certificate or memorandum must be clearly and legibly printed.

(6) If the directions set out in sub-paragraphs (2) to (5) are not complied with, the Court may reject the medical certificate and decline to excuse the attendance of the person to whom the medical certificate was issued. The Court may then take any action it deems appropriate.

(7) This paragraph applies to all hearings in the Supreme Court, whether in open court or in chambers.

(8) This paragraph applies to both civil and criminal proceedings.

90. Attendance at hearings in chambers

(1) To avoid doubt, the general rule is that hearings in chambers in civil proceedings are private in nature, and that members of the public are not entitled to attend such hearings.

(2) However, subject to any written law, the Court may, in its discretion, allow any person such as instructing solicitors, foreign legal counsel and parties to the matter, to attend any hearing in chambers subject to space, security and the interests of justice. In exercising its discretion, the Court may consider a broad range of factors including: (a) the interest that the person seeking permission has in the matter before the Court; (b) the interests of the litigants; (c) the reasons for which such permission is sought; and (d) the Court's interest in preserving and upholding its authority and dignity.

91. The Central Display Management System

- (1) The Central Display Management System (CDMS) is used for the following types of hearings:
 - (a) hearings before a Registrar (including matters before a Duty Registrar); and
 - (b) hearings before a Judge in chambers, if so directed by the Judge.
- (2) Before taking a CDMS queue number, solicitors are to have conferred with their opponent(s) and enter the estimated duration of their own submissions. The number of minutes entered should be an accurate reflection of the actual duration of submissions expected to be made by each of the solicitors. Solicitors should indicate in the CDMS that they are ready for hearing only when the solicitors for all the parties concerned are present.
- (3) The Judge or Registrar has full discretion to manage the queue and call cases in the CDMS in a manner which he or she deems fit.
- (4) Senior Counsel will continue to be given the precedence and the right of preaudience in accordance with paragraph 92.

92. Precedence and preaudience of Senior Counsel

- (1) By virtue of section 31 of the Legal Profession Act and existing custom and usage, Senior Counsel are given precedence and the right of preaudience.
- (2) In order to give substance to the principle of precedence and preaudience to Senior Counsel, the Chief Justice has directed that Senior Counsel who intend to appear before Judges or Registrars for summonses should inform the Registrar in writing not later than 2 clear days before the scheduled hearing date. Senior Counsel should indicate their presence in the Central Display Management System (CDMS), and will be given precedence and the right of preaudience, subject to the Judge's or Registrar's overriding discretion.
- (3) All other counsel, including those who appear on behalf of their Senior Counsel, will be heard according to the order in which their matters appear on the CDMS, subject to the Judge's or Registrar's overriding discretion.

93. Court dress

(1) The attire for male advocates and solicitors appearing in open court will be the existing gown worn over an ordinary long-sleeved white shirt with a turn-down collar, a tie of a subdued or sober colour, a dark jacket, dark trousers and black or plain coloured shoes.

(2) The attire for female advocates and solicitors appearing in open court will be the existing gown worn over a long-sleeved white blouse high to the neck, a dark jacket, a dark skirt or dark trousers and black or plain coloured shoes. Conspicuous jewellery or ornaments should not be worn.

(3) When appearing in open court proceedings that are conducted through a live video link or live television link:

(a) if the proceedings are conducted solely through the live video link or live television link and do not take place in any courtroom, the attire for an advocate and solicitor will be the same as for open court, except that a gown need not be worn;

(b) if one or more Judges hear the proceedings in a courtroom, unless the Court otherwise directs, every advocate and solicitor in the proceedings will wear the usual attire for open court proceedings;

(c) if the Judge conduct proceedings through the live video link or live television link, and the parties attend the proceedings in the courtroom, unless the Court otherwise directs, every advocate and solicitors in the proceedings will wear the usual attire for open court proceedings.

(4) When appearing before the Judge or Registrar in chambers, the attire for an advocate and solicitor will be the same as for open court, except that a gown need not be worn.

(5) The attire for Senior Counsel must be as described in sub-paragraphs (1) to (4), save that for hearings in open court, they may, instead of the existing gown, wear a gown in the design of those worn by Queen's Counsel of England and Wales and made of the following material:

(a) silk;

- (b) silk and wool mix; or
- (c) artificial silk.

94. Forms of address

The Chief Justice has directed that the following forms of address apply:

- (a) The Chief Justice, the Justices of the Court of Appeal, the Judges of the Appellate Division, the Judges of the High Court, the Senior Judges, the International Judges and the Judicial Commissioners must, 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.
- (b) The Chief Justice, the Justices of the Court of Appeal, the Judges of the Appellate Division, the Judges of the High Court, the Senior Judges, the International Judges and the Judicial Commissioners must, in all cause lists, orders of court, correspondence and other documents, be described in the following manner without any accompanying gender prefix.

Office	Form of Address	Abbreviated Form of Address
Chief Justice	“Chief Justice [name]”	“[name] CJ”
Justice of the Court of Appeal	“Justice [name]”	“[name] JCA”
Judge of the Appellate Division		“[name] JAD”
Judge of the High Court		“[name] J”
Senior Judge		“[name] SJ”
International Judge		“[name] IJ”
Judicial Commissioner	“Judicial Commissioner [name]”	“[name] JC”

95. Citation of Case Numbers

- (1) All originating processes and summonses filed in the Supreme Court must bear case numbers in the following format:

Description of Court/ Type of Application [Case number]/ Year filed

For example:

Case Number Format	Type of Case
CA/CA [Case Number]/[Year filed]	Appeal to the Court of Appeal
AD/CA [Case Number]/[Year filed]	Appeal to the Appellate Division
CA/OA [Case Number]/[Year filed]	Originating Application filed in the Court of Appeal
AD/OA [Case Number]/[Year filed]	Originating Application filed in the Appellate Division
HC/OA [Case Number]/[Year filed]	Originating Application filed in the General Division
HC/OC [Case Number]/[Year filed]	Originating Claim filed in the General Division
CA/SUM [Sub-Case Number]/[Year filed]	Summons filed in the Court of Appeal
AD/SUM [Sub-Case Number]/[Year filed]	Summons filed in the Appellate Division
HC/SUM [Sub-Case Number]/[Year filed]	Summons filed in the General Division

(2) Parties are to cite the case number in full in all documents and correspondence which are submitted to the Court.

96. Submissions and examination by leading and assisting counsel

(1) Subject to sub-paragraphs (2) and (3), in the event that a party is represented by more than one counsel at a hearing, whether in open court or in chambers, the making of submissions and the questioning of witnesses may be carried out by one counsel for each party only.

(2) If a party would like certain portions of the submissions, or examination, cross-examination or re-examination of witnesses to be conducted by different counsel in the same case, an oral application for permission to do so should be made to Court as early as is practicable and by no later than the commencement of the trial or hearing. The following information should be provided to the Court for the purposes of the application:

(a) the issues on which each counsel will be making submissions; and/or

- (b) the witnesses to be examined, cross-examined or re-examined by each counsel, or the portions of their evidence for which each counsel will conduct the examination, cross-examination or re-examination.

Nothing in this paragraph detracts from the responsibility of lead counsel to ensure that all counsel making submissions, or having conduct of any portion of the examination, cross-examination or re-examination of witnesses, are adequately supervised and able to handle the tasks assigned to them.

- (3) If permission has been granted in accordance with sub-paragraph (2), counsel should ensure that he or she confines himself or herself to the issues or portions of evidence in respect of which permission was granted and that there is no overlap in the issues or the examination being dealt with by different counsel for the same party. Further, counsel must not repeat, clarify or expand on any submissions that have been made by another counsel for the same party, or examine, cross-examine or re-examine witnesses on portions of their evidence dealt with by another counsel for the same party.

- (4) For civil proceedings, lead counsel are strongly encouraged to apprise the client of the benefits of allocating certain advocacy tasks to junior assisting counsel, including the potential benefits of reduced legal costs and increased focus by lead counsel on the main advocacy tasks, and to therefore consider obtaining instructions to make an application in accordance with sub-paragraph (2). In this regard, lead counsel are encouraged to consider that giving junior assisting counsel more opportunities for oral advocacy could potentially benefit the client and, at the same time, promote renewal of the Bar.

- (5) For civil trials:

- (a) notwithstanding sub-paragraphs (1) and (2), and save where lead counsel is a junior counsel, the junior assisting counsel must deliver the oral opening statement unless the Court otherwise orders; and

- (b) lead counsel are to inform the trial Judge at the Judge Case Conference (“JCC”), or if a JCC has not been fixed, at the start of the trial, whether their client will be making an application pursuant to sub-paragraph (2) above and, if so, the proposed division of advocacy tasks between lead counsel and junior assisting counsel.

- (6) Unless otherwise stated, this paragraph applies to both civil and criminal proceedings.

97. Use of electronic and other devices

(1) In order to maintain the dignity of Court proceedings, the Chief Justice has directed that in all hearings in open court or in chambers before a Judge or Registrar, video and/or image recording is strictly prohibited.

(2) Additionally, audio recording during a hearing is strictly prohibited without prior approval of the Judge or Registrar hearing the matter.

(3) Court users are permitted to use notebooks, tablets, mobile phones and other electronic devices to:

(a) take notes of evidence and for other purposes pertaining to the proceedings in open court or in chambers; or

(b) communicate with external parties in all hearings in open court, provided that such use does not in any way disrupt or trivialise the proceedings.

(4) The attention of Court users is also drawn to section 5 of the Administration of Justice (Protection) Act 2016.

98. Publication of and reports and comments on Court cases

(1) This paragraph applies to solicitors, litigants (whether represented by solicitors or not), the media and all other persons reporting on or commenting about cases which are before any Court (“Court cases”). All categories of persons mentioned above are collectively referred to as “all concerned”.

(2) All concerned are reminded that reports or comments in public on Court cases must not flout any existing law or order of court or be calculated to affect, or be reasonably capable of affecting, the outcome of any decision by the Court. The attention of all concerned is drawn to section 3 of the Administration of Justice (Protection) Act 2016.

(3) All concerned are not to publish, report or publicly comment on any affidavit or statutory declaration which has not been adduced as evidence or referred to in any hearing in open court or in chambers or any other court document which has not been served on the relevant party or parties in the Court proceedings.

(4) All concerned are not to publish, report or publicly comment on any statements made in chambers by anyone which is expressly stated to be confidential or is impliedly confidential. Solicitors may inform their clients of statements made in chambers when it is necessary for them to render proper advice to their clients.

99. Lead counsel's statement on trial proceedings

For every case proceeding to trial in the General Division, each party must file and serve a lead counsel's statement in Form 16 of Appendix B of these Practice Directions to provide a list of issues for trial and an accurate estimation of the trial days needed after taking into account the time needed for the examination of each witness. The lead counsel's statement must be filed and served within 1 week after objections to the contents of the affidavits of evidence-in-chief are due to be taken, unless the Court otherwise directs.

100. Late filing fees

The attention of parties is drawn to Order 3, Rule 2(4)(e) of the Rules of Court 2021 which provides that:

General powers of Court (O. 3, r. 2)

...

(4) Where there is non-compliance with these Rules, any other written law, the Court's orders or directions or any practice directions, the Court may exercise all or any of the following powers:

...

- (e) impose a late filing fee of \$50 for each day that a document remains unfiled after the expiry of the period within which the document is required to be filed, excluding non-court days; ...

For example, where a document is required to be filed by 4.00 p.m. on Monday, 4 April 2022 pursuant to the Court's order, but is only filed at 4.00 p.m. on Monday, 11 April 2022, the Court may order late filing fees of \$250 to be paid by the filing party.

101. Filing of documents and authorities for use in Court generally

Time for filing of documents

(1) Subject to any directions in these Practice Directions, in particular paragraph 102(2), or by the Court to the contrary, all documents for use at any hearing in Court must be filed using the Electronic Filing Service at least 1 clear day in advance of the hearing. These documents include written submissions, skeletal arguments, bundles of documents, bundle of pleadings, bundles of affidavits, core bundles and opening statements.

(2) In the event that it is not possible to file the documents in advance of the hearing, counsel may apply to the Judge or Registrar conducting the hearing for permission:

- (a) to use hard copy documents during the hearing. Without limiting paragraph 102(11) of these Practice Directions, the hard copy documents may be printed on one side or both sides of each page; or
- (b) to display a soft copy of the document by sharing his or her screen during the hearing (if the hearing is conducted by video-conferencing).

The solicitor must explain why it was not possible to file the documents in advance of the hearing, and must also give an undertaking to file using the Electronic Filing Service all the documents used at the hearing by the next working day after the hearing. Any document not filed using the Electronic Filing Service will not be included in the Court's case file.

General requirements as regards documents filed for use in Court

(3) Without limiting any directions in these Practice Directions, the following requirements apply to all documents filed for use in Court:

- (a) The cover page and table of contents are to be included in the page count for the purposes of determining whether a document is within the prescribed page limit (if any).
 - (b) Cover pages are mandatory for all documents.
 - (c) A table of contents is mandatory for all documents for which the prescribed page limit is 20 pages or higher.
 - (d) Where a document consists of more than 1 volume:
 - (i) the table of contents of all volumes of the document must be placed at the beginning of Volume I; and
 - (ii) each volume must have a table of contents indicating the items that are contained in that volume.
- (4) If the filing of a document is to be done by submitting only a hard copy of the same to the Registry in accordance with these Practice Directions or the Court's direction:
- (a) Any fees payable pursuant to the Fourth Schedule to the Rules of Court 2021 must be paid over the counter at the same time as when the hard copy document is submitted to the Registry.
 - (b) Parties should, when making payment over the counter, indicate to the cashier the precise number of pages which comprise the documents.
 - (c) The hard copy of the document filed in Court should show, on the first page of the document, the amount of fees that have been paid on the document.
 - (d) To avoid doubt, this sub-paragraph does not apply where:
 - (i) a document is filed, and the fees payable pursuant to the Fourth Schedule to the Rules of Court 2021 are paid, through the Electronic Filing System; and
 - (ii) the party chooses to tender hard copy of the document to the Registry.

Bundle of authorities

(5) Where bundles of authorities are required to be filed under these Practice Directions or by the Court, the following directions, unless otherwise provided by these Practice Directions or ordered by the Court, apply.

(6) Bundles of authorities may be filed, served, delivered or otherwise conveyed using the Electronic Filing Service. A party may also choose not to file the bundle of authorities into the electronic case file and instead submit a hard copy of the bundle of authorities for hearings according to the directions in this Part.

(7) The party using the hard copy of the bundle of authorities must produce the bundle at every hearing at which it is required. The hard copy of the bundle of authorities may be printed on one side or both sides of each page. The Court will neither retain nor undertake to produce for hearings the hard copy of the bundle. The Judge or Registrar may, if he or she so chooses, retain the hard copy of the bundle of authorities for his or her own reference. The hard copy so retained will not, however, form part of the Court's record in respect of the proceedings in which it was used.

(8) Counsel must adhere to the following directions when preparing bundles of authorities for use in Court. These requirements also apply to paragraphs 102 to 105 of these Practice Directions:

(a) The bundle of authorities must contain all the authorities, cases, statutes, subsidiary legislation and any other materials relied on.

(b) The bundle of authorities must be arranged in the following order – statutes in alphabetical order of the title, subsidiary legislation in alphabetical order of the title, cases in alphabetical order of the case name, secondary materials (such as textbooks and articles) in alphabetical order of the last name of the author, and any other materials in alphabetical order of the title or last name of the author as is appropriate.

(c) The bundle of authorities must have a table of contents immediately after the cover page. Where the bundle of authorities consists of more than 1 volume:

- (i) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
 - (ii) each volume must have a table of contents indicating the authorities that are contained in that volume.
- (d) The items in the table of contents must be numbered sequentially, and bound in the order in which they are listed.
- (e) The table of contents must contain a concise statement of the relevance of each authority to the specific issues before the Court. The relevance of each authority must be succinctly expressed and comprise no more than 3 sentences. The statement must be set out immediately after the name of the case. For example:

PEX International Pte Ltd v Lim Seng Chye and Anor [2021] 1 SLR 631

Relevance: The foreseeability of the risk of harm is not generally necessary to mount a successful action in the tort of private nuisance but foreseeability of the type of harm is relevant.

Denka Advantech Pte Ltd and Anor v Seraya Energy Pte Ltd and Anor [2020] 1 SLR 373

Relevance: The rule against penalties in Singapore remains focussed on whether the clause in question provides a genuine pre-estimate of the likely loss at the time of contracting, and its only legitimate interest is that of compensation

- (f) The bundle of authorities must be properly bound with plastic ring binding or plastic spine thermal binding. The rings or spines should be red for claimants/appellants and blue for defendants/respondents with a transparent plastic cover in front and at the back.
- (g) The bundle of authorities must have flags to mark out the authorities. Such flags must bear the appropriate indicium by which the authority is referred to. Flags must be spaced out evenly along the right side of the bundle so that as far as possible they do not overlap one another.

- (h) The bundle of authorities must be paginated consecutively at the top right hand corner of each page. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.
 - (i) The bundle of authorities must be legible. Clear copies of the authorities must be made available for inspection by the other parties or the Judge if the copies exhibited in the bundle of authorities are not legible.
- (9) The Court may reject bundles of authorities that are not in compliance with sub-paragraph (8) above, and in exercising its discretion as to costs, take such non-compliance into account.
- (10) Only authorities which are relevant or necessary for the trial or hearing may be included in the bundle. No bundle of authorities is necessary in cases where parties are not relying on any authority at the trial or hearing. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary authorities, the Court will have no hesitation in making a special order for costs against the relevant party.
- (11) Where bundles of authorities are filed through the Electronic Filing Service, the following applies:
- (a) A bookmark should be created in the Portable Document Format (PDF) file for each authority in the bundle.
 - (b) The name given to each bookmark should be the same as the corresponding authority in the table of contents.
 - (c) The page number of each printed volume of the bundle must correspond to the page number in the Portable Document Format (PDF) version of that volume of the bundle. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

102. Documents for use in trials of originating claims in open court

- (1) This paragraph applies to trials of originating claims in open court, including originating claims that were ordered to be converted from originating applications.

Time for filing of documents under Order 9, Rule 25(9) of the Rules of Court 2021

(2) Order 9, Rule 25(9) of the Rules of Court 2021 requires the affidavits of evidence-in-chief of all witnesses or other affidavits, the bundles of documents and the opening statements to be filed and served as directed by the Court. Parties are to note that the timeline given pursuant to the Court's directions under Order 9, Rule 25(9) of the Rules of Court 2021 is to be adhered to strictly, and that the timeline will apply to the filing of the documents into the electronic case file and, if applicable, the submission of the CD-ROM or DVD-ROM (containing the documents in Portable Document Format (PDF)) to the Registry.

(3) At the trial of the cause or matter, an adjournment may be ordered if:

(a) the documents or any of them (save for the opening statement in cases where it is not required or dispensation was granted) were not filed and served within the prescribed time or at all; or

(b) one party seeks to tender any of the above documents or supplements to such documents (except for supplements to the opening statement at the trial of the cause or matter).

(4) If an adjournment is ordered for any of the reasons set out in sub-paragraph (3), the party in default may be ordered to bear the costs of the adjournment.

Mode of filing documents

(5) The opening statement, the affidavits of the evidence-in-chief of all witnesses or other affidavits, and the bundle of documents must be filed in Court as separate documents using the Electronic Filing Service, and, if required, each of the opening statement, the affidavits of the evidence-in-chief of all witnesses or other affidavits, and the bundle of documents in Portable Document Format (PDF) stored on optical media (CD-ROM or DVD-ROM) may be tendered to the Registry. The documents must comply with the provisions of this paragraph.

(6) The parties may tender the documents referred to at sub-paragraph (5) above to the Registry in hard copy. The hard copy must tally in all respects with the soft copy, and the page numbers of the hard copy must correspond to the page numbers in the Portable Document Format (PDF) version. Parties should adhere as far as possible to the guidelines set out on the

eLitigation website at <http://www.elitigation.sg> on the resolution to be used when scanning documents into PDF.

Bundles of documents

(7) Under Order 9, Rule 25(10) of the Rules of Court 2021, parties are required to file and serve bundles of documents which must contain:

- (a) the last pleading (which incorporates all the previous pleadings);
- (b) the orders of the Court given at the case conferences which are relevant for the trial; and
- (c) the documents which the parties are relying on at the trial, separating them into sections for documents of which authenticity is not in dispute and documents of which authenticity is in dispute.

Where directed by the Court, the claimant's solicitors are to prepare a table in the manner and form set out in Form 17 of Appendix B of these Practice Directions. The table seeks to provide an overview of the parties' positions reflected in the last pleading (which incorporates all the previous pleadings).

(8) The bundles of documents must be prepared in an electronic format. The contents of the bundle of documents must be agreed on between all parties as far as possible. If there are other documents, the relevance of which is uncertain, these documents should be included and any objections taken before the trial Judge. Only documents which are relevant or necessary for the trial may be included in the bundles. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary documents, the Court will have no hesitation in making a special order for costs against the relevant party. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.

(9) The following directions apply to the electronic creation of bundles of documents:

- (a) An index of contents of each bundle in the manner and form set out in Form 18 of Appendix B of these Practice Directions must also 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 the 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) It is the responsibility of the solicitors for all parties to agree and prepare a bundle of agreed documents. The scope to which the agreement extends must be stated in the index sheet of the bundle of agreed documents. If the parties are unable to agree on the inclusion of certain documents, those documents on which agreement cannot be reached must be prepared by the party that intends to rely on or refer to those documents. It is the responsibility of the solicitors for the party filing the bundle of documents under Order 9, Rule 25(10) of the Rules of Court 2021 to separate the documents into sections for documents of which authenticity is not in dispute and documents of which authenticity is in dispute and to indicate in the index sheet the documents of which authenticity is in dispute and by whom. Apart from the above, the various PDF documents should be arranged chronologically or in some logical order.

(d) The page number of each printed volume of the bundle of documents must correspond to the page number in the Portable Document Format (PDF) version of that volume of the bundle. Each separate volume must start at page 1, and every page must be numbered consecutively.

(10) For proceedings using the Electronic Filing Service, a bundle of documents may be created online and filed through the Electronic Filing Service. The electronic bundle must be created in Portable Document Format (PDF). The electronic bundle may contain:

(a) documents in the electronic case file; and

(b) documents that have been uploaded into the electronic case file by solicitors or other persons given access to the shared folder in the electronic case file.

(11) The following directions apply to hard copies tendered to the Registry or the Court:

(a) The bundles of documents should be paginated consecutively throughout at the top right hand corner and may be printed on one side or both sides of each page. Each

separate volume must start at page 1, and every page in that volume must be numbered consecutively.

- (b) Where the bundle of documents consists of more than 1 volume:
 - (i) the index of contents of all volumes of the bundle of documents must be placed at the beginning of Volume I; and
 - (ii) each volume must have an index of contents indicating the documents that are contained in that volume.
- (c) The documents in the bundles should:
 - (i) be firmly secured together with plastic ring binding or plastic spine thermal binding. The rings or spines should be red for claimants and blue for defendants with a transparent plastic cover in front and at the back;
 - (ii) have flags to mark out documents to which repeated references will be made in the course of hearing. Such flags must bear the appropriate indicium by which the document is indicated in the index of contents. Flags must be spaced out evenly along the right side of the bundle so that, as far as possible, they do not overlap one another; and
 - (iii) be legible. Clear and legible photocopies of original documents may be exhibited instead of the originals. The originals must be made available for inspection by the other parties or the Judge upon request.
- (d) Where originals and copies of documents are included in 1 bundle, it should be stated in the index which documents are originals and which are copies.

Core bundle of documents

(12) In addition to the bundles of documents required to be filed and served under Order 9, Rule 25(9) of the Rules of Court 2021, parties should endeavour to file a core bundle of documents for trial, unless one is clearly unnecessary. This core bundle should comprise only the most important documents that are relevant to the hearing in question, or which will be repeatedly referred to in the course of the hearing.

(13) The documents in the core bundle of documents should not only be paginated but should also be cross-referenced to copies of the documents included in the main bundles. The core bundle of documents must be prepared in an electronic format and also tendered to the Court in a loose-leaf file which can easily have further documents added to it if required. Where the core bundle of documents consists of more than 1 volume:

- (a) the table of contents of all volumes of the core bundle of documents must be placed at the beginning of Volume I; and
- (b) each volume must have a table of contents indicating the documents that are contained in that volume.

Opening statements

(14) A proper opening statement is of great assistance to the Court as it sets out the case in a nutshell, both as to facts and law. It is intended to identify both for the parties and the Judge the issues that are, and are not, in dispute. It enables the Judge to appreciate what the case is about, and what he or she is to look out for when reading and listening to the evidence that will follow. The need for brevity is emphasised as opening statements that contain long and elaborate arguments, and citations from and references to numerous authorities, do not serve this purpose:

- (a) Opening statements will be required from all parties in all originating claims in the General Division, except where dispensation has been granted by the Court and in motor vehicle accident actions.
- (b) All opening statements must include the following:
 - (i) the nature of the case generally and the background facts insofar as they are relevant to the matter before the Court and indicating which facts, if any, are agreed;
 - (ii) the precise legal and factual issues involved are to be identified with cross-references as appropriate to the pleadings. These issues should be numbered and listed, and each point should be stated in no more than one

or two sentences. The object here is to identify the issues in dispute and state each party's position clearly, not to argue or elaborate on them;

- (iii) the principal authorities in support of each legal proposition should be listed, while the key documents and witnesses supporting each factual proposition should be identified;
 - (iv) where there is a counterclaim or third party action, the opening statement must similarly address all issues raised therein; and
 - (v) an explanation of the reliefs claimed (if these are unusual or complicated).
- (c) In cases where the Court is of the opinion that costs or hearing days have been wasted by a poorly drafted opening statement, the Court will have no hesitation in making a special order for costs against the relevant party.
- (d) The following format must be adhered to when preparing opening statements:
- (i) all pages must be paginated, with the first page numbered as 'Page 1' so that the page numbers of the hard copy correspond to the page numbers in the Portable Document Format (PDF) version;
 - (ii) the minimum font size to be used is Times New Roman 12 or its equivalent;
 - (iii) the print of every page must be double spaced;
 - (iv) each page may be printed on one side or both sides; and
 - (v) every page must have a margin on all 4 sides, each of at least 35 mm in width.
- (e) Opening statements should not exceed 25 pages (including the cover page, table of contents and all annexes and appendices). All opening statements must include a cover page and a table of contents. Parties are to note that where the Court allows the prescribed page limit to be exceeded, fees are payable under the Fourth Schedule to the Rules of Court 2021.

- (f) Opening statements may be amended at trial, but counsel will be expected to explain the reasons for the amendments.

Bundle of authorities

- (15) In addition to the documents required to be filed and served under Order 9, Rule 25(9) of the Rules of Court 2021, the Court may direct parties to file and serve bundles of authorities.

103. Bundles of authorities for other open court hearings

In all civil and criminal proceedings, including civil and criminal appeals, heard in open court in the General Division, counsel must submit their own bundle of authorities. To avoid doubt, paragraph 101(5) to (11) of these Practice Directions applies, with the necessary modifications, to a bundle of authorities under this paragraph.

104. Hearings in chambers

- (1) In all hearings in chambers before a Judge or Registrar, counsel must submit their own bundles of documents (where necessary) and bundles of authorities. Order 9, Rule 25(10) and (11) of the Rules of Court 2021 and the requirements of paragraphs 101(5) to (11) and 102(7) to (11) of these Practice Directions must, with the necessary modifications, be complied with in this regard. Except where paragraph 105(1) of these Practice Directions applies, the bundles may be submitted at the hearing itself before the Judge or Registrar, as the case may be.

- (2) The party using a hard copy of the bundle of authorities for the hearing must, if directed by the Court, file the list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service at least 1 clear day in advance of the hearing. In the event that it is not possible for the party to do so, he or she must explain to the Judge or Registrar conducting the hearing why it was not possible for him or her to do so and must also undertake to file the list of authorities using the Electronic Filing Service by the next working day after the hearing.

105. Written submissions and bundles of authorities for special date hearings and hearings of originating applications

(1) For any contested special date hearing and any hearing of an originating application before a Judge sitting in the General Division, subject to the Rules of Court 2021 and unless otherwise directed by the Court, each party must:

(a) submit to the Court and serve on the other party a hard copy of the following documents at least 1 clear day before the hearing:

- (i) written submissions (with a cover page and a table of contents); and
- (ii) bundle of authorities (which are in compliance with the requirements under paragraph 101(5) to (11) of these Practice Directions); and

(b) file a soft copy of the written submissions into the electronic case file using the Electronic Filing Service at least 1 clear day before the hearing.

(2) Written submissions for originating applications should not exceed 35 pages (including the cover page, table of contents and all annexes and appendices). All written submissions for originating applications must include a cover page and a table of contents. Parties are to note that where the Court allows the prescribed page limit to be exceeded, fees are payable under the Fourth Schedule to the Rules of Court 2021.

(3) The party using a hard copy of the bundle of authorities for the hearing must, if directed by the Court, file the list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service at least 1 clear day before the hearing. Where the bundle of authorities (whether in hard copy or soft copy) consists of more than 1 volume:

- (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
- (b) each volume must have a table of contents indicating the authorities that are contained in that volume.

(4) If any party does not intend to rely on written submissions at the contested hearing referred to in sub-paragraph (1) (e.g., where the hearing does not involve complex issues), the party should seek the Court’s approval for a waiver by way of a Request using the Electronic Filing Service at least 7 days before the hearing.

(5) This paragraph does not apply to any hearing before a Judge which is fixed on the normal list. However, parties are encouraged to adhere to the directions set out in sub-paragraph (1) if the application will be contested. In the event that this is not done, the Judge may adjourn the hearing to enable the filing of written submissions or bundle of authorities if appropriate.

(6) For any special date hearing and any hearing of an originating application before a Registrar, any party who wishes to rely on written submissions at the hearing is required to comply with sub-paragraph (1).

(7) This paragraph does not apply to any hearings for which specific directions on the filing of written submissions or bundle of authorities are provided for in these Practice Directions.

106. Citation of judgments

(1) The Chief Justice has directed that counsel who wish to cite a judgment as authority in support of their oral or written submissions must adhere to the following directions. These directions are intended to provide guidance to advocates and solicitors as to (a) the extent to which it is necessary to rely on local and foreign judgments in support of their case; and (b) the practice of citing such judgments.

Use of judgments as authorities in submissions

(2) Counsel who cite a judgment must state the proposition of law that the judgment establishes and the parts of the judgment that support that proposition. Such statements should not excessively add to the length of the submission but should be sufficient to demonstrate the relevance of that judgment to the argument made. Where counsel wish to cite more than 2 judgments as authority for a given proposition, there must be a compelling reason to do so, and this reason must be provided by counsel in the submissions.

(3) The Court will also pay particular attention to any indication in the cited judgment that the judgment (a) only applied decided law to the facts of the particular case; or (b) did not extend or add to the existing law.

Use of judgments from foreign jurisdictions

(4) Judgments from other jurisdictions can, if judiciously used, provide valuable assistance to the Court. However, where there are in existence local judgments which are directly relevant to the issue, such judgments should be cited in precedence to foreign judgments. Relevant local judgments will be accorded greater weight than foreign judgments. This will ensure that the Courts are not unnecessarily burdened with judgments from jurisdictions with differing legal, social or economic contexts.

(5) In addition, counsel who cite a foreign judgment must:

- (a) draw the attention of the Court to any local judgment that may be relevant to whether the Court should accept the proposition that the foreign judgment is said to establish; and
- (b) ensure that such citation will be of assistance to the development of local jurisprudence on the particular issue in question.

Citation practice

(6) Counsel who cite a judgment must use the official series of the law report(s) or, if the official series is not available, any other law report series in which the judgment was published. Counsel should refrain from referring to (or including in the bundle of authorities) copies of judgments which are printed out from electronic databases, unless (a) such judgments are not available in any law report series; or (b) the print-outs are the exact copies of the judgments in the law report series.

The following are examples of law reports that should be used for citation:

Jurisdiction	Law Reports (in order of preference)
(a) Singapore	1. Singapore Law Reports (2010 -) (SLR current series)

2. Singapore Law Reports (Reissue) (SLR (R))
 3. Singapore Law Reports (1965-2009) (SLR 1965-2009)
 4. Malayan Law Journal (MLJ)
- (b) Malaysia Malayan Law Journal (MLJ)
- (c) England & Wales 1. Law reports published by the Incorporated Council of Law Report (e.g., Queen’s Bench (QB), Appeal Cases (AC), Chancery (Ch), Family (Fam), Probate (P))
2. Weekly Law Reports (WLR)
 3. All England Law (All ER)
- (d) Australia 1. Commonwealth Law Reports (CLR)
2. Australian Law Reports (ALR)
- (e) Canada 1. Supreme Court Reports (SCR)
2. Federal Court Reports (FC)
 3. Dominion Law Reports (DLR)
- (f) New Zealand New Zealand Law Reports (NZLR)

(7) Counsel should, where possible, make specific citations by referring to the paragraph number of the judgment, and not to the page number of the judgment or report. For consistency, square brackets ([xx]) should be used to denote paragraph numbers.

The neutral citation system for local judgments

(8) A neutral citation is a Court-approved system of citation which is independent of the series of law reports or other publication, and unique to each written judgment. Each written judgment from a particular level of Court is assigned a sequential number, starting from 1 at the beginning of each calendar year. The application of the system is as follows:

- (a) Cases reported in the Singapore Law Reports must be cited using their Singapore Law Reports citations, in priority to their neutral citations.

- (b) Unreported decisions must be cited using their neutral citations.

COURT DESIGNATORS

SGCA – Singapore Court of Appeal

SGHC(A) – Singapore High Court (Appellate Division)

SGHC(I) – Singapore High Court (Singapore International Commercial Court)

SGHC – Singapore High Court (before 2 January 2021) or Singapore High Court (General Division) (on or after 2 January 2021)

SGHCR – Singapore High Court Registrar (before 2 January 2021) or Singapore High Court (General Division) Registrar (on or after 2 January 2021)

EXAMPLE AND EXPLANATION

ABC Co Pte Ltd v XYZ Co Ltd [2021] SGCA 5, at [3], [8]

Year of the decision : 2021

Level of Court : SGCA (Singapore Court of Appeal)

Sequential Number : 5 (fifth written judgment rendered by the Court of Appeal in 2021)

Paragraph Number(s): Paragraphs 3 and 8 of the judgment

Ancillary Provisions

(9) The Court in exercising its discretion as to costs may, where appropriate in the circumstances, take into account the extent to which counsel has complied with this paragraph.

(10) It will remain the duty of counsel to draw the attention of the Court to any judgment he or she is aware of, not cited by an opponent, which is adverse to the case being advanced.

(11) In addition, counsel should also comply with paragraph 101(5) to (11) of these Practice Directions when preparing bundles of authorities for use in trials of *originating claims* in open court.

(12) This paragraph applies to all hearings, whether in open court or in chambers, in the Supreme Court.

Part 12: Judgments and Orders

107. Draft orders

(1) Order 17, Rule 3(5) and (6) of the Rules of Court 2021 place the burden of approving the drafts of judgments and orders on the solicitors themselves. The solicitors should therefore approve the drafts and not submit these drafts to the Registrar for approval.

(2) The Registrar's signature on a judgment or order is only for the purpose of validity and does not in any way affect the regularity or irregularity of the contents of any judgment or order.

(3) Subject to sub-paragraph (4), parties in applications with notice should proceed to engross a final copy of the draft judgment or order for signature by the Registrar after agreeing on the draft. Draft orders for applications without notice may be submitted with the application without notice and the supporting affidavit when these are filed.

(4) For draft orders in electronic form that are composed online through the Electronic Filing Service, the process for extracting judgments and orders is as follows:

(a) Parties have the option of filing a system-generated order of court through the Electronic Filing Service.

(b) Before filing the system-generated order of court, the party extracting the order must:

(i) review and edit the order of court electronic form to ensure that it accurately reflects the orders made by the Court; and

(ii) obtain the approval of all other parties to the application and provide evidence of such approval when filing the draft order of court, for example, a Portable Document Format (PDF) copy of the draft order of court signed by the solicitors of all parties to the application.

(c) The Registry will seal and issue an engrossed order of court once its terms are approved.

(5) Order 17, Rule 3(7) and (8) of the Rules of Court 2021 will apply where there is a dispute on the terms of the draft order:

(a) In such a case, the party who drew up the order may write to the Court to resolve the dispute and the letter must set out the areas of dispute.

(b) The party is responsible for including in the letter all versions of the terms of the draft in dispute between the parties and all relevant correspondence.

(c) The Court may give its decision on the dispute on the terms of the draft without the attendance of the parties or fix an appointment to hear the parties on the dispute.

(6) Where any of the other parties has no solicitor, the draft order is to be submitted to the Registrar.

108. Judgment in default

(1) The procedure for applying for judgment to be given where, within the prescribed period, (a) no notice of intention to contest or not contest is filed and served, (b) a notice stating that the defendant does not intend to contest is filed and served, (c) no defence or defence to counterclaim is filed and served, is by filing an application in Forms 11 or 14 of Appendix A of these Practice Directions, as the case may be.

(2) A party filing an application for judgment in default in Form 11 or 14 of Appendix A of these Practice Directions must also file a memorandum of service in Form 12 of Appendix A of these Practice Directions, a draft of the judgment which the party seeks to apply for, a note of costs, and, where the judgment is for possession of immovable property, a certificate by the party's solicitor (or where the party is not legally represented, an affidavit) stating that no relief is sought in the nature of reliefs under Order 52, Rule 1 of the Rules of Court 2021.

(3) In order to satisfy itself that judgment should be given under Order 6, Rule 6(5) or 7(7) of the Rules of Court 2021, the Court may require an affidavit to be filed stating the time, place and method of service of the originating claim on the defendant, as well as the fact that the defendant had, within the prescribed period, failed to file and serve a notice of intention to contest or not contest, or a defence, as the case may be.

(4) Sub-paragraph (3) applies, with the necessary modifications, to a judgment in default under Order 6, Rule 9(3) of the Rules of Court 2021.

109. Judgment Interest

Interest rates in judgments in default under Order 6, Rule 6(5), 7(7) or 9(3) of the Rules of Court 2021

(1) The directions set out in sub-paragraphs (2) and (3) must be observed when applying for judgments in default under Order 6, Rule 6(5), 7(7) or 9(3) of the Rules of Court 2021. In respect of post-judgment interest for such judgments in default, please refer to sub-paragraph (4).

Pre-judgment non-contractual interest

(2) For non-contractual interest:

- (a) As provided for under Order 6, Rules 6(7) and 7(8) of the Rules of Court 2021, the rate of interest is 5.33% per year.
- (b) The period of interest is from the date of the originating process to the date of the judgment.
- (c) The total amount of interest payable need not be specified.

Pre-judgment contractual interest

(3) For contractual interest:

- (a) For fixed or constant rate:
 - (i) The rate of interest provided for must be specified.
 - (ii) The period of interest must be as pleaded, except that it must end on the date of judgment and not on the date of payment.
 - (iii) The total amount of interest payable need not be specified.
- (b) For fluctuating rate:

- (i) There must be an appendix attached to the draft judgment filed together with the application for judgment in default in Forms 11 or 14 of Appendix A of these Practice Directions, as the case may be, in the following form:

Rate of interest	... % p.a.
Principal sum	\$
Period of interest	From ... to ...
Amount of interest	\$
Total amount of interest payable to date of judgment	\$

- (ii) The period of interest must be as pleaded, except that it must end on the date of judgment and not on the date of payment.

- (iii) The total amount of interest payable must be specified in the judgment.

- (c) Evidence of the agreement as to the rate of interest must be attached to the draft judgment.

Post-judgment interest

- (4) In respect of post-judgment interest for judgments in default under Order 6, Rule 6(5), 7(7) or 9(3) of the Rules of Court 2021, parties may refer to Order 17, Rule 5 of the Rules of Court 2021.

Interest under an order of court made under Order 13, Rule 9(3) of the Rules of Court 2021

- (5) If an order of court made under Order 13, Rule 9(3) of the Rules of Court 2021 includes an order for interest on the sum shown by the receiver's account as due from him or her and which the receiver has failed to pay into Court, the rate of interest applicable to such an order is 5.33% per year in accordance with Order 17, Rule 5(1)(b) of the Rules of Court 2021. Interest will accrue for the period during which the sum was in the possession of the receiver.

110. Judgments or orders by consent or on agreed terms involving disposition or transfer of property

(1) In any request or application for a judgment or order by consent or on agreed terms involving any disposition or transfer of property, parties must provide the following information to the Court:

- (a) the owner of the property subject to disposition or transfer;
- (b) whether the owner of the property is incapacitated by reason of insolvency from effecting a disposition or transfer of the property;
- (c) whether the property is subject to any encumbrances which would affect a disposition or transfer of the property; and
- (d) any other relevant information which ought to be disclosed to the Court in granting the judgment or order by consent or on agreed terms.

(2) The Court may require the information in this paragraph to be provided by way of affidavit, including exhibiting the relevant searches where applicable.

Part 13: Civil Appeals before the General Division

111. Application of this Part

The directions in this Part apply to civil appeals before the General Division (excluding appeals under section 55 of the Medical Registration Act).

112. Request for further arguments before Judge

(1) All requests for further arguments pursuant to Order 18, Rule 28 or Order 19, Rule 21 of the Rules of Court 2021 must be made by way of Request filed through the Electronic Filing Service and should, either in the Request electronic form or a document attached to the Request:

- (a) state the party making the request;
- (b) identify the Judge who heard the appeal;
- (c) specify when the order concerned was made (if the request is made after the Judge has given his or her decision);
- (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 authorities cited.

(2) A copy of the Request should be furnished to all parties to the appeal.

(3) All Requests should be addressed to the Registrar.

113. Civil Appeals from the State Courts to General Division

Appeals from District Judge and Magistrate to General Division under Order 18, Rule 17 of the Rules of Court 2021

(1) Where an appeal is filed under Order 18, Rule 17 of the Rules of Court 2021, each party is to tender 1 hard copy each of his or her written submissions and bundle of authorities (if any) to the Registry within the timelines prescribed in Order 18, Rule 21(5) of the Rules of Court 2021.

(2) The written submissions filed under Order 18, Rule 21(5) of the Rules of Court 2021 should not exceed 35 pages (including the cover page and table of contents). The written submissions must include a cover page and a table of contents. Parties are to note that where the Court allows the prescribed page limit to be exceeded, fees are payable under the Fourth Schedule to the Rules of Court 2021.

(3) The party must, in lieu of the bundle of authorities, file a list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timelines prescribed in Order 18, Rule 21(5) of the Rules of Court 2021. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraph 101(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:

- (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
- (b) each volume must have a table of contents indicating the authorities that are contained in that volume.

Appeals from District Court and Magistrate's Court to General Division under Order 19, Rule 14 of the Rules of Court 2021

(4) Where an appeal is filed under Order 19, Rule 14 of the Rules of Court 2021, the appellant must tender 1 hard copy each of the following documents to the Registry:

(a) the record of appeal, the appellant's Case, the appellant's core bundle of documents and the appellant's bundle of authorities, within the timeline prescribed in Order 19, Rule 17(4) of the Rules of Court 2021; and

(b) if applicable, the appellant's Reply (if any), the second core bundle (if necessary) and the appellant's second bundle of authorities (if any), within the prescribed timeline in Order 19, Rule 17(10) of the Rules of Court 2021.

(5) Where an appeal is filed under Order 19, Rule 14 of the Rules of Court 2021, the respondent must tender 1 hard copy each of the respondent's Case, the respondent's core bundle of documents (if necessary) and the respondent's bundle of authorities to the Registry within the timeline prescribed in Order 19, Rule 17(8) of the Rules of Court 2021.

(6) The table below sets out the prescribed page limits under Order 19, Rule 19 of the Rules of Court 2021 of the following documents:

S/N	Document	Prescribed page limit
(a)	Appellant's Case	35 pages
(b)	Appellant's core bundle of documents (excluding the written judgment or grounds of decision of the lower Court and the extracted order of the lower Court)	55 pages
(c)	Respondent's Case	35 pages
(d)	Respondent's core bundle of documents	35 pages
(e)	Appellant's Reply	20 pages
(f)	Appellant's second core bundle	25 pages

(7) The page limits set out in the table at sub-paragraph (6) include the cover page and table of contents. The appellant's Case, the respondent's Case and the appellant's Reply must each

include a cover page and a table of contents. Parties are to note that where the Court allows the prescribed page limit referred to at sub-paragraph (6) to be exceeded, fees are payable under the Fourth Schedule to the Rules of Court 2021.

(8) The contents of the appellant's core bundle of documents must be arranged in the following separate volumes:

(a) **Volume I** – A table of contents listing the documents included in Volumes 1 and 2, the certified copy of the written judgment or grounds of decision of the lower Court, and the extracted order of the lower Court.

(b) **Volume II** – All other documents referred to in Order 19, Rule 3 of the Rules of Court 2021 and a table of contents listing the documents included therein.

(9) Each volume of the appellant's and respondent's core bundles of documents and the second core bundle must begin at page 1. Every page must be numbered and the page number of the appellant's and respondent's core bundles of documents and the second core bundle must correspond to the page number of the Portable Document Format (PDF) version.

(10) The party must, in lieu of the bundle of authorities, file a list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the relevant prescribed timelines under Order 19, Rule 17 of the Rules of Court 2021. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraph 101(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:

(a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and

(b) each volume must have a table of contents indicating the authorities that are contained in that volume.

Appeals from the Employment Claims Tribunal

(11) In addition to any provisions in the Rules of Court 2021 or other written law, and subject to any further directions made by the Court, the Registrar hereby directs that appeals to the General Division from the Employment Claims Tribunal are to be heard in open court.

114. Civil Appeals from Registrar to Judge in chambers

(1) Where an appeal is filed under Order 18, Rule 24 of the Rules of Court 2021, each party is to tender 1 hard copy each of his or her written submissions and bundle of authorities (if any) to the Registry within the timelines prescribed in Order 18, Rule 25(5) of the Rules of Court 2021.

(2) The written submissions filed under Order 18, Rule 25(5) of the Rules of Court 2021 should not exceed 35 pages (including the cover page and table of contents). The written submissions must include a cover page and a table of contents. Parties are to note that where the Court allows the prescribed page limit to be exceeded, fees are payable under the Fourth Schedule to the Rules of Court 2021.

(3) The party must, in lieu of the bundle of authorities, file a list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timelines prescribed in Order 18, Rule 25(5) of the Rules of Court 2021. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraph 101(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:

- (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
- (b) each volume must have a table of contents indicating the authorities that are contained in that volume.

115. Civil Appeals from Tribunals to General Division

(1) Order 20, Rule 3(4) of the Rules of Court 2021 states that the supporting affidavit must include the record of proceedings if that is available and is necessary for the appeal. If the

record of proceedings is not available at the time when the supporting affidavit is filed but subsequently becomes available, the appellant should seek permission from the Court to file a further affidavit to include the record of proceedings when it becomes available, if it is necessary for the appeal. To facilitate this, the appellant should promptly apply for any written grounds of decision, the record of evidence or notes of arguments taken in respect of the proceedings before the tribunal.

(2) Unless otherwise ordered by the Court, each party is to tender 1 hard copy each of his or her affidavits, written submissions and bundles of authorities (if any) to the Registry within the timeline prescribed in Order 20, Rule 5(1) of the Rules of Court 2021.

(3) The written submissions filed under Order 20, Rule 5(1) of the Rules of Court 2021 should not exceed 35 pages (including the cover page and table of contents). The written submissions must include a cover page and a table of contents. Parties are to note that where the Court allows the prescribed page limit to be exceeded, fees are payable under the Fourth Schedule to the Rules of Court 2021.

(4) The party using hard copy of the bundle of authorities for the hearing must, if directed by the Court, file the list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timeline prescribed in Order 20, Rule 5(1) of the Rules of Court 2021. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraph 101(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:

- (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
- (b) each volume must have a table of contents indicating the authorities that are contained in that volume.

Part 14: Proceedings before the Appellate Division, the Court of Appeal, the Court of 3 Supreme Court Judges under the Legal Profession Act and appeals to the General Division under the Medical Registration Act

116. Application of this Part

The directions in this Part apply to all appeals, applications and other proceedings before:

- (a) the Court of Appeal;
- (b) the Appellate Division;
- (c) the Court of 3 Supreme Court Judges under the Legal Profession Act; and
- (d) the General Division under section 55 of the Medical Registration Act.

117. Whether an appeal to the Court of Appeal is to be heard by 5 or any greater uneven number of Judges

Pursuant to section 50(1) of the Supreme Court of Judicature Act, the Court of Appeal may determine, as and when appropriate, whether to convene a panel of 5 or any greater uneven number of Judges. Such determination of the Court of Appeal will be final.

118. Appeals Information Sheet for civil appeals to the Appellate Division and the Court of Appeal

(1) The Chief Justice has directed that for civil appeals to the Appellate Division and civil appeals to the Court of Appeal, parties must file in court and serve on every other party to the appeal or his or her solicitor an Appeals Information Sheet in Form 19 of Appendix B of these Practice Directions by the following times:

- (a) for appeals under Order 19 of the Rules of Court 2021 – at the same time as when parties’ respective Cases under Order 19, Rule 30 of the Rules of Court 2021 are filed and served; and

(b) for appeals under Order 18 of the Rules of Court 2021 – at the same time as when parties’ written submissions under Order 18, Rule 33 of the Rules of Court 2021 are filed and served.

(2) Where appropriate, parties or their solicitors may be required to attend in person to take directions on the conduct of the appeal.

119. Page limits

(1) The following table sets out the prescribed page limits for various documents filed under the Rules of Court 2021 in civil proceedings before the Appellate Division and the Court of Appeal:

S/N	Document	Prescribed page limit
<i>Documents filed for appeals under Order 18 and Order 19 of the Rules of Court 2021</i>		
(a)	Written submissions required to be filed for appeals to the Appellate Division and the Court of Appeal under Order 18 of the Rules of Court 2021	35 pages
(b)	The appellant’s Case required to be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021	55 pages
(c)	The appellant’s core bundle of documents required to be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021	55 pages (excluding the written judgment or grounds of decision of the lower Court and the extracted order of the lower Court)

S/N	Document	Prescribed page limit
(d)	The respondent's Case required to be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021	55 pages
(e)	The respondent's core bundle of documents that may be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021	35 pages
(f)	The appellant's Reply that may be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021	25 pages
(g)	The second core bundle that may be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021	25 pages

Documents filed for applications under Order 18 and Order 19 of the Rules of Court 2021

(h)	Written submissions filed for applications to the Appellate Division and the Court of Appeal under Order 18 and Order 19 of the Rules of Court 2021 (excluding applications for permission to appeal)	35 pages
(i)	Written submissions filed for applications to the Appellate Division and the Court of Appeal for permission to appeal under Order 18 and Order 19 of the Rules of Court 2021	15 pages

S/N	Document	Prescribed page limit
------------	-----------------	------------------------------

- | | | |
|-----|--|----------|
| (j) | Bundle of documents filed for applications to the Appellate Division and the Court of Appeal for permission to appeal under Order 18 and Order 19 of the Rules of Court 2021 | 25 pages |
|-----|--|----------|

(2) The following table sets out the prescribed page limits for various documents filed (a) under the Rules of Court 2021 for proceedings before the General Division under the Medical Registration Act; and (b) under the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022 for proceedings before the Court of 3 Supreme Court Judges under the Legal Profession Act:

S/N	Document	Prescribed page limit
------------	-----------------	------------------------------

Documents filed for proceedings before the General Division under section 55 of the Medical Registration Act

- | | | |
|-----|---|----------|
| (a) | Written submissions that are required to be filed for appeals to the General Division under the Medical Registration Act | 55 pages |
| (b) | Written submissions that are required to be filed for applications in respect of appeals to the General Division under the Medical Registration Act | 35 pages |

Documents filed for proceedings before the Court of 3 Supreme Court Judges under the Legal Profession Act

- | | | |
|-----|---|----------|
| (c) | Written submissions that are required to be filed for Originating Applications under sections 36U(1) and 98(1) of the Legal | 55 pages |
|-----|---|----------|

Profession Act and for a summons under section 82A(10) of the Legal Profession Act

- (d) Written submissions that are required to be 35 pages filed for Originating Applications under section 49(4) and 102(2) of the Legal Profession Act
 - (e) Written submissions that are required to be 35 pages filed for any other application made to the Court of 3 Supreme Court Judges
- (3) The cover page(s) and the table of contents are to be included in the page count for the purposes of determining whether a document is within the prescribed page limit as set out in sub-paragraphs (1) and (2).
- (4) Cover page(s) are mandatory for all documents. A table of contents is mandatory for all documents for which the prescribed page limit is 20 pages or higher.
- (5) If any party wishes to seek permission from the relevant Court in accordance with the Rules of Court 2021 or the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022 (as the case may be) to exceed the page limits prescribed under sub-paragraphs (1) and (2), the party must file a Request in the Electronic Filing Service stating the reasons for requiring additional pages, the number of additional pages required and the position of the other parties on the request. Parties are to note the fees that are payable under the Rules of Court 2021 or the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022 (as the case may be) for the filing of documents exceeding the prescribed page limit.
- (6) An application for permission under sub-paragraph (5) must be filed by the deadlines as set out in the following table:

S/N	Document	Deadline for filing an application for permission under sub-paragraph (5)
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Documents filed for appeals under Order 18 and Order 19 of the Rules of Court 2021

- | | | |
|-----|---|------------------------------------|
| (a) | In relation to the following documents: | 5 days before the filing deadline |
| | <ul style="list-style-type: none"> (i) written submissions required to be filed for appeals to the Appellate Division and the Court of Appeal under Order 18 of the Rules of Court 2021; (ii) the appellant’s Reply that may be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021; and (iii) the second core bundle that may be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021. | |
| (b) | In relation to the following documents: | 14 days before the filing deadline |
| | <ul style="list-style-type: none"> (i) the appellant’s Case and the respondent’s Case that are required to be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021; and | |

- (ii) the appellant's core bundle of documents and the respondent's core bundle of documents that are required to be filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021.

Documents filed for applications under Order 18 and Order 19 of the Rules of Court

- (c) In relation to the following documents: 5 days before the filing deadline
 - (i) written submissions filed for applications to the Appellate Division and the Court of Appeal under Order 18 and Order 19 of the Rules of Court 2021 (including applications for permission to appeal); and
 - (ii) bundle of documents filed for applications to the Appellate Division and the Court of Appeal for permission to appeal under Order 18 and Order 19 of the Rules of Court 2021.

Documents filed for proceedings before the General Division under section 55 of the Medical Registration Act

- (d) Written submissions that are required to be 14 days before the filing
filed for appeals to the General Division under deadline
the Medical Registration Act
- (e) Written submissions that are required to be 5 days before the filing
filed for applications in respect of appeals to deadline
the General Division under the Medical
Registration Act

Documents filed for proceedings before the Court of 3 Supreme Court Judges under the Legal Profession Act

- (f) Written submissions that are required to be 14 days before the filing
filed for Originating Applications under deadline
sections 36U(1) and 98(1) of the Legal
Profession Act and for a summons under
section 82A(10) of the Legal Profession Act
- (g) Written submissions that are required to be 5 days before the filing
filed for Originating Applications under deadline
section 49(4) and 102(2) of the Legal
Profession Act
- (h) Written submissions that are required to be 5 days before the filing
filed for any other application made to the deadline
Court of 3 Supreme Court Judges

(7) An application for permission under sub-paragraph (5) that is filed outside of the prescribed deadlines (as set out at sub-paragraph (6)) may be rejected.

120. Formatting requirements for written Cases and written submissions

(1) The formatting requirements set out in this paragraph apply to the following documents:

(a) written submissions filed for appeals to the Appellate Division and the Court of Appeal under Order 18 of the Rules of Court 2021;

(b) the appellant's Case, the respondent's Case and the appellant's Reply filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021;

(c) written submissions filed for applications to the Appellate Division and the Court of Appeal under Order 18 and Order 19 of the Rules of Court 2021 (including written submissions filed for applications for permission to appeal);

(d) written submissions filed for proceedings before the General Division under section 55 of the Medical Registration Act;

(e) written submissions filed for proceedings before the Court of 3 Supreme Court Judges under the Legal Profession Act; and

(f) further written submissions filed under paragraph 124 of these Practice Directions.

(2) The formatting requirements for the documents listed at sub-paragraph (1) are as follows:

(a) the cover page(s), which are mandatory, must be included at the beginning of the document;

(b) if a table of contents is mandatory under paragraph 119(4) of these Practice Directions, the table of contents must be included at the beginning of the document immediately after the cover page(s);

- (c) all pages must be paginated, with the page numbers corresponding to the Portable Document Format (PDF) version of the document;
- (d) the minimum font size to be used is Times New Roman 12 or its equivalent;
- (e) the print of every page must be double-spaced; and
- (f) every page must have a margin on all 4 sides, each of at least 35 mm in width.

121. Preparation of records of appeal, written Cases, written submissions and core bundles

Arrangement of appeal records

- (1) This sub-paragraph sets out the manner of arranging appeal records.
 - (a) To facilitate cross-referencing, the record of appeal must be arranged in the following separate volumes:
 - (i) **Volume I** – A certified copy of the judgment or grounds of decision of the lower Court and the extracted order of the lower Court.
 - (ii) **Volume II** – Notice of appeal, certificate of security for costs and pleadings (to include all originating processes).
 - (iii) **Volume III** – Affidavits (in chronological order), and transcripts or notes of evidence and arguments.
 - (iv) **Volume IV** – All such exhibits and documents as they were tendered in the lower Court, but which did not form an exhibit to any affidavit.
 - (v) **Volume V** – The Agreed Bundle (if any) in its original physical form as it was tendered in the lower Court.
 - (b) Where there are no exhibits or documents referred to in sub-paragraph (1)(a)(iv) above, Volume IV need not be produced, and Volume V must be renumbered as Volume IV.

(c) To facilitate cross-referencing, any supplemental record of appeal must be arranged in the following manner in 1 volume:

- (i) the notice of appeal to the Court of Appeal;
- (ii) the certificate of payment of security for costs in respect of the appeal to the Court of Appeal;
- (iii) the written judgment or grounds of decision of the Appellate Division or, if there is no judgment or grounds of decision, the certified minute sheet of the Appellate Division;
- (iv) the order granting permission to appeal to the Court of Appeal;
- (v) parties' Cases filed in the Appellate Division; and
- (vi) all documents filed in the Appellate Division (so far as they are relevant to the matter decided and the nature of the appeal).

(d) If any volume should exceed 300 pages, then that volume must be sub-divided, at a convenient page, into sub-volumes designated as part thereof, for example, Volume III Part A, Volume III Part B and so on. Conversely, if any of the volumes (with the exception of Volumes I and II which must remain as separate volumes) should be less than 100 pages each, these may be amalgamated into combined volumes, each not exceeding 300 pages, and renumbered accordingly.

Pagination in soft copy

(2) This sub-paragraph sets out the manner of paginating soft copy appeal records.

- (a) The first page of each volume must state the title and the Civil Appeal number of the appeal, the names of the parties, the volume number, a short description of its contents, the names and addresses of the appellants and respondents, and the date of filing.
- (b) The page number of each volume of the appeal records must correspond to the page number in the Portable Document Format (PDF) version of that volume. Each

separate volume of the appeal records must start at page 1, and every page must be numbered consecutively. If separator sheets are used, these must also be numbered.

Table of contents

- (3) This sub-paragraph sets out the format of the table of contents for appeal records.
- (a) The table of contents of all volumes of the records must be placed at the beginning of Volume I, immediately after the first title page in the manner and form set out in Form 20 of Appendix B of these Practice Directions.
- (b) Each volume and, if any, parts thereof, must also contain its own table of contents listing the documents contained in the volume.
- (c) Items in the table of contents page must be numbered serially, and listed in the order in which they are found in the records.
- (d) The items relating to the transcripts or notes of the evidence of witnesses must have a sub-table of contents page of the evidence of each witness, and the number and name of each witness must be shown in such sub-table.
- (e) If an exhibit consists of a bundle of documents, then the documents in the bundle must be listed in a sub-table of contents under the item relating to such bundle.
- (f) Electronic bookmarks for each item of the table of contents and sub-table of contents must be added to each volume of the Portable Document Format (PDF) version of the appeal records. The description of each bookmark must correspond with the description of that item in the table of contents or sub-table of contents, unless an abbreviated description is appropriate.

Spacing

- (4) The line spacing on every page of the records of which the original is typed-written (for example, any pleadings) must be double-spaced.

Arrangement of the appellant's and respondent's core bundles of documents and the second core bundle

(5) The documents to be included in the appellant's and respondent's core bundles of documents and the second core bundle are stipulated in Order 19, Rule 3 of the Rules of Court 2021. The contents of the appellant's core bundle of documents must be arranged in the following separate volumes:

- (a) **Volume I** – A certified copy of the judgment or grounds of decision of the lower Court, the extracted order of the lower Court, and a contents page listing the documents included therein.
- (b) **Volume II** – All other documents referred to in Order 19, Rule 3 of the Rules of Court 2021 and a table of contents listing the documents included therein.

Each volume of the appellant's and respondent's core bundles of documents and the second core bundle must begin at page 1, every page must be numbered and the page number of the appellant's and respondent's core bundles of documents and the second core bundle must correspond to the page number of the Portable Document Format (PDF) version.

Contents page for appellant's and respondent's core bundles of documents and the second core bundle

(6) Any document listed in the contents page of the appellant's and respondent's core bundles of documents and the second core bundle must be suitably described in such a manner as to allow the Court to identify the nature of the document. Examples of suitable descriptions are set out below for reference:

- (a) Joint Venture Agreement between Party A and Party B dated 1 December 2017;
- (b) Minutes of meeting held on 1 December 2017 between Party A and Party B;
and
- (c) Email dated 1 December 2017 from Party A to Party B.

Parties should avoid the use of generic descriptions such as “extracts from the affidavit of Party A filed on 1 December 2017” or “exhibits from the affidavit of Party A filed on 1 December 2017”.

Contents of the appellant’s and respondent’s core bundles of documents and the second core bundle

(7) Parties must ensure that all documents which they refer to in their submissions (whether in their Cases or in the oral submissions) are contained in their core bundles or the second core bundle. As a matter of practice, parties should not be making submissions based on documents contained solely in the record of appeal or the supplemental record of appeal unless they are responding to questions from the coram.

Responsibility for good order and completeness of appeal records

(8) The solicitor having the conduct of the appeal may delegate the preparation of the appeal records to an assistant or a suitably experienced law clerk or secretary, provided always that the solicitor must personally satisfy himself or herself as to the good order and completeness of every copy of the appeal records lodged in Court in accordance with the above directions, and must personally bear responsibility for any errors or deficiencies.

Superfluous, irrelevant or duplicative documents

(9) With regard to the inclusion of documents, the attention of solicitor is drawn to the definitions of “record of appeal”, “core bundle of documents” and “second core bundle” in Order 19, Rule 3 of the Rules of Court 2021. Only documents which are relevant to the subject matter of the appeal must be included in the appeal records.

(10) Parties are reminded not to exhibit duplicate documents in their respondent’s core bundle of documents or the second core bundle if such documents are already included in a core bundle of documents that has been filed earlier. Documents must not appear more than once in the record of appeal, even if exhibited to different affidavits.

(11) The Appellate Division or the Court of Appeal (as the case may be) will have no hesitation in making a special order for costs in cases in which it is of the opinion that costs have been wasted by the inclusion of superfluous, irrelevant or duplicative documents.

Preparation of Cases and written submissions

(12) Any document referred to in written submissions filed in appeals to the Appellate Division and the Court of Appeal under Order 18 of the Rules of Court 2021 and in an appellant's Case, respondent's Case and the appellant's Reply filed in appeals to the Appellate Division and the Court of Appeal under Order 19 of the Rules of Court 2021 must be suitably described in such a manner as to allow the Court to identify the nature of the document. The attention of parties is drawn to sub-paragraph (6) for illustrations of suitable descriptions.

(13) To assist the Court in identifying the documents referred to by a party in written submissions filed in appeals to the Appellate Division and the Court of Appeal under Order 18 of the Rules of Court 2021, the party should indicate, in the written submissions, where the document can be found in the case file in the proceedings in the lower Court. The party should provide: (a) a clear description of the document; (b) the date on which the document was electronically filed; and (c) where the document is a constituent component of another electronic filing, the exact page in the Portable Document Format (PDF) version of the electronic filing where the document may be found.

122. Filing of appeal records and provision of hard and soft copies of documents

- (1) Subject to sub-paragraph (2), all documents that are required to be filed:
- (a) under the Rules of Court 2021 for appeals and applications to the Appellate Division and the Court of Appeal;
 - (b) under the Rules of Court 2021 for appeals to the General Division under the Medical Registration Act (as well as for applications in respect of such appeals);
 - (c) under the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022 for applications to the Court of 3 Supreme Court Judges under the Legal Profession Act (as well as for applications in respect of such applications);

are to be electronically filed by the relevant deadlines.

- (2) The following documents need not be electronically filed:

- (a) the record of appeal and the supplemental record of appeal that are required to be filed under Order 19 of the Rules of Court 2021; and
 - (b) all bundles of authorities that are required to be filed under Order 18 and Order 19 of the Rules of Court 2021 and the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022.
- (3) In lieu of electronically filing the record of appeal, the appellant is to electronically file, by the prescribed time set out in Order 19 of the Rules of Court 2021 for the filing of the record of appeal, one copy of the form of the record of appeal in Form 21 of Appendix B of these Practice Directions. In lieu of electronically filing the supplemental record of appeal, the appellant is to electronically file, by the prescribed time set out in Order 19 of the Rules of Court 2021 for the filing of the supplemental record of appeal, one copy of the form of the supplemental record of appeal in Form 22 of Appendix B of these Practice Directions.
- (4) In lieu of electronically filing bundles of authorities, the party filing bundles of authorities is to electronically file, by the prescribed time set out in the Rules of Court 2021 and the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022 for the filing of such bundles of authorities, one copy of a list of authorities (that corresponds to the index of the actual copy of the bundles of authorities). Parties are to also comply with specific requirements of this Part relating to submission of hard copies and soft copies of bundles of authorities for particular proceedings. Where there are no such specific requirements, parties are required to tender soft copies of the bundles of authorities in Portable Document Format (PDF) in a CD-ROM by the prescribed time for the filing of such bundles of authorities.
- (5) If a party wishes to rely on a document which does not exist in the electronic case file, he must file the document together with the respective forms of appeal bundles. Further, a table of contents must be included for these documents. These documents must be paginated consecutively at the centre top of the page and the solicitor must ensure that the pagination takes into account the pages comprising the respective forms of appeal bundles and the table of contents for these additional documents. For example, if the form of the record of appeal is 5 pages and the table of contents for the additional documents is 2 pages, the first page of the first document should be paginated as page 8.

(6) In addition to the requirement for electronic filing (where applicable), parties are to comply with the directions contained in this paragraph for the provision of hard and soft copies to assist the Court unless otherwise directed.

Appeals under Order 18 of the Rules of Court 2021

(7) The appellant and the respondent are required to tender the following number of hard copies of the written submissions and bundles of authorities filed in appeals under Order 18 of the Rules of Court 2021 to the Registry by the prescribed time set out in Order 18 of the Rules of Court 2021 for the filing of such documents, unless otherwise directed by the Court:

- (a) where an appeal is to be heard by 2 Judges – 3 hard copies;
- (b) where an appeal is to be heard by 3 Judges – 4 hard copies; and
- (c) where an appeal is to be heard by 5 Judges – 6 hard copies.

(8) In addition to tendering hard copies, the appellant and respondent are required to tender soft copies of the following documents in Portable Document Format (PDF) at the same time in a CD-ROM:

- (a) written submissions; and
- (b) bundles of authorities

Appeals under Order 19 of the Rules of Court 2021

(9) The appellant and the respondent are required to tender the following number of hard copies of the appellant's and respondent's Cases, the appellant's Reply (if any), bundles of authorities, the appellant's core bundle of documents and the respondent's core bundle of documents (if any), and the second core bundle (if any) to the Registry by the prescribed time set out in Order 19 of the Rules of Court 2021 for the filing of such documents, unless otherwise directed by the Court:

- (a) where an appeal is to be heard by 2 Judges – 3 hard copies;
- (b) where an appeal is to be heard by 3 Judges – 4 hard copies; and

(c) where an appeal is to be heard by 5 Judges – 6 hard copies.

(10) The directions set out in paragraph 102(6) and (11) apply in relation to the preparation of the appeal bundles in hard copy, which may be printed on one side or both sides of each page.

(11) In addition to tendering hard copies, the appellant and respondent are required to tender soft copies of the following documents in Portable Document Format (PDF) at the same time in a CD-ROM:

- (a) appellant's and respondent's Cases;
- (b) the appellant's Reply;
- (c) core bundles of documents and the second core bundle;
- (d) record of appeal (or, in the case of a further appeal from the Appellate Division, the supplemental record of appeal); and
- (e) bundles of authorities.

Appeals under the Medical Registration Act

(12) In order to assist the General Division hearing appeals under the Medical Registration Act, the appellant is required to tender 1 hard copy of the record of proceedings and 4 hard copies each of the appellant's written submissions and bundles of authorities to the Registry by the prescribed time set out in Order 19 of the Rules of Court 2021 for the filing of such documents. The respondent is required to tender 4 hard copies each of the respondent's written submissions and bundles of authorities to the Registry at the same time when filing them within the prescribed time under the Rules of Court 2021.

(13) In addition to tendering hard copies, the appellant and respondent are to tender soft copies of the following documents in Portable Document Format (PDF) at the same time in a CD-ROM:

- (a) the record of proceedings;
- (b) the respective written submissions; and

- (c) the bundles of authorities

Applications under sections 36U(1), 82A(10) and 98(1) of the Legal Profession Act

(14) In order to assist the Court of 3 Supreme Court Judges hearing originating applications under sections 36U(1), 82A(10) and 98(1) of the Legal Profession Act, the applicant is required to tender 1 hard copy of the record of proceedings and 4 hard copies each of the applicant's written submissions and bundles of authorities to the Registry by the prescribed time for the filing of such documents under the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022. The respondent is required to tender 4 hard copies each of the respondent's written submissions and bundles of authorities to the Registry by the prescribed time for the filing of such documents under the Legal Profession (Court of 3 Supreme Court Judges) Rules 2022.

(15) In addition to tendering hard copies, the applicant and respondent are to tender soft copies of the following documents in Portable Document Format (PDF) at the same time in a CD-ROM:

- (a) the record of proceedings;
- (b) the respective written submissions; and
- (c) the bundles of authorities

Naming convention for documents in the CD-ROM and labelling of the CD-ROM

(16) The files in the CD-ROMs that are required to be tendered under this paragraph must be named in accordance with the following format:

<party> - <document title>

For example -

1st Appellant – Appellant's Case

1st Appellant – Appellant's Reply

1st Appellant – Bundle of Authorities Vol 1

1st Appellant – Bundle of Authorities Vol 2

1st Appellant – Record of Appeal Vol 1

1st Appellant – Record of Appeal Vol 2

(17) The CD-ROM must be clearly labelled with the case number and title of the proceedings. If there is more than one CD-ROM, the CD-ROMs must be numbered sequentially.

123. Inclusion in appeal bundles of documents ordered to be sealed or redacted

(1) This paragraph applies where certain documents tendered before the lower Court have been ordered to be sealed or redacted, unless the entire case file in the Appellate Division or the Court of Appeal (as the case may be) has been sealed from public inspection.

(2) Counsel should carefully consider whether it is necessary to include in the record of appeal (or, in the case of a further appeal from the Appellate Division, the supplemental record of appeal), the appellant’s core bundle of documents, the respondent’s core bundle of documents or the second core bundle (collectively known as “appeal bundles”) any document that has been ordered to be sealed or redacted, having regard to paragraph 121(9) of these Practice Directions.

Inclusion of redacted documents in appeal bundles

(3) Where it is necessary to include in the appeal bundles documents that have been ordered to be redacted, parties must do so by complying with the following directions:

(a) All documents subjected to a redaction order must not be included in the appeal bundles in their unredacted form. Instead, such documents should be included in the appeal bundles in their redacted form.

(b) In the margins against the redacted portions of the appeal bundles, the basis for the redaction must be stated (for example, “This information has been redacted pursuant to HC/ORC 100/2022 made on 4 April 2022”).

(c) The parties are required to prepare a separate bundle, consisting only of documents subjected to a redaction order. These documents must be included in this bundle in their unredacted form (the “Bundle of Documents Subjected to Redaction

Order” or “BDSRO”). To avoid doubt, parties are not to include any information or documents which have been expunged from the Court’s records.

(d) The BDSRO must be tendered in both hard copies and soft copies. Where hard copies are concerned, parties must tender the number of copies as provided in paragraph 122(7) and (9) of these Practice Directions. Where soft copies are concerned, the BDSRO may be included in the CD-ROM mentioned in paragraph 122(8) and (11) of these Practice Directions and must be named in the format provided in paragraph 122(16) of these Practice Directions.

(e) The BDSRO must contain a table of contents. The format of the table of contents must comply with that provided in paragraph 121(3) of these Practice Directions.

(f) The pagination of the documents in the BDSRO must follow the pagination of the corresponding documents in the appeal bundles. Fresh pagination should not be assigned to the documents in the BDSRO.

(g) At the time when the parties tender and electronically file (where such electronic filing is required) the appeal bundles and the BDSRO, they must by way of a letter to the Registry: (i) inform the Registry that the BDSRO contains redacted information, (ii) specify the basis for the redaction; and (iii) request that the Registry seal the BDSRO in the electronic case file and keep the hard copies from public inspection. The letter is to be sent to the Registry both by way of hard copy and by way of electronic filing at the same time as when hard copies of the BDSRO are tendered.

(4) Solicitors are reminded of their responsibility under paragraph 121(8) to personally satisfy themselves as to the good order of the appeal records. At the time the appeal bundles and BDSRO are tendered, the solicitor having conduct of the appeal must electronically file an undertaking to the Court that he or she has satisfied himself or herself that the appeal bundles do not contain any document ordered to be redacted in its unredacted form. The undertaking must be in Form 23 of Appendix B of these Practice Directions.

Inclusion of sealed documents in appeal bundles

(5) Where it is necessary to include in the appeal bundles documents that have been ordered to be sealed, parties must do so by complying with the following directions:

- (a) All documents subjected to a sealing order must not be included in the appeal bundles. Instead, each and every such document should be represented in the appeal bundles by a separate holding page.
- (b) Each and every holding page should be blank save that: (i) the basis for the sealing must be stated across each holding page (for example, “The affidavit of Tan filed on 1 April 2022 has been sealed pursuant to HC/ORC 100/2022 made on 4 April 2022”); and (ii) the cross references required under sub-paragraph 5(f) must be indicated (for example, “Reference: BDSSO – Pages 1-10”).
- (c) The parties are required to prepare a separate bundle, consisting only of documents subjected to a sealing order (the “Bundle of Documents Subjected to Sealing Order” or “BDSSO”).
- (d) The BDSSO must be tendered both in hard copies and soft copies. Where hard copies are concerned, parties must tender the number of copies as is provided in paragraph 122(7) and (9) of these Practice Directions. Where soft copies are concerned, the BDSSO may be included in the CD-ROM mentioned in paragraph 122(8) and (11) of these Practice Directions and must be named in the format provided in paragraph 122(16) of these Practice Directions.
- (e) The BDSSO must contain a table of contents. The format of the table of contents must comply with that provided in paragraph 121(3) of these Practice Directions.
- (f) Given that each and every document subjected to a sealing order is represented only by a single holding page in the appeal bundles but is reproduced in full in the BDSSO, fresh pagination will have to be assigned to the pages in the BDSSO. Each holding page must contain cross references to the pages of the BDSSO that the holding page represents (for example, “Reference: BDSSO – Pages 1-10”).
- (g) At the time when the parties tender and electronically file (where such electronic filing is required) the appeal bundles and the BDSSO, they must by way of a letter to the Registry: (i) inform the Registry that the BDSSO contains documents ordered to be sealed, (ii) specify the basis for the sealing; and (iii) request that the Registry seal the BDSSO in the electronic case file and keep the hard copies from public

inspection. The letter is to be sent to the Registry both by way of hard copy and by way of electronic filing at the same time as when the hard copies of the BDSSO are tendered.

(6) Solicitors are reminded of their responsibility under paragraph 121(8) to personally satisfy themselves as to the good order of the appeal records. At the time the appeal bundles and the BDSSO are tendered, the solicitor having conduct of the appeal must electronically file an undertaking to the Court that he or she has satisfied himself or herself that the appeal bundles do not contain any document ordered to be sealed. The undertaking must be in Form 23 of Appendix B of these Practice Directions.

(7) To avoid doubt, documents that have been ordered to be expunged should not in any event be tendered to the Appellate Division or the Court of Appeal in any form.

124. Further written submissions for civil matters before the Appellate Division and the Court of Appeal

Where the Appellate Division or the Court of Appeal (as the case may be) orders further written submissions to be filed for any civil matter, such written submissions must not exceed 10 pages unless otherwise directed by the Appellate Division or the Court of Appeal (as the case may be). Any written submissions filed in breach of any requirement in this paragraph may be rejected. The written submissions are to comply with all formatting requirements prescribed in paragraph 120(2) of these Practice Directions.

125. Applications in civil matters before the Appellate Division and the Court of Appeal, proceedings before the Court of 3 Supreme Court Judges under the Legal Profession Act and appeals to the General Division under the Medical Registration Act

(1) If no affidavits or submissions are filed for applications to the Appellate Division or the Court of Appeal by the timelines prescribed by Order 18, Rules 35 and 37 and Order 19, Rules 35 and 37 of the Rules of Court 2021, the Appellate Division or the Court of Appeal (as the case may be) will proceed on the basis that the party does not intend to file any affidavit or submissions and may, in accordance with section 37(1) or section 55(1) of the Supreme Court of Judicature Act (as the case may be), decide the matter based on the documents before it without hearing oral arguments.

(2) If no affidavits or submissions are filed for applications made in respect of appeals to the General Division under the Medical Registration Act by the relevant prescribed timelines, the General Division will proceed on the basis that the party does not intend to file any affidavit or submissions and may, in accordance with section 17B(1) of the Supreme Court of Judicature Act decide the matter based on the documents before it without hearing oral arguments.

(3) In relation to applications referred to under section 192 of the Legal Profession Act, if no affidavits or submission are filed by the relevant prescribed timelines, the Court of 3 Supreme Court Judges will proceed on the basis that the party does not intend to file any affidavit or submissions and may, in accordance with section 192 of the Legal Profession Act decide the matter based on the documents before it without hearing oral arguments.

126. Applications to the Appellate Division, and applications to the Court of Appeal, for permission to appeal in civil matters

(1) Any written submissions in respect of:

(a) an application to the Appellate Division under Order 18, Rule 29 or Order 19, Rule 26 of the Rules of Court 2021 for permission to appeal against a decision of the General Division; and

(b) an application to the Court of Appeal under Order 18, Rule 29 or Order 19, Rule 26 of the Rules of Court 2021 for permission to appeal against a decision of the General Division;

must be in Form 24 or 25 of Appendix B of these Practice Directions.

(2) Any written submissions in respect of an application to the Court of Appeal under Order 18, Rule 29 or Order 19, Rule 26 of the Rules of Court 2021 for permission to appeal against a decision of the Appellate Division must:

(a) where permission to appeal under section 47(1) of the Supreme Court of Judicature Act is required, be in Form 26 or 27 of Appendix B of these Practice Directions; or

- (b) in any other case, be in Form 24 or 25 of Appendix B of these Practice Directions with the necessary modifications to the title of the form.
- (3) The written submissions mentioned in sub-paragraphs (1) and (2) must comply with the prescribed page limits as set out in the Rules of Court 2021 and the formatting requirements as set out in paragraph 120 of these Practice Directions.
- (4) If no written submissions are filed in the Appellate Division or the Court of Appeal by the timelines prescribed by Order 18, Rule 29 or Order 19, Rule 26 of the Rules of Court 2021 (as the case may be), the Appellate Division or the Court of Appeal (as the case may be) will proceed on the basis that the party does not intend to file any written submissions and may, in accordance with section 37(1) or section 55(1) of the Supreme Court of Judicature Act (as the case may be), decide the matter based on the documents before it without hearing oral arguments.

127. Use of presentation slides for all proceedings before the Appellate Division, Court of Appeal and Court of 3 Supreme Court Judges under the Legal Profession Act and appeals to the General Division under the Medical Registration Act

Subject to approval by the Court, parties may utilise presentation slides to assist in oral submissions before the Court. Presentation slides may be projected in the courtroom or hearing chambers when oral submissions are made. Presentation slides must comply with the following standards:

Typeface

- (1) A clear typeface such as Arial or Times New Roman must be used; care should be taken to ensure that the font used is of at least a size equivalent to Arial font size 32. Bold and italicised fonts should be used sparingly.

Colours

- (2) There must be sufficient contrast between the slide background and text: it is preferable to use black or dark fonts with a light background. The colours used in slide backgrounds should be muted and preferably monochromatic.

Animation and sounds

(3) Animation of slides or elements within a slide should be avoided; similarly, sounds should not be incorporated in the presentation slides unless they are necessary.

Corporate logos

(4) Corporate logos of the law practice may be displayed on the presentation slides. Care should be taken to ensure that the size and location of corporate logos do not distract from the substance of the presentation slides.

128. Lapse or cancellation of Grant of Aid under the Legal Aid and Advice Act and the Legal Aid and Advice Regulations

(1) Where a Grant of Aid lapses or is cancelled in the course of any proceedings in the Appellate Division or the Court of Appeal, counsel must promptly notify the Appellate Division or the Court of Appeal (as the case may be) of the lapse or the cancellation in writing. This is given that questions may arise from the lapse or the cancellation of a Grant of Aid as to whether security for costs would need to be furnished to enable the proceedings in the Appellate Division or the Court of Appeal (as the case may be) to continue to be pursued.

(2) To avoid doubt, “Grant of Aid” in sub-paragraph (1) means a document issued under section 8 of the Legal Aid and Advice Act stating that legal aid is granted to a person (whether on a provisional basis or otherwise).

129. Request for waiver or deferment of Court fees

For the purposes of proceedings referred to in Parts 13 and 14 of these Practice Directions, a request for the waiver or deferment of the whole or any part of any appeal Court fees under Order 25, Rule 3(1) of the Rules of Court 2021 must be supported by an affidavit in Form 28 of Appendix B of these Practice Directions. The affidavit in Form 28 must verify Form 29 of Appendix B of these Practice Directions.

Part 15: Assessment of Costs Matters and Costs

130. Scope of certain paragraphs

To avoid doubt, the directions contained in this Part, save for paragraph 135, do not apply to assessments governed by the Bankruptcy (Costs) Rules or the Insolvency, Restructuring and Dissolution (Personal Insolvency) Rules 2020.

131. Form of bill of costs

The attention of solicitors is drawn to Order 21, Rules 2(2) and 20 of the Rules of Court 2021. In addition, solicitors are to abide by the following requirements:

Margin

(1) A blank margin not less than 10mm wide on all four sides is required for each page of the bill of costs.

Pagination

(2) Every page of a bill of costs must be paginated consecutively at the centre top of the page.

Format

(3) This sub-paragraph sets out the format of a bill of costs.

PARTY-AND-PARTY BILLS

(a) For party-and-party bills:

- (i) A bill of costs drawn up for assessment of costs between one party to proceedings and another should be divided into 3 separate sections as required by Order 21, Rule 20(1) of the Rules of Court 2021.
- (ii) Form 30 in Appendix B of these Practice Directions should be used for contentious business in respect of work done for a trial or in contemplation of a trial.

- (iii) Form 31 in Appendix B of these Practice Directions should be used for contentious business in respect of, or in contemplation of, work done other than for a trial; such as work done for an appeal or for a specific interlocutory application.
- (iv) Form 32 in Appendix B of these Practice Directions should be used for non-contentious business.

SPECIMEN BILLS

- (b) Specimen bills illustrating the use of Forms 30, 31 and 32 in Appendix B of these Practice Directions are found in Appendix E of these Practice Directions.

SOLICITOR-AND-CLIENT BILLS

- (c) A bill of costs drawn up for assessment of costs between a solicitor and his or her client should be drawn up in the same manner described in sub-paragraph (3)(a) except as follows:
 - (i) A solicitor will be deemed to have indicated that all items included in the bill are in relation to work done or disbursements incurred with the approval of the client.
 - (ii) Any agreement, whether oral or in writing, between the solicitor and his or her client relating to the amount of costs payable either as a global sum or in respect of particular items included in the bill should be indicated on the bill. Any agreement between the solicitor and his or her client as to the rate to be used to compute the solicitor's costs should also be indicated in the bill.

BILLS OF COSTS REQUIRED TO BE ASSESSED UNDER SECTION 18(3) OF THE MOTOR VEHICLES (THIRD-PARTY RISKS AND COMPENSATION) ACT

- (d) Whenever costs are required to be assessed by virtue of the Motor Vehicles (Third-Party Risks and Compensation) Act, a bill should be drawn up for assessment between the solicitor and his or her client *and* another bill drawn up for assessment between the client and the other party to the proceedings in which the solicitor acted

for the client. A waiver of the filing fees for the solicitor-and-client bill may be requested when this bill is filed:

- (i) The party-and-party bill should be filed first and the solicitor-and-client bill should reference the first bill.
- (ii) The party-and-party bill and the solicitor-and-client bill can be drawn up as described in sub-paragraph (3)(a) and (c) with the modification set out in sub-paragraph (3)(d)(iii) below.
- (iii) It is not necessary to repeat serially in the solicitor-and-client bill the items which have already been serially set out in the party-and-party bill. It is sufficient, ordinarily, to incorporate all such items by reference and proceed to set out in detail any additional items, i.e., items not already set out in the party-and-party bill. However, if a sum claimed for an item of disbursement in the solicitor-and-client bill is different from the corresponding sum claimed in the party-and-party bill, it will be necessary to set out serially again in the solicitor-and-client bill all the items of disbursement already set out in the party-and-party bill (including, where appropriate, the different sum or sums claimed) as well as additional items of disbursement not so set out. In addition, the global sums claimed for Sections 1 and 2 of the solicitor-and-client bill should be indicated at the end of the respective sections whether or not they are the same sums as those claimed for Sections 1 and 2 of the party-and-party bill.

Particulars

- (4) Sufficient particulars must be included in the bill of costs so as to enable the Registrar to exercise his or her discretion under Order 21, Rule 2(2) of the Rules of Court 2021. Without limiting sub-paragraph (3), the Registrar may, at the assessment hearing, order the claiming or receiving party to furnish full details in support of the sums claimed under the bill.

Goods and services tax

(5) A party claiming goods and services tax (GST) in a bill of costs must comply with the directions set out in this sub-paragraph. A party who fails to comply with the directions set out in this sub-paragraph will be presumed not to be claiming GST in the bill concerned.

REGISTRATION NUMBERS

- (a) For registration numbers,
 - (i) The GST registration number allocated by the Comptroller of Goods and Services Tax to the solicitors for the receiving party or parties should appear at the top left hand corner of the first page of the bill of costs.
 - (ii) The GST registration numbers, if any, allocated to the receiving parties or to any one or more of them, as the case may be, must also appear at the same location in all documents.
 - (iii) The GST registration numbers should be indicated as follows: “GST Reg. No. (solicitors for claimant/solicitors for 1st defendant/2nd defendant (or as the case may be)): xxxxx.”
 - (iv) Where no GST registration number has been allocated to a receiving party, a statement to this effect should be included after the GST registration numbers of the solicitors for the receiving parties, or the receiving parties, as the case may be, in the following manner: “1st and 2nd defendants/3rd claimant/(or as the case may be): no GST Reg. No.”

INPUT TAX ALLOWABLE

- (b) The proportion of input tax for which the receiving parties, or one or more of them, are not entitled to credit should be stated, as a percentage, in parentheses after the GST registration number of the party or parties concerned. For a person who is not liable to be registered within the meaning of the First Schedule to the Goods and Services Tax Act, this proportion should be 100%.

APPORTIONMENT

- (c) For apportionment:
- (i) The first and second sections of the bill of costs, which set out the work done in the cause or matter except for assessment of costs and the work done for and in the assessment of costs, should each be divided into such number of parts as will enable the bill to reflect the different rates of GST applicable during the relevant period of time.
 - (ii) The third section, which sets out the disbursements made in the cause or matter, should similarly be divided, with the first part setting out the disbursements on which no GST is chargeable by the solicitors for the receiving party or the receiving party, as the case may be.

SUMMARY OF THE GOODS AND SERVICES TAX CLAIMED FOR WORK DONE

- (d) Where applicable, the following information should be included at the end of the first and of the second sections:
- (i) the global sum of costs claimed for work done during each period for which a different rate of GST applies or no GST applies;
 - (ii) the proportion, as a percentage, of input tax for which the receiving parties, or one or more of them, are not entitled to credit;
 - (iii) a quantification of the input tax on the costs claimed in the section concerned for which the receiving parties, or one or more of them, are not entitled to credit; and
 - (iv) a quantification of the GST claimed on the costs claimed in the section concerned.

SUMMARY OF THE GOODS AND SERVICES TAX CLAIMED FOR DISBURSEMENTS

(e) Where applicable, the following information should be included at the end of the third section:

- (i) a summation of the disbursements on which no GST is chargeable by the solicitors for the receiving party or the receiving party, as the case may be;
- (ii) a summation of the disbursements on which GST at the applicable rate is chargeable by the solicitors for the receiving party or the receiving party, as the case may be;
- (iii) the proportion, as a percentage, of input tax for which the receiving parties, or one or more of them, are not entitled to credit;
- (iv) a quantification of the input tax on the disbursements on which GST is chargeable by the solicitors for the receiving party for which the receiving parties, or one or more of them, are not entitled to credit; and
- (v) a quantification of the GST claimed on the disbursements.

REGISTRAR'S CERTIFICATE

(f) The total amount of GST allowed on a bill of costs will be indicated as a separate item in the Registrar's certificate. Solicitors are responsible for ensuring that the GST figures accurately reflect the sums allowed by the Registrar.

132. Electronic filing of bills of costs for assessment

- (1) Each bill of costs submitted to the Court through the Electronic Filing Service must:
 - (a) be in Portable Document Format (PDF);
 - (b) comply with paragraph 131 of these Practice Directions; and
 - (c) be accompanied by a bill of costs summary, the electronic form of which will be composed online through the Electronic Filing Service. The information required by

the Electronic Filing Service to compose the bill of costs summary includes the costs claimed under Sections 1, 2 and 3 of the bill of costs.

(2) As the Registrar's certificate of costs under Order 21, Rule 25 of the Rules of Court 2021 will be composed online based on the summary in sub-paragraph (1)(c), solicitors should ensure that the information contained in the summary accurately reflects the information contained in the bill of costs submitted. Solicitors should also ensure that the amounts claimed for goods and services tax in the summary are correct.

(3) There is no necessity for lawyers to collect the assessed bill of costs from the Registry to prepare the Registrar's certificate. The procedure for preparation of draft orders in paragraph 107 of these Practice Directions will, with the necessary modifications, apply to the preparation of the Registrar's certificate.

(4) The Registrar's certificate must be composed online through the Electronic Filing Service.

133. Objections

(1) Any objections in principle or as to quantum of the items claimed in a bill of costs must be indicated by the filing and service of a Notice of Dispute in Form 33 of Appendix B of these Practice Directions at least 14 days before the date fixed by the Registrar for the assessment of the bill of costs.

(2) The Notice of Dispute must be filed through the Electronic Filing Service in Portable Document Format (PDF) and be accompanied by a Notice of Dispute summary, the electronic form of which will be composed online through the Electronic Filing Service. The information required by the Electronic Filing Service to compose the Notice of Dispute summary includes the amounts of costs to be awarded under Sections 1, 2 and 3 of the bill of costs according to the paying party.

134. Amount allowed as disbursements on account of use of Electronic Filing Service

(1) If a document is filed using the Electronic Filing Service, \$0.40 for each page of the document filed must be allowed as costs between parties to proceedings. Such costs may be

claimed by a receiving party from the paying party where the receiving party is entitled to costs for the filing of the document. These costs must be allowed in addition to all other disbursements and Court fees.

- (2) This paragraph applies to the assessment of costs as well as cases where the Court fixes a gross sum instead of directing an assessment.
- (3) This paragraph does not apply to any document filed through the service bureau.

135. Assessments involving the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid

- (1) The directions contained in this paragraph must be followed in respect of all assessments in which the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid is involved.
- (2) For all assessments in which the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid is involved:
 - (a) the receiving party must, prior to the filing of the bill of costs in Court through the Electronic Filing Service, send the bill of costs to be filed to the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid, as the case may be;
 - (b) the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid, as the case may be, should then inform the receiving party whether he or she agrees or disagrees with the amounts claimed in the bill of costs; and
 - (c) when filing the bill of costs in Court through the Electronic Filing Service, the receiving party must state whether the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid, as the case may be, disagrees with the amounts claimed in the bill of costs. The bill of costs should also be served on the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid, as may be applicable, on the same day that the bill of costs is filed.

(3) If the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid, as the case may be, agrees with the amounts claimed in the bill of costs, then:

(a) for costs required to be assessed pursuant to the provisions of the Motor Vehicles (Third-Party Risks and Compensation) Act:

- (i) where no party-and-party bill of costs has been filed; or
- (ii) where the solicitor-and-client costs is not referenced to a party-and-party bill filed early,

the receiving party and the Public Trustee need not attend at the assessment and the bill will be assessed in their absence. However, if the Registrar disagrees with the quantum of costs agreed on, he or she may nonetheless direct the attendance of the receiving party and the Public Trustee, at a later date;

(b) for:

- (i) party-and-party bills filed by the creditor under the Bankruptcy (Costs) Rules or the Insolvency, Restructuring and Dissolution (Personal Insolvency) Rules 2020, to which the estate of the bankrupt is the respondent;
- (ii) party-and-party bills filed by the creditor in companies winding-up matters where the Official Receiver is appointed liquidator and to which the company in liquidation is the respondent to the bill of costs; or
- (iii) solicitor-and-client bills filed pursuant to the Legal Aid and Advice Act where the Director of Legal Aid is the respondent,

the receiving party and the Official Assignee, the Official Receiver or the Director of Legal Aid, as the case may be, need not attend at the assessment and the bill will be assessed in their absence. However, if the Registrar disagrees with the quantum of costs agreed on, he or she may nonetheless direct the attendance of the Official Assignee, the Official Receiver or the Director of Legal Aid, as the case may be, and the receiving party, at a later date.

(4) If costs are required to be assessed pursuant to the provisions of the Motor Vehicles (Third-Party Risks and Compensation) Act and the bill of costs claiming the same is referenced to an earlier party-and-party bill filed pursuant to paragraph 131(3)(d), the Public Trustee need not attend the assessment of the bill and the party-and-party and solicitor-and-client costs will be assessed in the absence of the Public Trustee. However, the Public Trustee may attend at the assessment if he or she so wishes, and must attend if an express direction is made by the Registrar that he or she attends in relation to a particular bill of costs.

136. Fixing costs instead of ordering assessment

(1) Order 21, Rule 2(3) of the Rules of Court 2021 provides that:

Powers of the Court (O. 21, r. 2)

...

(3) Subject to the provisions of this Order and any written law, the costs payable by any party to any other party in any matter must be fixed by the Court which heard the matter after an oral hearing or by way of written submissions from the parties, unless the Court thinks fit to direct an assessment of the costs.

Counsel should therefore be prepared to make submissions on the entitlement to and quantum of costs at the end of a hearing or trial, whether before or after judgment is delivered.

(2) Counsel should note that the Court may fix costs where costs have been ordered to be in the cause, or on hearing applications for dismissal or striking out pursuant to an unless order, and be prepared to make submissions accordingly.

137. Costs Scheduling

(1) The directions contained in this paragraph apply to:

(a) trials of originating claims in open court, including originating claims that were ordered to be converted from originating applications; and

- (b) originating applications involving cross-examination of any maker of an affidavit.
- (2) Each party to the proceedings described in sub-paragraph (1) is required to file a costs schedule using Form 34 in Appendix B of these Practice Directions. The costs schedule should set out with sufficient particularity the quantum of party-and-party costs and disbursements that the party intends to claim in the event that the party succeeds. A specimen form illustrating the use of Form 34 in Appendix B of these Practice Directions can be found in Appendix F of these Practice Directions.
- (3) The relevant costs schedule will be taken into account for the purposes of assessing the quantum of costs to be awarded for the proceedings.
- (4) The costs schedule for the proceedings described in sub-paragraph (2) must be filed together with the parties' written closing submissions or, where there are no written closing submissions, before the parties' oral closing submissions are presented.

138. Costs Guidelines

- (1) Solicitors making submissions on party-and-party costs (whether at assessment hearings or otherwise) or preparing their costs schedules pursuant to paragraph 137 of these Practice Directions should have regard to the costs guidelines set out in Appendix G of these Practice Directions (the "Costs Guidelines").
- (2) The Costs Guidelines are to serve only as a general guide for party-and-party costs awards in the Supreme Court. The precise amount of costs awarded remains at the discretion of the Court and the Court may depart from the amounts set out in the Costs Guidelines depending on the circumstances of each case.
- (3) To avoid doubt, nothing in the Costs Guidelines is intended to guide or influence the charging of solicitor-and-client costs.

Part 16: Enforcement of Judgments and Orders

139. Applying for enforcement order

(1) An application for an enforcement order under Order 22, Rule 2(3) of the Rules of Court 2021 must be made by filing a summons without notice for an enforcement order in Form 38 of Appendix A of these Practice Directions.

(2) The application for an enforcement order is to be made not earlier than 3 days after the Court order within the meaning of Order 22, Rule 1 of the Rules of Court 2021 has been served on the enforcement respondent.

140. Requests for the Sheriff's attendance

(1) Where an enforcement applicant requires the Sheriff or bailiffs to:

- (a) attend at the place of execution at any time after the first attendance, whether during or after office hours, for the purposes of carrying out an enforcement order, to arrest a debtor, or for any other purpose;
- (b) proceed with the sale of seized property; or
- (c) release seized property;

he or she must do so by filing the Request for Attendance of the Sheriff in Form 35 of Appendix B of these Practice Directions through the Electronic Filing Service. A Request for Attendance of the Sheriff made in any other manner may be rejected.

(2) The fees prescribed under the Fourth Schedule to the Rules of Court 2021 will be payable in respect of any attendance by the Sheriff or bailiffs pursuant to a Request made in Form 35.

141. Service of Notice of Seizure or Attachment on the directions of the Sheriff

Where, under Order 22, Rule 6(4) of the Rules of Court 2021, an enforcement order is carried out by the Sheriff serving:

- (a) a notice of seizure on any person or entity;
- (b) a notice of seizure on the Singapore Land Authority; or
- (c) a notice of attachment on any financial institution or non-party;

the Sheriff may engage, or direct the enforcement applicant to engage, the services of any appropriate persons or service provider, including the enforcement applicant's solicitors, to file the notice of seizure and/or effect service of such notice of seizure or attachment, as the case may be.

142. Claims and objections to seizure or attachment

(1) If an objector objects to any seizure of property or attachment of debt by the Sheriff under Order 22, Rule 10(1) of the Rules of Court 2021, the objector must, within 14 days after the service of the Notice of Seizure or Attachment, file and serve a Notice of Objection in Form 36 of Appendix B of these Practice Directions on the Sheriff, the enforcement applicant, the enforcement respondent (if not the objector) and any non-party served with the notice of attachment (if not the objector).

(2) If the enforcement applicant accepts or disputes the grounds of objection, the enforcement applicant must, within 14 days after the service of the Notice of Objection, file and serve a Consent to Release in Form 37 of Appendix B of these Practice Directions or a Notice of Dispute in Form 38 of Appendix B of these Practice Directions (as the case may be) on the Sheriff and the objector.

(3) Where an enforcement applicant files a Notice of Dispute, the Sheriff may direct that he or she, within 7 days after the direction, apply to Court by summons in Form 39 of Appendix B of these Practice Directions in the action supported by affidavit for an order determining the ground of objection in respect of the property or debt in dispute. The summons and supporting affidavit must be served on the objector, the enforcement respondent (if not the objector), and any non-party served with the notice of attachment (if not the objector).

(4) Where an enforcement applicant fails to file a Consent to Release or a Notice of Dispute within the prescribed timeline, and the Sheriff directs the objector to apply to Court under Order 22, Rule 10(4) of the Rules of Court 2021 for an order to release the property or debt,

the objector must, within 7 days after the direction, file a summons in Form 40 of Appendix B of these Practice Directions in the action supported by an affidavit. The summons and supporting affidavit must be served on the enforcement applicant, the enforcement respondent (if not the objector), and any non-party served with the Notice of Seizure or Attachment (if not the objector).

143. Sale of immovable property

(1) If an enforcement applicant wishes to effect the sale of immovable property seized under an enforcement order, he or she must file the requisite Request for sale electronic form to the Sheriff through the Electronic Filing Service. When filing the Request for sale electronic form, the enforcement applicant must provide evidence of the following:

- (a) the date of service of the Notice of Seizure (in Form 40 of Appendix A of these Practice Direction) on the Singapore Land Authority in respect of title to the immovable property, and the date of registration (and expiry) of the enforcement order relating to the immovable property;
- (b) that copies of (i) the enforcement order in Form 38 of Appendix A of these Practice Directions; and (ii) the Notice of Seizure in Form 40 of Appendix A of these Practice Directions, have been served on the enforcement respondent, and the dates of such service;
- (c) whether the immovable property is subject to any mortgage or charge, and if so, that the mortgagee or chargee consents to the sale; and
- (d) the names of 3 proposed law firms and/or solicitors, among whom the Sheriff will appoint 1 to act on his or her behalf in the sale of the immovable property.

(2) The Sheriff is not required to proceed with the sale if the immovable property is subject to a mortgage or charge and the enforcement applicant is unable to produce the written consent of the mortgagee or chargee to the sale.

(3) If the Sheriff proceeds with the sale of the immovable property, the Sheriff may appoint any solicitor to settle the particulars and conditions of sale on his or her behalf.

- (4) The following applies to any sale of immovable property by the Sheriff:
- (a) the Sheriff may require more than 1 valuation report to be submitted by a valuer before proceeding with the sale;
 - (b) the sale must be conducted by an auctioneer and the immovable property must be offered for sale by way of public auction in such manner as the auctioneer may advise;
 - (c) the immovable property must not be sold at a price below the forced sale value as specified in the valuation report, or if there exists 2 or more valuation reports, in the latest valuation report; and
 - (d) the solicitor must prepare all necessary conditions of sale, documentation, accounts and particulars on behalf of the Sheriff in accordance with the Sheriff's directions, and will be entitled to recover his or her legal fees and disbursements from the proceeds of sale as sheriff's expenses.

144. Sheriff's Internet Website

The Sheriff's Internet website referred to in Order 22, Rule 7(6)(a) of the Rules of Court 2021 can be found at <http://www.judiciary.gov.sg/services/sheriff-sales-services/sheriff's-sales>.

145. Examination of Enforcement Respondent

- (1) A questionnaire in the manner and form set out in Form 41 or 42 of Appendix B of these Practice Directions (as may be appropriate) must be annexed to the order for examination of enforcement respondent under Order 22, Rule 11(5) of the Rules of Court 2021 when the said order is served on the enforcement respondent or the officer or officers of the enforcement respondent if it is an entity (collectively, the "enforcement respondent" for the purposes of this paragraph). The enforcement applicant may modify the questions according to the circumstances of each case.
- (2) If the enforcement respondent is of the view that any question in the questionnaire is unreasonable, he or she is to contact the enforcement applicant to ascertain whether the issue can be resolved prior to the hearing.

(3) At the hearing, the answered questionnaire is to be produced to the Registrar and received as evidence upon the enforcement respondent's confirmation on oath that his or her answers provided are true and correct. The enforcement applicant may then apply to discharge the enforcement respondent or proceed with further questioning.

(4) The enforcement respondent need not attend at the hearing if:

(a) he or she provides his or her answers to the questionnaire to the enforcement applicant by way of an affidavit or statutory declaration before the hearing; and

(b) the enforcement applicant agrees to apply for a discharge of the order for examination of enforcement respondent at the hearing.

Part 17: Admiralty Matters

146. Arrest of ships

(1) The claimant will apply to a Judge for an omnibus order in every case where a ship or vessel is arrested, giving the Sheriff discretion to take various measures for the safe and satisfactory custody of the arrested property. The usual prayers in the application for an omnibus order are prayers 7 to 11 of Annex B (Standard Appraisement and Sale Prayers and Omnibus Prayers) to the current edition of the Admiralty Court Guide issued pursuant to a Registrar’s Circular (the “Admiralty Court Guide”).

(2) Solicitors representing arresting parties in admiralty proceedings are required to provide an undertaking that the Sheriff will 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 an 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 security guard charges, port and garbage dues, and the supply of minimum victuals, domestic fuel and water to crew members where necessary. Funds to meet such expenses are not provided for by the Government.

(4) To enable the Sheriff to discharge his duties effectively, upon the arrest of a vessel, the Sheriff will require the solicitors representing arresting parties to deposit with the Sheriff a sum of \$10,000. Such deposit is in addition to the usual undertaking.

(5) During the relevant period as defined in Order 33, Rule 11(5) of the Rules of Court 2021, the solicitors representing arresting parties must make reasonable efforts to notify the following persons and entities in writing of the service of the warrant of arrest or the originating claim in an action *in rem* as soon as practicable after the warrant of arrest or the originating claim (as the case may be) is served in accordance with Order 33, Rule 10 of the Rules of Court 2021:

- (a) the owner of the ship;

- (b) the demise charterer (if any) of the ship;
 - (c) the Master of the ship;
 - (d) the manager of the ship; and
 - (e) if the ship is in a shipyard — the shipyard.
- (6) For the purposes of Order 33, Rules 11(3)(a) and (4)(a)(ii) of the Rules of Court 2021, the claimant must annex a copy of the results of a search on the ship conducted on the Maritime and Port Authority of Singapore website at <http://digitalport.mpa.gov.sg> showing:

- (a) the identity of the agent of the ship; and
- (b) the location of the ship or, where the property is cargo, the ship in which the cargo was carried, within the limits of the port declared under section 3(1) of the Maritime and Port Authority of Singapore Act, on the date and at the time of the service of the warrant of arrest or the originating claim in an action *in rem* (as the case may be).

147. Arrest of ships in shipyards

- (1) In every case where a vessel is arrested in or within a shipyard, the claimant must, within 14 days of the arrest or within 3 days from a request by a shipyard to move the vessel (whichever is the earlier), apply to a Judge for an omnibus order giving the Sheriff discretion to take appropriate measures for the safe and satisfactory custody of the arrested property.
- (2) The usual prayers in the application for an omnibus order are prayers 7 to 11 of Annex B (Standard Appraisalment and Sale Prayers and Omnibus Prayers) to the Admiralty Court Guide. In addition, in circumstances where the shipyard is asserting a possessory lien against the vessel, the omnibus order should stipulate that the order is without prejudice to the shipyard's possessory lien.

148. Form of undertaking

In order to ensure that there is no undue delay in the issuance and execution of warrants of arrest and release as well as commissions for appraisement and sale, solicitors are requested to prepare the undertaking in the manner and form set out in Form 43 of Appendix B of these Practice Directions.

149. Release of vessel lying under arrest

(1) If the arresting party requires the Sheriff to attend at the port in which a vessel is lying under arrest for the purposes of releasing the vessel from arrest, whether during or after office hours, he or she must do so by filing the Request for Attendance of the Sheriff in Form 35 of Appendix B of these Practice Directions through the Electronic Filing Service. A Request for Attendance of the Sheriff made in any other manner will not be acceded to.

(2) The fees prescribed by the Fourth Schedule to the Rules of Court 2021 will be payable in respect of any attendance by the Sheriff.

150. Caveat against release

(1) With respect to property as to which a caveat against release is in force, a party, before applying for the issuance of a release, must give at least 24 hours' prior written notice to any party at whose instance a subsisting caveat against release has been entered to either withdraw the caveat or arrest the property in another action.

(2) A release may be issued by the Court pursuant to Order 33, Rule 13(2)(b) of the Rules of Court 2021 with respect to property as to which a caveat against release is in force if such caveat is not withdrawn or where the caveator has failed to arrest the property in another action notwithstanding that prior notice in sub-paragraph (1) has been given.

151. Filing of supporting documents

The attention of solicitors is drawn to paragraph 11 which sets out the opening hours of the Registry. Solicitors must ensure that the necessary documents are filed within the opening

hours of the Registry to enable execution to be effected. The directions in paragraph 85 apply when an urgent application has to be made after the Registry's opening hours.

152. Hard copies at hearing of admiralty matters

Order 33, Rule 27(2) of the Rules of Court 2021 provides that the party by whom an admiralty action is set down for trial must file any preliminary acts and a Request for the assessor's attendance (where applicable) at least 14 days before the trial date, unless the Court otherwise orders. In addition to this rule, the party must tender 3 hard copies of the preliminary act(s) to the Registry.

153. Searches for caveats against arrest or release

(1) Order 33, Rule 4(2)(b) of the Rules of Court 2021 provides that the party applying for a warrant of arrest to be issued must procure a search to be made in the record of caveats to ascertain whether there is a caveat against arrest in force with respect to that property.

(2) Order 33, Rule 13(2) of the Rules of Court 2021 provides that a release must not be issued if a caveat against release is in force, unless, either (a) at the time of the issue of the release the property is under arrest in one or more other actions, or (b) the Court so orders.

(3) A party applying for either an arrest or release of a particular property must provide documentation evidencing a search for caveats against arrest or release (as the case may be) reflecting a search done no more than 15 minutes before the hearing of the application.

154. Registration of service clerks for admiralty matters

(1) Pursuant to Order 33, Rules 7(4) and 9(2) of the Rules of Court 2021, service of an originating claim or execution of a warrant of arrest may be effected by a solicitor or a solicitor's clerk whose name and particulars have been notified to the Registrar.

(2) The attention of solicitors is drawn to paragraph 62(2) of these Practice Directions which requires solicitors to notify the Registry of the particulars of authorised process servers, who have been authorised by them to serve processes and execute warrants of arrest by submitting a request to authorise user through the Electronic Filing Service. Where such

authorised process servers are no longer so authorised, solicitors are to revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service. Solicitors' clerks do not require the authorisation of the Registrar to effect personal service of processes and documents.

(3) Paragraph 62(3) to (5) of these Practice Directions, with the necessary modifications, apply to the assignment of the Sheriff to effect service of an originating claim or execute a warrant of arrest.

155. Applications for appraisalment and sale

(1) Any party applying for the appraisalment and sale of any property in an admiralty action must include a prayer to the Court to appoint 1 or more appraisers to value the property. The applicant must submit with the application a list of appraisers maintained by the Sheriff.

(2) The Court appointed appraiser(s) must be named in Form 58 of Appendix A of these Practice Directions.

(3) The list of appraisers referred to in sub-paragraph (1) may be found on the Singapore Courts website at <http://www.judiciary.gov.sg/services/sheriff-sales-services/sheriff's-sales> or will be provided by the Registry upon request.

Part 18: Matters Under The Legal Profession Act

156. Applications for admission as an advocate and solicitor of the Supreme Court

(1) The attention of applicants for admission as an advocate and solicitor of the Supreme Court is drawn to the filing and service deadlines as set out in Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011.

(2) In view of the requirements under Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011, an applicant is to ensure the requisite document(s) for admission are served on the Attorney General, the Law Society of Singapore and the Singapore Institute of Legal Education in compliance with the timelines stipulated in the respective Rules (“applicable timelines”).

(3) All applications for admission must be filed through the Electronic Filing Service. Supervising solicitors may allow their practice trainees to file the relevant papers for admission as an advocate and solicitor through the Electronic Filing Service using the law practice’s front-end system. Alternatively, applicants may file their requisite documents for admission through the service bureau.

(4) The applicant must file a Request for hearing together with the applicant’s affidavit for admission as advocate and solicitor. In the Request for hearing, the applicant must request the issuance of the following documents:

- (a) the instrument of admission under section 16(3) of the Legal Profession Act;
and
- (b) the declaration required under Rule 30 of the Legal Profession (Admission) Rules 2011.

The declaration will be generated for the applicant’s signature at the hearing if the applicant’s application for admission as an advocate and solicitor is granted. \$120 is payable when filing the Request for hearing which includes \$100 for the issuance of the instrument of admission (under the Legal Profession (Prescribed Fees) Rules).

(5) Upon the filing of the Request for hearing and all requisite documents for admission in accordance with the applicable timelines, the admission application will be fixed for hearing by the Registry (“Original Call Date”).

(6) An applicant who is not able to comply with the applicable timelines may apply for an abridgment of time (“abridgment application”). An abridgment application must be made by way of a summons, supported by an affidavit, and filed through the Electronic Filing Service at least 14 days before the applicant’s intended admission hearing date (“Intended Call Date”). The abridgment application is to be served on the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education, any of whom may object to the abridgment application.

(7) The abridgment application will be fixed for hearing as follows:

(a) where the abridgment application has been filed at least 14 days before the Intended Call Date, it will be fixed for hearing on the Monday before the Intended Call Date. If the abridgment application is granted, the admission application will be re-fixed for hearing on the Intended Call Date;

(b) where the abridgment application is filed less than 14 days before the Intended Call Date, the abridgment application will be fixed on the Monday before the Original Call Date. If the applicant wishes to bring forward the hearing date to the Monday before the Intended Call Date, the applicant has to obtain the written consent of the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education, and file a Request to bring forward the hearing date of the abridgment application enclosing the relevant written consent.

157. “Part-call” applications pursuant to section 32(3) of the Legal Profession Act

Section 32(3) of the Legal Profession Act allows “part-call” applications to be brought in respect of practice trainees who have completed not less than 3 months of their practice training period. A “part-call” application must be brought by way of a summons, supported by an affidavit, and served on the Attorney-General, the Law Society of Singapore and the Singapore

Institute of Legal Education. The attendance of representatives of the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education at the hearing of a “part-call” application is not required, unless there are any objections to the application or if the Court otherwise directs.

158. Electronic applications for practising certificate

(1) Subject to section 26 of the Legal Profession Act, section 25 of the same requires all practising solicitors to have in force a valid Practising Certificate issued by the Registrar, before he or she does any act in the capacity of an advocate and solicitor. Unless otherwise directed, all applications for practising certificates must be made only through the Practising Certificate Module (PC Module) of the Integrated Electronic Litigation System (eLitigation) according to the procedures set out on the eLitigation website at <http://www.elitigation.sg>.

(2) Solicitors who do not have access to eLitigation may file an application through the service bureau. Payment for applications made through the service bureau must be made by way of NETS, cashier’s order, cash or a law firm issued cheque.

(3) Payment for applications made directly through the PC Module of eLitigation must be by way of GIRO electronic payment. It is the applicant’s responsibility to ensure that the designated bank account has sufficient funds for GIRO electronic payment of all applicable subscriptions, levies, contributions, fees and charges (which may include outstanding amounts due to the Law Society of Singapore and/or the Singapore Academy of Law) at the time of the application. The issuance of any practising certificate is subject to the clearance of funds. Upon notification that a payment transaction is unsuccessful, the applicant must make arrangements to effect full payment within 5 working days. At any time before full payment is made, the applicant must, immediately upon demand, surrender to the Registrar all hard copies of any practising certificate issued to him or her for the practice year for which payment has not been settled and certify to the Registrar that he or she has destroyed all electronic copies thereof.

(4) Section 27(3) of the Legal Profession Act requires solicitors to notify the Registrar and the Council of the Law Society of Singapore any changes in particulars submitted in the course of applying for a practising certificate or with respect to the status of his or her practising certificate. This notification must be made only through the PC Module of eLitigation.

(5) The Registrar may exercise his or her discretion to issue another practising certificate to a solicitor after receiving notification of any change of particulars. If the Registrar subsequently issues another practising certificate, section 26(9)(c) of the Legal Profession Act provides that the earlier practising certificate will cease to be in force.

Part 19: Bankruptcy and Winding Up Matters

159. Bankruptcy applications

The following arrangements will apply to hearings of bankruptcy matters:

- (1) Bankruptcy matters are divided into 2 parts, namely,
 - (a) applications for bankruptcy orders; and
 - (b) other applications under the Bankruptcy Act or Bankruptcy Rules, or under Parts 13 to 21 of the Insolvency, Restructuring and Dissolution Act 2018 or the Insolvency, Restructuring and Dissolution (Personal Insolvency) Rules 2020, 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.
- (2) Without notice applications for substituted service in bankruptcy proceedings will be dealt with by the Duty Registrar.

160. Applications to set aside statutory demands made under the Bankruptcy Rules or the Insolvency, Restructuring and Dissolution (Personal Insolvency) Rules 2020

- (1) Rule 97 of the Bankruptcy Rules and Rule 67 of the Insolvency, Restructuring and Dissolution (Personal Insolvency) Rules 2020 allow a debtor to apply to set aside a statutory demand within such of the following periods, after the date on which the statutory demand is served or deemed to be served on the debtor, as may be applicable:
 - (a) 14 days; or
 - (b) where the demand was served outside Singapore – 21 days.

(2) Without limiting Rule 98 of the Bankruptcy Rules or Rule 68 of the Insolvency, Restructuring and Dissolution (Personal Insolvency) Rules 2020, on an application to set aside a statutory demand based on a judgment or an order, the Court will not go behind the judgment or order and inquire into the validity of the debt.

(3) When the debtor:

(a) claims to have a counterclaim, set-off or cross demand (whether or not he or she could have raised it in the action or proceedings in which the judgment or order was obtained) which equals or exceeds the amount of the debt or debts specified in the statutory demand; or

(b) disputes the debt (not being a debt subject to a judgment or order),

the Court will normally set aside the statutory demand if, in its opinion, on the evidence there is a genuine triable issue.

161. Judicial management and winding up applications under the Companies Act or the Insolvency, Restructuring and Dissolution Act 2018

After a winding up application has been filed, the applicant or his or her solicitor should file the necessary documents using the checklist provided in the Electronic Filing Service. Once the necessary documents under the checklist have been filed, the applicant or his or her solicitor should generate and file the winding up memorandum before attending before the Duty Registrar in compliance with Rule 32 of the Companies (Winding Up) Rules or Rule 73 of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020. This requirement will similarly apply to judicial management applications under the Companies Act or the Insolvency, Restructuring and Dissolution Act 2018.

162. Documents for use in open court trials of contested winding-up applications

(1) This paragraph applies to trials of contested winding-up applications in open court.

(2) To facilitate the conduct of contested winding-up applications and to reduce the time taken in the presentation of cases in Court, the following documents must be filed by the respective solicitors of the parties:

- (a) a bundle of documents (an agreed bundle where possible);
- (b) a bundle of authorities; and
- (c) an opening statement.

Bundles of documents

(3) For bundles of documents:

- (a) Documents to be used at trial should be consolidated into bundles paginated consecutively throughout at the top right hand corner. An index of the contents of each bundle in the manner and form set out in Form 18 of Appendix B of these Practice Directions must also be prepared. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.
- (b) It is the responsibility of solicitors for all parties to agree and prepare an agreed bundle as soon as possible. The scope to which the agreement extends must be stated in the index sheet of the agreed bundle.
- (c) In cases where certain documents cannot be agreed upon, these should be separately bundled as the applicant's or claimant's bundle or such other party's bundle, as the case may be.
- (d) The requirements set out in paragraph 102(8) to (13) of these Practice Directions must, with the necessary modifications, be complied with in respect of proceedings falling within this paragraph.
- (e) The bundles of documents including the agreed bundle and core bundle, if applicable, must be filed and served on all relevant parties at least 5 working days before trial.

Bundles of authorities

- (4) The requirements set out in paragraph 101(5) to (11) of these Practice Directions must, with the necessary modifications, be complied with in respect of proceedings falling within this paragraph.

Opening statements

(5) The requirements set out in paragraph 102(14) of these Practice Directions must, with the necessary modifications, be complied with in respect of proceedings falling within this paragraph.

Timeline for tendering documents

(6) Paragraph 102(2) to (4) of these Practice Directions apply, with the necessary modifications, to proceedings to which this paragraph applies.

Part 20: Medical Negligence Claims

163. Compliance with protocol

(1) Parties in medical negligence claims are to comply with the Protocol for Medical Negligence Cases in the General Division of the High Court (“protocol”) at Appendix H of these Practice Directions. A breach by one party will not exempt the other parties in the claim from following the protocol insofar as they are able to do so.

(2) In exercising its discretion as to costs, the Court will consider compliance with the protocol. If non-compliance with the protocol has led to unnecessary costs, the Court may make the following orders:

- (a) an order disallowing a defaulting party his or her costs, or some part of his or her costs, even if he or she succeeds;
- (b) an order that the defaulting party pay the other party or parties their costs of the proceedings, or part of those costs; and
- (c) an order that the defaulting party pay those costs on an indemnity basis.

(3) The Court will consider compliance with the protocol in exercising its discretion when deciding the amount of interest payable and may make the following orders:

- (a) an order awarding a successful party who has complied with the protocol interest from a date earlier than the date from which he or she would otherwise have been entitled to obtain interest; and
- (b) an order depriving a successful party who has not complied with the protocol of interest in respect of such period as may be specified.

Part 21: Reference to Actuarial Tables in Personal Injury and Death Claims

164. Reference to Actuarial Tables for the Assessment of Damages in Personal Injury and Death Claims

(1) In all proceedings for the assessment of damages in personal injury and death claims, the Court will refer to the “Actuarial Tables with Explanatory Notes for use in Personal Injury and Death Claims” published by Academy Publishing of the Singapore Academy of Law (the “Actuarial Tables”) to determine an appropriate multiplier, unless the facts of the case and ends of justice dictate otherwise. This is so regardless of when the accidents or incidents that gave rise to those claims occurred, and regardless of the dates on which the actions were commenced.

(2) The Actuarial Tables will serve as a guide and the selection of the appropriate multipliers and the amount of damages awarded remain at the discretion of the Court. Where appropriate on the facts and circumstances of the case, the Court may depart from the multipliers in the Actuarial Tables.

Part 22: Other Matters Specific to Criminal Proceedings

165. Judge Case Conference Checklist for criminal trials in the General Division

(1) For every criminal case in the General Division that is scheduled for a Judge Case Conference before trial, unless the Defence has indicated that the accused wishes to plead guilty or the Court otherwise directs, the Prosecution and the Defence must each file, at least 7 days before the date of the Judge Case Conference, a Checklist (called the “Judge Case Conference Checklist”) in Form 44 of Appendix B of these Practice Directions.

(2) Where the accused is not legally represented, the Registry will arrange, at least 4 weeks before the date of the Judge Case Conference, for a copy of the Judge Case Conference Checklist to be sent to, or collected by, the accused.

166. Affidavit in support of an application for permission under section 394H of the Criminal Procedure Code

(1) Under section 394H(3) of the Criminal Procedure Code read with Rules 11(2) and (3) of the Criminal Procedure Rules 2018, the applicant in an application for permission (as defined in section 394F(1) of the Criminal Procedure Code) must file an affidavit in support of the application at the same time as the filing of the application. This affidavit is to be made by the applicant’s advocate (if the applicant is represented by an advocate when the affidavit is filed) or by the applicant (if the applicant is not represented by an advocate when the affidavit is filed).

(2) Every affidavit mentioned in sub-paragraph (1) must attach as an exhibit an information sheet in Form 45 of Appendix B of these Practice Directions. The information sheet must be completed and signed by the person who makes the affidavit.

167. Written submissions for criminal appeals and other criminal matters before the Court of Appeal and the General Division

(1) This paragraph applies to:

- (a) criminal appeals and other criminal matters before the Court of Appeal; and

- (b) magistrate's appeals and other criminal matters before the General Division, except where the General Division is exercising its original criminal jurisdiction.
- (2) The provisions of this paragraph are subject to the provisions of the Criminal Procedure Code (Electronic Filing and Service for Supreme Court) Regulations 2012 and these Practice Directions, requiring the electronic filing of documents in criminal proceedings.
- (3) Parties in magistrate's appeals, criminal revisions and criminal motions before the General Division should ensure that 2 hard copies each of any written submissions and bundles of authorities (if any) are tendered to the Registry, unless parties are informed that more than 2 hard copies are to be tendered.
- (4) Parties in criminal appeals, criminal motions and criminal references before the Court of Appeal should ensure that 4 hard copies of any written submissions and bundles of authorities (if any) are tendered to the Registry, unless parties are informed that more than 4 hard copies are to be tendered.
- (5) To avoid doubt:
 - (a) written submissions must still be filed electronically; but
 - (b) it is not necessary for bundles of authorities to be filed electronically if hard copies are tendered;
 - (c) hard copies of bundles of authorities must be tendered to the Registry at the same time as hard copies of written submissions.
- (6) The written submissions must comply with the following requirements:
 - (a) the written submissions must contain cross-references to the material which the party will be relying on, e.g., the relevant pages or paragraphs in authorities, the record of proceedings, affidavits, and the judgment under appeal;
 - (b) all pages must 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 must be double-spaced; and
 - (e) every page must have a margin on all 4 sides, each of at least 35mm in width.
- (7) Subject to any written law prescribing timelines for the filing of written submissions in criminal matters to which this paragraph applies, and any Court directions:
- (a) For matters heard by the Court of Appeal: the written submissions, together with any bundle of authorities, must be filed by 4.00 p.m., on the Monday 3 weeks before the start of the sitting period of the Court of Appeal within which the appeal or matter is scheduled for hearing before the Court of Appeal, regardless of the actual day (within that sitting period) on which that appeal or matter is scheduled for hearing before the Court of Appeal. (For example, if the sitting period of the Court of Appeal starts on Monday, 27 June 2022 and ends on Friday, 8 July 2022, all written submissions for appeals or matters listed before the Court of Appeal in that sitting must be filed by 4.00 p.m. on Monday, 6 June 2022.)
 - (b) For matters heard by the General Division: the written submissions, together with any bundle of authorities, must be filed by 4.00 p.m., at least 10 days before the day of the hearing.
- (8) Written submissions which do not comply with the requirements at sub-paragraphs (6) and (7) may be rejected.
- (9) For matters before the Court of Appeal, a soft copy of the bundle of authorities must be tendered in Portable Document Format (PDF) in a CD-ROM at the same time as when the written submissions under sub-paragraph (7)(a) are filed.

168. Further written submissions for criminal matters before the Court of Appeal

Where the Court of Appeal orders further written submissions to be filed for any criminal matter, such written submissions must not exceed 10 pages unless otherwise directed by the Court of Appeal. Any written submissions filed in breach of this requirement may be rejected. The written submissions must further comply with all formatting requirements prescribed in paragraph 167(6) of these Practice Directions.

APPENDIX A

Para. 8

Forms prescribed in the Rules of Court 2021

Form No.	Form title
1.	Summons
2.	Summons Without Notice
3.	Notice of Appointment / Change of Solicitor
4.	Notice of Intention of Party to Act in Person, in Place of Solicitor
5.	Notice of Ceasing to Act as Solicitor
6.	Summons for Withdrawal of Solicitor
7.	Order for Withdrawal of Solicitor
8.	Originating Claim
9.	Statement of Claim
10.	Notice of Intention to Contest or Not Contest
11.	Application for Judgment for Failing to File Notice of Intention to Contest or Not Contest / When Notice of Intention Not to Contest All or Some Claims is Filed
12.	Memorandum of Service
13.	Defence / Defence and Counterclaim / Defence to Counterclaim
14.	Application for Judgment in Default of Defence / Defence to Counterclaim
15.	Originating Application
16.	Originating Application (Without Notice)
17.	Letter of Request for Examination of Witness Out Of Jurisdiction / Permission for Evidence to be Given By Live Video Or Live Television Link By Witness Out Of Jurisdiction
18.	Undertaking as to Expenses
19.	Notice for Setting Down an Action for Trial
20.	Third Party Notice Claiming Contribution or Indemnity or Other Relief or Remedy
21.	Third Party Notice Where Question or Issue to be Determined
22.	Summons for Permission to Issue a Third Party Notice
23.	Summons for Third Party Directions
24.	Injunction Prohibiting Disposal of Assets in Singapore
25.	Injunction Prohibiting Disposal of Assets Worldwide
26.	Order to Allow Entry and Search of Premises
27.	Notice of Payment into Court
28.	Notice of Acceptance of Money Paid Into Court
29.	Order to Attend Court And / Or Produce Documents
30.	Order for Issue of Letter of Request to Relevant Authority Out of Jurisdiction
31.	Affidavit
32.	Notice of Discontinuance / Withdrawal

Form No.	Form title
33.	Judgment / Order of Court
34.	Withdrawal of Appeal or Application
35.	Notice of Appeal under Order 18 / 19
36.	Certificate for Security for Costs
37.	Undertaking for Security for Costs
38.	Enforcement Order
39.	Consent to Entry of Satisfaction
40.	Notice of Seizure or Attachment
41.	Order for Examination of Enforcement Respondent
42.	Committal Order
43.	Order for Review of Detention
44.	Directions to Accountant-General
45.	Authority to Company to Register Transfer
46.	Statutory Declaration
47.	Reference Under Article 100 of the Constitution for Opinion on Constitutional Question
48.	Originating Claim in Action <i>In Rem</i>
49.	Notice of Intention to Contest or Not Contest an Originating Claim in Action <i>In Rem</i>
50.	Application for Judgment for Failing to File Notice of Intention to Contest or Not Contest / When Notice of Intention Not to Contest All or Some Claims is Filed
51.	Warrant of Arrest
52.	Caveat against Arrest
53.	Request for Service of Originating Claim <i>In Rem</i> by Sheriff
54.	Release
55.	Caveat against Release and Payment
56.	Withdrawal of Caveat
57.	Bail Bond
58.	Commission for Appraisalment and Sale
59.	Order for Recognition of Foreign Judgment / Recognition and Enforcement of Foreign Judgment / Enforcement of Judicial Settlement under the Choice of Court Agreements Act
60.	Order for Registration of Commitment / Competition Commission Direction / Competition Appeal Board Decision
61.	Search Warrant under Section 34 of the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act
62.	Order to Arrest Judgment Debtor Likely to Leave Singapore
63.	Order to Arrest Non-Appearing Judgment Debtor
64.	Order of Arrest / Attachment of Property before Judgment
65.	Judgment Debtor Summons

Form No.	Form title
66.	Notice of Application for Permission to Issue Judgment Debtor Summons
67.	Affidavit for Permission to Issue a Judgment Debtor Summons
68.	Judgment Notice
69.	Order of Commitment
70.	Certificate of Satisfaction
71.	Order of Discharge
72.	Order Suspending an Order of Commitment or for Discharge of Debtor
73.	Consent of Litigation Representative of Person Under Disability
74.	Certificate by Solicitor for Person Under Disability
75.	Affidavit in Support of Application for Distress
76.	Authority to Distrain
77.	Writ of Distress
78.	Authority to Follow Goods
79.	Search Warrant under Section 34 of the Mutual Assistance in Criminal Matters Act
80.	Certificate of Service of Foreign Process Under Section 38(3)(b)(i) of the Mutual Assistance in Criminal Matters Act
81.	Statement of Reason Preventing Service of Foreign Process Under Section 38(3)(b)(ii) of the Mutual Assistance in Criminal Matters Act
82.	Form of Oath
83.	Form of Affirmation
84.	Order for Particulars (Partnership)
85.	Notice of Service on Partner or Partner and Manager of Partnership
86.	Order for Registration of Personal Data Protection Commission Direction / Personal Data Protection Commission Notice / Data Protection Appeal Committee Decision
87.	Certificate of Order for Costs Against the Government
88.	Order for Registration of Foreign Judgment / Commonwealth Judgment
89.	Certificate under the Reciprocal Enforcement of Commonwealth Judgments Act
90.	Certificate under the Reciprocal Enforcement of Foreign Judgments Act
91.	Advertisement of Application
92.	Show Cause Notice for Order for Disgorgement Against Third Party
93.	Advertisement of Application for Directions on Claims for Compensation under Order for Disgorgement
94.	Certificate of Service of Foreign Process
95.	Order for Possession under Order 66
96.	Enforcement Order for Possession under Order 66
97.	Warrant for Search and Seizure under Section 11(1)(a) of the Terrorism (Suppression of Financing) Act
98.	Request for Hearing Dates / Further Hearing Dates

1.

O. 3, r. 5(1),
r. 5(2)

SUMMONS
(Title as in action)

To: The claimant/defendant [name]

1. The claimant/defendant [name] of [address] is applying to the Court for the following orders:
[set out all the orders sought in numbered paragraphs].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

2.

O. 3, r. 5(1),
r. 5(3)

SUMMONS WITHOUT NOTICE

(Title as in action)

1. The claimant/defendant [name] of [address] is applying to the Court for the following orders:
[set out all the orders sought in numbered paragraphs].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

3.

O. 4, r. 8(1),
r. 8(3)

NOTICE OF APPOINTMENT / CHANGE OF SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor
and the former solicitor of the defendant/claimant [name]

Take notice that [name of new solicitor], of [name of firm of solicitor],
has been appointed to act as the solicitor of the abovenamed
claimant/defendant [name of claimant or defendant, or if for one or more of
several claimants or defendants, naming the claimants or defendants] in this
action, in the place of [name of original solicitor].

The address for service of the abovenamed [name of new solicitor]
is [address of new solicitor].

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

4.

O. 4, r. 8(4)

NOTICE OF INTENTION OF PARTY
TO ACT IN PERSON, IN PLACE OF SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor and
the former solicitor of the defendant/claimant [name]

Take notice that I, [name], the abovenamed claimant/defendant intend to
act in person in this action in the place of [name of former solicitor] and that my
address for service is [address].

Party

[Name, address, email address and telephone number of party]

5.

O. 4, r. 9(1)

NOTICE OF CEASING TO ACT AS SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor

Take notice that the following solicitor has ceased to act —

Name of solicitor ceasing to act:

Party for whom the solicitor has ceased to act:

Address for service of the party for whom the solicitor has ceased to act:
[state last known address of the party, if acting in person, or the principal or registered address of the party, if a body corporate].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

6.

O. 4, r. 9(2)

SUMMONS FOR WITHDRAWAL OF SOLICITOR

(Title as in action)

To: [name of party whose solicitor is applying for withdrawal]

1. [Name of solicitor withdrawing] is applying to the Court for the following orders:
 - (a) [Name of solicitor withdrawing] ceases to be the solicitor acting for [name of party represented by that solicitor], the claimant/defendant in this action/matter upon compliance with the requirements of Order 4, Rule 9(1) of the Rules of Court 2021; and
 - (b) Costs of this application be [state costs order being sought].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the General Division of the High Court/State Courts on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

7.

O. 4, r. 9(4)

ORDER FOR WITHDRAWAL OF SOLICITOR

(Title as in action)

[Name of solicitor], the solicitor for [name of party], a claimant/defendant in this action/matter having duly served notice of the application on the said claimant/defendant;

Upon the application of [name of solicitor] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date];

It is ordered that upon compliance with the requirements of Order 4, Rule 9(1) of the Rules of Court 2021 the said [name of solicitor] ceases to be the solicitor acting for the said claimant/defendant in this action/matter.

(Seal of the Court and signature of the Registrar)

8.

O. 6, r. 5(1)

ORIGINATING CLAIM

IN THE GENERAL DIVISION OF THE HIGH COURT / STATE COURTS
OF THE REPUBLIC OF SINGAPORE

Originating Claim No. _____ of 20 ____ .

Filed: [date]

(Renewed for service for ____ months from [date] by an order of Court dated [date])

Between

[Claimant's name and identification number]

Claimant(s)

And

[Defendant's name and identification number]

Defendant(s)

To: The defendant [name]

1. The claimant of [address] has commenced an action against you in the [General Division of the High Court/State Courts] of Singapore.
2. The claim(s) by the claimant is set out in the statement of claim attached (or briefly in this document).
3. You may do the following:
 - (a) offer to settle the claim(s) or negotiate with the claimant; and
 - (b) in any event, if you believe you have a defence, you must:
 - (i) consult a lawyer unless you want to act in person;
 - (ii) file and serve a notice of intention to contest or not contest the originating claim that is attached to this document within [14 days/21 days] of being served the statement of claim;
 - (iii) file a defence within [21 days/5 weeks] of being served the statement of claim.

4. If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the claimant.
5. If your defence is not filed within the time stated in paragraph 3, the Court may give judgment to the claimant.
6. Parties are to attend a case conference to take directions from the Court on the date and time shown above.

Solicitor for the claimant

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating claim must be served within 3 months after the date of issue, unless renewed by order of the Court. A notice of intention to contest or not contest an originating claim in Form 10 is to be attached to this originating claim when it is served.
2. Where the claimant sues or a defendant is sued in a representative capacity, the originating claim must be endorsed with a statement of the capacity in which the claimant sues or a defendant is sued, as the case may be.
3. If a statement of claim is not attached, to set out a concise statement of the nature of the claim made or the relief or remedy required.

(Seal of the Court and signature of the Registrar)

9.

O. 6, r. 5(3)

STATEMENT OF CLAIM

1. [Provide a succinct and precise account of the facts justifying the claim in numbered paragraphs]
2. [The following matters must be pleaded –
 - (a) Material facts;
 - (b) Particulars of any misrepresentation, fraud, breach of trust, wilful deceit or undue influence; and
 - (c) Particulars of facts where there is allegation as to the condition of the mind of any person, whether any disorder or disability of mind, or any malice, fraudulent intention or other condition of mind except knowledge].
3. [The following should not be pleaded –
 - (a) Evidence by which material facts are to be proved;
 - (b) Points of law; and
 - (c) Legal arguments and submissions].
4. Claims: [State the relief or remedy, including interest and costs, which the claimant seeks in numbered paragraphs].
5. [State whether the interest claimed is contractual, the rate of interest and the period claimed].
6. [State whether the costs claimed are contractual and the amount of costs claimed].
7. [If this is an action for personal injuries, enclose a medical report and a statement of the special damages claimed. A claim for provisional damages must be pleaded].

Certification by claimant and solicitor

I, [name of claimant], certify that all the statements made above are true to the best of my knowledge and belief.

I, [name of solicitor] certify that I have informed the claimant of his obligation above.

Signature of claimant

Signature of solicitor

Claimant

Solicitor for the claimant

[Name]

[Name of solicitor]

10.

O. 6, r. 6(3)

O. 10, r. 4(1)

NOTICE OF INTENTION TO CONTEST OR
NOT CONTEST

(Title as in action)

To: The claimant [name]

The defendant [name] intends:

*(a) To contest your originating claim;

*(b) Not to contest your originating claim;

(If the defendant's intention to contest or non-contest is not in respect of all the claims,
state the contested claims and those not contested).

Solicitor for the defendant

[Name, address, email address and telephone number of solicitor]

Note:

This notice must be filed and served within (a) 14 days after the statement of claim is
served in Singapore on the defendant; or (b) 21 days after the statement of claim is
served out of Singapore on the defendant.

(**Use as appropriate*)

11.

O. 6, r. 6(5)

APPLICATION FOR JUDGMENT FOR
FAILING TO FILE NOTICE OF
INTENTION TO CONTEST OR NOT
CONTEST / WHEN NOTICE OF
INTENTION NOT TO CONTEST ALL
OR SOME CLAIMS IS FILED

(Title as in action)

To: The Registrar

1. The statement of claim was served on the defendant —

(a) On: [Day, date and time of service]

(b) At: [Place of service]

(c) Method of service: [State how service was effected].

2. The defendant [did not file and serve a notice of intention to contest or not contest the originating claim/filed and served a notice of intention not to contest all or some of the claims] within [14 days/21 days] from the date of service of the statement of claim or such date as the Court has directed.

3. We therefore apply under Order 6, Rule 6(5) for judgment [for failing to file and serve the notice of intention to contest or not contest the originating claim/because the defendant has filed and served a notice of intention not to contest all or some of the claims].

Solicitor for the claimant

[Name, address, email address and telephone number of solicitor]

12.

O. 6, r. 6(6);
O. 16, r. 2(6);
O. 33, r. 11(4)

MEMORANDUM OF SERVICE

(Title as in action)

To: The Registrar

The originating claim herein was served on —

Name of person served:

Capacity in which person is served: Defendant (or as may be)

On: [Day, date and time of service]

At: [Place of service]

Method of service: [State how service was effected].

Issued by: *Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

O. 6, r. 7(3),
r. 8(2), r. 9(2)

DEFENCE / DEFENCE AND COUNTERCLAIM
/ DEFENCE TO COUNTERCLAIM

(Title as in action)

Defence/Defence to Counterclaim

1. [Defence/defence to counterclaim is to be a paragraph-by-paragraph response to the whole statement of claim/counterclaim in this format:
(1): [Set out claimant's claim]
(1): [Set out defendant's defence]
(2): [Set out claimant's claim]
(2): [Set out defendant's defence]
Note: The last pleading must incorporate all previous pleadings].
2. [State whether defendant is contending that the Court has no jurisdiction over the case].
3. [State whether defendant is contending that the Court should not exercise jurisdiction over the case].
4. [State whether the proceedings should be stayed or struck out or that the Court should grant some other relief].
5. [State whether defendant is admitting the claim and will immediately pay the amount of the claim and/or comply with the non-monetary remedies sought in the statement of claim].
6. [State whether defendant is admitting the claim but offering an alternative remedy to that requested in the statement of claim].
7. [Defendant must succinctly and precisely explain his or her denial(s) and/or non-admission(s) as well as the essential facts upon which he or she relies].
8. [Defendant must state specifically any matter, for example, performance, release, any relevant statute of limitation, fraud or any fact showing illegality
—
(a) Which he or she alleges makes any aspect of the statement of claim unmaintainable;
(b) Which, if not specifically stated, might take the claimant by surprise; or
(c) Which raises issues of fact not arising out of the statement of claim].

9. [The following matters must be pleaded –
 - (a) Material facts;
 - (b) Particulars of any misrepresentation, fraud, breach of trust, wilful deceit or undue influence; and
 - (c) Particulars of facts where there is allegation as to the condition of the mind of any person, whether any disorder or disability of mind, or any malice, fraudulent intention or other condition of mind except knowledge].
10. [The following should not be pleaded –
 - (a) Evidence by which material facts are to be proved;
 - (b) Points of law; and
 - (c) Legal arguments and submissions].

Counterclaim

1. [State the jurisdictional basis upon which the counterclaim is founded and, if the basis is statutory, to make reference to the relevant source legislation or its provision(s)].
2. [Provide a succinct and precise account of the facts justifying the counterclaim in numbered paragraphs].
3. [State the relief or remedy, including interest and costs, which the defendant seeks in numbered paragraphs].
4. [State whether the interest claimed is contractual, the rate of interest and the period claimed].
5. [State whether the costs claimed are contractual and the amount of costs claimed].
6. [If this is an action for personal injuries, enclose a medical report and a statement of the special damages claimed. A claim for provisional damages must be pleaded].

Certification by defendant and solicitor

I, [name of defendant], certify that all the statements made above are true to the best of my knowledge and belief.

I, [name of solicitor] certify that I have informed the defendant of his obligation above.

Signature of defendant

Signature of solicitor

Defendant

Solicitor for the defendant

[Name]

[Name of solicitor]

14.

O. 6, r. 7(7),
r. 9(3)

APPLICATION FOR JUDGMENT
IN DEFAULT OF DEFENCE /
DEFENCE TO COUNTERCLAIM

(Title as in action)

To: The Registrar

1. The statement of claim/counterclaim was served on the defendant/claimant —

(a) On: [Day, date and time of service]

(b) At: [Place of service]

(c) Method of service: [State how service was effected].

2. The defendant/claimant did not file and serve his or her [defence within 21 days/defence within 5 weeks/defence to counterclaim within 14 days] from the date of service (or such date as the Court has directed).

3. We therefore apply for judgment in default of defence under Order 6, Rule 7(7)/Order 6, Rule 9(3).

Solicitor for the claimant/defendant

[Name, address, email address and telephone number of solicitor]

15.

O. 6, r. 11(1),
r. 11(2)

ORIGINATING APPLICATION

IN THE COURT OF APPEAL / APPELLATE DIVISION OF THE HIGH
COURT / GENERAL DIVISION OF THE HIGH COURT / STATE
COURTS OF THE REPUBLIC OF SINGAPORE

Originating Application No. of 20 .

Filed: [date]

(Renewed for service for ____ months from [date] by an order of Court dated
[date])

Between

[Claimant's/Applicant's name and identification number]

Claimant(s)/Applicant(s)

And

[Defendant's/Respondent's name and identification number]

Defendant(s)/Respondent(s)

To: The defendant/respondent [name]

1. The [claimant/applicant] of [address] has commenced an action against you in the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] of Singapore.
2. The [claimant/applicant] is applying to the Court for the following orders:
[Set out all the orders sought in numbered paragraphs].
3. The evidence supporting this originating application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

4. You may do the following:
 - (a) offer to settle the claim or negotiate with the [claimant/applicant]; and
 - (b) in any event, if you wish to contest the originating application, you must:
 - (i) consult a lawyer unless you want to act in person; and
 - (ii) file an affidavit in reply if you also wish to introduce evidence in the originating application against you within [21 days/5 weeks] of being served the [claimant's/applicant's] supporting affidavit(s).
5. Parties are to attend a case conference to take directions from the Court on the date and time shown above.
6. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Solicitor for the claimant/applicant

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating application must be served within 3 months after the date of issue, unless renewed by order of the Court.
2. Where the claimant/applicant sues or a defendant/respondent is sued in a representative capacity, this originating application must be endorsed with a statement of the capacity in which the claimant/applicant sues or a defendant/respondent is sued, as the case may be.

(Seal of the Court and signature of the Registrar)

16.

O. 6, r. 11(1),
r. 11(3)

ORIGINATING APPLICATION
(WITHOUT NOTICE)

IN THE COURT OF APPEAL / APPELLATE DIVISION OF THE HIGH
COURT / GENERAL DIVISION OF THE HIGH COURT / STATE COURTS
OF THE REPUBLIC OF SINGAPORE

Originating Application No. of 20 .

Filed: [date]

[Claimant's/Applicant's name and identification number]

Claimant(s)/Applicant(s)

1. The [claimant/applicant] of [address] is applying to the Court for the following orders:
[Set out all the orders sought in numbered paragraphs].
2. The evidence supporting this originating application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

Solicitor for the claimant/applicant

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

17.

O. 9, r. 24(5);

O. 15, r. 5(5)

**LETTER OF REQUEST FOR EXAMINATION OF WITNESS
OUT OF JURISDICTION / PERMISSION FOR EVIDENCE TO BE GIVEN
BY LIVE VIDEO OR LIVE TELEVISION LINK BY
WITNESS OUT OF JURISDICTION**

1.	Sender	
----	--------	--

2.	Central Authority of the Requested State	
----	--	--

3.	Person to whom the executed request is to be returned	
----	---	--

4.	Specification of the date by which the requesting authority requires receipt of the response to the Letter of Request	
	Date	
	Reason for urgency*	

5. a	Requesting authority	
b	To the Competent Authority of	
c	Names of the case and any identifying number	

6.	Names and addresses of the parties and their representatives (including representatives in the Requested State*)	
a	Plaintiff/Claimant	
	Representatives	
b	Defendant	

	Representatives	
c	Other parties	
	Representatives	

7.	a	Nature of the proceedings (divorce, paternity, breach of contract, product liability, etc.)	
	b	Summary of complaint	
	c	Summary of defence and counterclaim*	
	d	Other necessary information or documents*	

8.	a	Evidence to be obtained or other judicial act to be performed	
	b	Purpose of the evidence or judicial act sought	

9.	Identity and address of any person to be examined*	
----	--	--

10.	Questions to be put to the persons to be examined or statement of the subject matter about which they are to be examined*	
-----	---	--

11.	Documents or other property to be inspected*	
-----	--	--

12.	Any requirement that the evidence be given on oath or affirmation and any special form to be used*	
-----	--	--

13.	Special methods or procedure to be followed (e.g., oral or in writing, verbatim transcript or summary, cross-examination, etc.)*	
14.	Request for notification of the time and place for the execution of the Request and identity and address of any person to be notified*	
15.	Request for attendance or participation of judicial personnel of the requesting authority at the execution of the Letter of Request*	
16.	Specification of privilege or duty to refuse to give evidence under the law of the Requesting State*	
17.	The fees and costs incurred which are reimbursable will be borne by*	

Date of Request: [State date]

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

18.

O. 9, r. 24(5);
O. 15, r. 5(8)

UNDERTAKING AS TO EXPENSES

(Title as in action)

I/We, [name of party or solicitor], hereby undertake to be responsible for all expenses incurred by an issuing authority or transmitting authority in respect of the letter of request issued herein on [state date], and on receiving due notification of the amount of such expenses, undertake to pay the same as directed by the Registrar of the Supreme Court.

The following have been appointed as agents for the parties in connection with the execution of the above letter of request.

Claimant's Agent: [State name and firm].

Defendant's Agent: [State name and firm].

Party or Solicitor

[Name, address, email address and telephone number]

19.

O. 9, r. 25(6)

NOTICE FOR SETTING DOWN AN
ACTION FOR TRIAL

(Title as in action)

To: The Registrar and the other parties to the action

1. The claimant/defendant hereby sets down this action for trial for
[number] days on the following days:
(a) [State the trial dates].
2. The witnesses whom the claimant intends to call are:
(a) [Specify the witnesses].
3. The witnesses whom the defendant intends to call are:
(a) [Specify the witnesses].

Issued by: *Solicitor for the [state the party]*
[Name, address, email address and telephone number of solicitor]

20.

O. 10, r. 1(1)

THIRD PARTY NOTICE CLAIMING
CONTRIBUTION OR INDEMNITY OR
OTHER RELIEF OR REMEDY

IN THE GENERAL DIVISION OF THE HIGH COURT / STATE COURTS
OF THE REPUBLIC OF SINGAPORE

Originating Claim)
No. of 20 .)

Between

Claimant

And

Defendant

And

Third Party

THIRD PARTY NOTICE

(Issued pursuant to the order of [name of Judge] dated [state date].)

To of

1. The claimant has commenced an action against the defendant in the [General Division of the High Court/State Courts] of Singapore. In it, the claimant claims against the defendant [state the nature of the claimant's claim] as appears from the [originating claim/originating application], a copy of which is served herewith (together with a copy of the statement of claim/affidavit).
2. The defendant now claims against you [state the nature of the claim against the third party, for instance, to be indemnified against the claimant's claim and the costs of this action or contribution to the extent of [state the proportion or percentage] of the claimant's claim or the following relief or remedy], on the grounds that [state the grounds of the claim].
3. You may do the following:
 - (a) offer to settle the claim or negotiate with the defendant; and
 - (b) in any event, if you believe you have a defence, you must
 - (i) consult a lawyer unless you want to act in person;
 - (ii) *[file and serve a notice of intention to contest or not contest the third party notice in Form 10 within [14 days/21 days] of being served this notice.]

4. *[If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the defendant against you and find you liable to (indemnify the defendant or contribute to the extent claimed or otherwise stating the relief or remedy), and you will be bound by any judgment or decision given in the action, and the judgment may be enforced against you in accordance with Order 10 of the Rules of Court 2021.]

Solicitor for the defendant

[Name, address, email address and telephone number of solicitor]

(*Use as appropriate)

21.

O. 10, r. 1(1)

THIRD PARTY NOTICE WHERE QUESTION
OR ISSUE TO BE DETERMINED

(Title etc., as in Form 20 down to end of first paragraph)

The defendant requires that the following question or issue [state the question or issue required to be determined] should be determined not only between the claimant and the defendant but also between either or both of them and yourself.

(*Note:* In an action begun by originating claim, the following notice must be inserted.)

And take notice that if you wish to be heard on the said question or issue or to dispute the defendant's liability to the claimant or your liability to the defendant, a notice to contest or not contest the third party notice in Form 10 must be filed and served on your behalf within [14 days/21 days] of being served with this notice, otherwise you will be bound by any judgment or decision given in the action in so far as it is relevant to the said question or issue, and the judgment may be enforced against you in accordance with Order 10 of the Rules of Court 2021.

Solicitor for the defendant

[Name, address, email address and telephone number of solicitor]

22.

O. 10, r. 2(1);
O. 62, r. 7(2)

SUMMONS FOR PERMISSION TO ISSUE
A THIRD PARTY NOTICE

(Title as in action)

The defendant [name] of [address] is applying to the Court for the following order(s):

1. Permission to issue a third party notice, a copy of which is attached herein.
2. The costs of this application be [state costs order being sought].

Grounds of application: [State the grounds here]/(As set out in the affidavit of [state the name of the person making the affidavit]).

Issued by: *Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

23.

O. 10, r. 4(1),
r. 4(2), r. 8(4)

SUMMONS FOR THIRD
PARTY DIRECTIONS

(Title as in Form 20)

To: All parties to the action and their solicitors

1. The [defendant/third party] is applying to the Court for the following orders:
 - (a) The defendant serve a statement of claim on the third party within [number] days from this date, who must file his or her defence within [number] days;
 - (b) [State any other directions as may be required];
 - (c) The said third party be allowed to appear at the trial (or hearing) of this action, and take such part as the Judge may direct, and be bound by the result of the trial (or hearing);
 - (d) The question of the liability of the said third party to indemnify the defendant be determined at the trial (or hearing) of this action, but subsequent thereto; and
 - (e) The costs of this application be [state costs order being sought] and in the third party proceedings.

(Note: where the third party is applying for an order to set aside the third party notice, the following order should be sought.)

*(a) That the third party notice issued on [date] be set aside.
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the General Division of the High Court/State Courts on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by: *Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

(**Use as appropriate*)

24.

O. 13, r. 1(6)

INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE

(Title as in action)

Case No:

*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE

To: The defendant

1. 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.

2. If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.¹

¹ This notice is not a substitute for the endorsement of a penal notice.

THE ORDER

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 has 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 claimant 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 claimant's solicitor 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 claimant's solicitor 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 must account to the claimant [state interval] for the amount of money spent in this regard.
5. The defendant may agree with the claimant's solicitor 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 SINGAPORE AND SUBSTITUTED SERVICE

11. (a) The claimant may serve the originating claim on the defendant at [] by [mode of service].
(b) If the defendant wishes to defend the action he must file and serve

a notice of intention to contest or not contest within [] days of being served with the originating claim.)

UNDERTAKINGS

12. The claimant 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 claimant's solicitor.

NAME AND ADDRESS OF CLAIMANT'S SOLICITOR

15. The claimant's solicitor is:
[Name of lawyer(s) having conduct of action or charge of matter.]
[Name of law firm.]
[Address of law firm.]
Email : [Email address.]
Tel : [Telephone 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.

(Seal of the Court and signature of the Registrar).

SCHEDULE 1

Undertakings given to the Court by the claimant

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 claimant will comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
 - (a) on or before [date] provide to the defendant security in the sum of \$ [] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]*; and
 - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
3. As soon as practicable the claimant will (issue and) serve on the defendant (an) (the) originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief) together with this order.
4. The claimant will 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 claimant's solicitor).
5. As soon as practicable the claimant will serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the claimant.
6. Anyone notified of this order will be given a copy of it by the claimant's solicitor.
7. The claimant will 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 claimant will comply with any order the Court may make.

8. If this order ceases to have effect, the claimant will immediately take all reasonable steps to inform in writing anyone to whom he has given notice of this order, or who he has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.

(*Use as appropriate)

25.

O. 13, r. 1(7)

INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE

(Title as in action)

Case No:

*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE

To: The defendant

1. 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.

2. If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.²

THE ORDER

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

² This notice is not a substitute for the endorsement of a penal notice.

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 has 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 claimant 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 claimant's solicitor 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 claimant's solicitor 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 must account to the claimant [state interval] for the amount of money spent in this regard.
5. The defendant may agree with the claimant's solicitor 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 will, 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 claimant's solicitor.

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 SINGAPORE AND SUBSTITUTED SERVICE)

13. (a) The claimant may serve the originating claim on the defendant at [] by [mode of service].
- (b) If the defendant wishes to defend the action, he must file and serve a notice of intention to contest or not contest within [] days of being served with the originating claim.)

UNDERTAKINGS

14. The claimant 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 claimant's solicitor.

NAME AND ADDRESS OF CLAIMANT'S SOLICITOR

17. The claimant's solicitor is:
[Name of lawyer(s) having conduct of action or charge of matter.]
[Name of law firm.]
[Address of law firm.]
Email: [Email address.]
Tel: [Telephone 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.

(Seal of the Court and signature of the Registrar).

SCHEDULE 1

Undertakings given to the Court by the claimant

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 claimant will comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
 - (a) on or before [date] provide to the defendant security in the sum of \$ [] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]*; and
 - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
3. As soon as practicable the claimant will (issue and) serve on the defendant (an) (the) originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief) together with this order.
4. The claimant will 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 claimant's solicitor).
5. As soon as practicable the claimant will serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the claimant.
6. Anyone notified of this order will be given a copy of it by the claimant's solicitor.
7. The claimant will 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 claimant will comply with any order the Court may make.
8. If this order ceases to have effect, the claimant will immediately take all reasonable steps to inform in writing anyone to whom he has given notice

of this order, or who he has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.

- (9. The claimant will not without the permission 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.
10. The claimant will not without the permission 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).)*

(*Use as appropriate)

26.

O. 13, r. 1(8)

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

(Title as in action)

Case No:

*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

To: The defendant

1. 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 claimant's solicitor. 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.
2. Before you the defendant or the person appearing to be in control of the premises allow anybody on to 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.
3. You are entitled to insist that there is nobody (or nobody except [name]) present who could gain commercially from anything he or she might read or see on your premises.
4. 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.
5. 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 claimant) and)³ the claimant's solicitor to enter, but not start to search. See paragraph 3 below.

6. If you, [the defendant], disobey this order, you will be guilty of contempt of Court and may be sent to prison or fined.⁴

THE ORDER

1 (a) The defendant must allow the following persons:

[name] ("the supervising solicitor");
[name] a solicitor of the Supreme Court from the firm of the claimant's solicitor; and
up to [] other accompanying persons being [state capacity]

to enter the premises mentioned or described in Schedule 1 to this order and any vehicles on the premises. This is so that they can search for, inspect, photograph or photocopy, and deliver into the safekeeping of the claimant's solicitor, 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.

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

[] Relevant information to be inserted.

³ Where a supervising solicitor is ordered.

⁴ This notice is not a substitute for the endorsement of a penal notice.

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.)⁵ (At least 1 of the persons accompanying him as provided by paragraph 1 of this order must be a woman.)⁶ (At least 1 of the persons carrying out the order must be a woman.)⁷
- (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 or she 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 or she 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 or she may permit the search to proceed and items to be removed without compliance with the impracticable requirements.)⁸

Obtaining legal advice and applying to the Court

3. Before permitting entry to the premises by any person other than (the supervising solicitor and) the claimant's solicitor, 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 or she does so at once. While this is being done, he or she may refuse entry to the premises by any

⁵ Where a supervising solicitor is ordered.

⁶ 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.

⁷ These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman.

⁸ Where a supervising solicitor is ordered.

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)⁹ the claimant'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 claimant's solicitor any of the listed items which is 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 claimant's solicitor 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 claimant's solicitor or displayed on the computer screen so that they can be read and copied. All reasonable steps must be taken by the claimant to ensure that no damage is done to any computer or data. The claimant 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 claimant's solicitor:
- (i) where all the listed items are; and
 - (ii) so far as he or she 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 or she has supplied, or offered to supply, listed items; and
 - 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.

⁹ Where a supervising solicitor is ordered.

- (c) Nothing in this order will 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 claimant 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 or she 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 claimant, (the supervising solicitor and)¹⁰ the claimant's solicitor 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 will remain in force until the trial or further order.

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 claimant's solicitor.

¹⁰ Where a supervising solicitor is ordered.

NAME AND ADDRESS OF CLAIMANT’S SOLICITOR:

11. The claimant’s solicitor is:

[Name of lawyer(s) having conduct of action or charge of matter.]

[Name of law firm.]

[Address of law firm.]

Email : [Email address.]

Tel : [Telephone 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.]

(Seal of the Court and signature of the Registrar)

SCHEDULE 1

The premises

SCHEDULE 2

The listed items

SCHEDULE 3

Undertakings given to the Court by the claimant

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 claimant shall comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
 - (a) on or before [date] provide to the defendant security in the sum of \$ [] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]*; and
 - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
- (3. As soon as practicable to issue an originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief).)
4. 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 claimant's solicitor.)
5. To serve on the defendant at the same time as this order is served on him, the originating claim and copies of the affidavits and copiable exhibits containing the evidence relied on by the claimant. (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 claimant's solicitor 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.)

- (6. 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.)¹¹
7. Not, without the permission 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.
8. To insure the items removed from these premises.¹²

SCHEDULE 4

Undertakings given to the Court by the claimant's solicitor

1. To answer at once to the best of his 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 claimant) 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 a solicitor acting for the defendant within 2 working days from receiving a written undertaking by him to retain the article in safekeeping and to produce it to the Court when required.

¹¹ Where a supervising solicitor is ordered.

¹² In appropriate cases.

4. To retain in his 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 permission 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 to the Court 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 claimant's solicitor a written report on the carrying out of the order.¹³

(*Use as appropriate)

¹³ Where a supervising solicitor is ordered.

27.

O. 14, r. 1(2)

NOTICE OF PAYMENT INTO COURT

(Title as in action)

To: The Registrar, the claimant and the other defendants

Take notice that —

The defendant [name] has paid \$ [sum] into Court.

The said \$ [sum] is in satisfaction of [the cause of action or all the causes of action] in respect of which the claimant claims (and after taking into account and satisfying the abovenamed defendant's cause of action for [state cause of action] in respect of which he or she counterclaims).

or

The said \$ [sum] is in satisfaction of the following causes of action in respect of which the claimant claims, namely, [state cause of action] (and after taking into account as above).

or

Of the said \$ [sum], \$ [sum] is in satisfaction of the claimant's cause(s) of action for [state cause of action] (and after taking into account as above) and \$ [sum] is in satisfaction of the claimant's cause(s) of action for [state cause of action] (and after taking into account as above).

Solicitor for the defendant

[Name, address, email address and telephone number of solicitor]

28.

O. 14, r. 3(1)

NOTICE OF ACCEPTANCE OF MONEY
PAID INTO COURT

(Title as in action)

To: The Registrar and the defendant

Take notice that the claimant accepts the sum of \$ [sum] paid in by the defendant [name] in satisfaction of the cause(s) of action in respect of which it was paid in and in respect of which the claimant claims against that defendant (and abandons the other causes of action in respect of which he or she claims in this action).

Solicitor for the claimant

[Name, address, email address and telephone number of solicitor]

O. 15, r. 4(1)

ORDER TO ATTEND COURT AND / OR PRODUCE DOCUMENTS

(Title as in action)

To: [Name of person]

1. You are required to attend Court personally until the end of these proceedings:

Hearing date / time: [State date and time]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Before: [Judge/Registrar]

to :

*(a) give evidence on behalf of the [requesting party] in these proceedings.

*(b) produce the documents specified below on behalf of the [requesting party] in these proceedings:

[Specify the documents to be produced]

*(c) give evidence and produce the documents specified below on behalf of the [requesting party] in these proceedings:

[Specify the documents to be produced]

*Note: If you are only required to produce documents and you ensure that all the documents required are produced in accordance with this Order, you need not attend Court personally.

This order to attend court is sufficient authority as an order under section 38 of the Prisons Act for the Superintendent to produce the named person in Court at the time and place stated. The requesting party undertakes to pay upon request the costs to be incurred by the prison in complying with the order to attend court.

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

30.

O. 15, r. 5(1)

ORDER FOR ISSUE OF LETTER OF
REQUEST TO RELEVANT AUTHORITY
OUT OF JURISDICTION

(Title as in action)

Upon the application of [state the party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [solicitor for the party] and that the Court wishes to obtain the testimony of [name of person] for the proceedings [specify case number and Court].

It is ordered that a letter of request is to be issued, directed to the relevant authority for permission for evidence to be given by live video or live television link by the following witnesses, namely:

[State name and address of person].

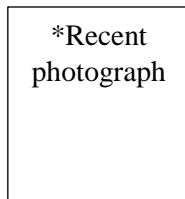
And it is ordered that the costs of and incidental to the application for this order and the said letter of request and giving of evidence [state costs order made].

(Seal of the Court and signature of the Registrar)

31.

O. 15, r. 19(1),
r. 19(2)

AFFIDAVIT
(Title as in action)



AFFIDAVIT

Name of maker:

Residential address:

[Alternatively, office address if affirming in official, professional or occupational capacity:]

Occupation:

Description: Claimant/Defendant/Third Party/Witness/Others:

Notes:

1. State the purpose of making the affidavit.
2. State whether the maker knows the facts affirmed are true and if he or she only believes that they are true, state the grounds for his or her belief.
3. Each paragraph is to be numbered consecutively.
4. Dates, sums and other numbers must be expressed in figures and not in words.
5. Facts should be set out clearly and chronologically or in some other logical sequence.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

Before me
Commissioner for Oaths.

*A colour photograph is required under Order 15, Rule 19(2) if the affidavit is filed as evidence-in-chief in Originating Claims.

32.

O. 16, r. 2(1),
r. 2(2)

NOTICE OF DISCONTINUANCE / WITHDRAWAL

(Title as in action)

To: The Registrar and the other parties to the action

Take notice that the claimant/defendant wholly (or specify the part) discontinues this action/withdraws the defence/discontinues his or her counterclaim against the defendant/claimant.

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

33.

O. 17, r. 3(2);

O. 33, r. 46(1)

JUDGMENT / ORDER OF COURT

(Title as in action)

Case No:

*Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

The Court made the following orders in the above action/application:

[State the orders made]

- 1.
- 2.
- 3.

Date of order:

Notes:

1. The person or entity served with this judgment/order and who/which has been ordered to pay money, to do or not to do any act must comply immediately or within the time specified in the judgment/order, if any.

2. Failure to comply may result in enforcement of judgment/order proceedings, including contempt of Court proceedings, against the said person or entity.

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

34.

O. 18, r. 12(1), r. 12(2);
O. 19, r. 10(1), r. 10(2)

WITHDRAWAL OF APPEAL OR APPLICATION

(Title as in action)

To: The Registrar and the other parties to the appeal/application

1. The appellant/applicant withdraws his or her appeal/application in relation to all the parties (or the following parties).
2. *There are no outstanding issues relating to costs or other matters.

*[The following are the outstanding issues:

(a)

(b) ...]

Solicitor for the appellant/applicant

[Name, address, email address and telephone number of solicitor]

We confirm the above.

Solicitor for [the other parties]

[Name, address, email address and telephone number of solicitor]

(*Use as appropriate)

35.

O. 18, r. 15, r. 17(1),
r. 19(3), r. 24,
r. 27(1), r. 29(17);
O. 19, r. 14(1),
r. 15(3), r. 25(1),
r. 26(17)

NOTICE OF APPEAL
UNDER ORDER 18 / 19

(Title as in action)

To: The Registrar and [name of respondent and other parties]

1. The [state the party] appeals to the [*District Judge in chambers/Judge sitting in the General Division in Chambers/General Division/Appellate Division/Court of Appeal].

*2. The appeal is against the whole of the decision of the [*Registrar of the State Courts/Magistrate/District Judge/Registrar of the Supreme Court/Justice/Judicial Commissioner [name] sitting in the General Division/Appellate Division] given on [date(s)].

*[2. The appeal is against the following parts of the decision of the [*Registrar of the State Courts/Magistrate/District Judge/Registrar of the Supreme Court/Justice/Judicial Commissioner] [name] sitting in the General Division/Appellate Division]] given on [date(s)]:

(a) ...

(b) ...]

Solicitor for the appellant

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

36.

O. 18, r. 20(1),
r. 30(1), r. 35(5);
O. 19, r. 16(1),
r. 27(1), r. 35(6);
O. 34, r. 6(10),
r. 7(7)

CERTIFICATE FOR SECURITY FOR COSTS

(Title as in action)

This is to certify that the appellant has provided the sum of \$ [sum] by way of security for the respondent's costs of the appeal/application [*in the form of a solicitor's undertaking in Form 37/by depositing the sum in the Registry/by depositing the sum with the Accountant-General/describe any other form accepted by the parties].

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

37.

O 18, r. 20(4),
r. 30(4), r. 35(8);
O. 19, r. 16(4),
r. 27(4), r. 35(9)

UNDERTAKING FOR SECURITY FOR COSTS

(Title as in action)

To: The respondent

We, the solicitor for the appellant, undertake to hold the sum of \$ [sum] by way of security for your costs of the appeal/application and, if costs are payable to the respondent under any order made by [the General Division of the High Court/Appellate Division of the High Court/Court of Appeal], to release to you the said amount without set-off unless the [General Division of the High Court/Appellate Division of the High Court/Court of Appeal] otherwise orders.

Solicitor for the appellant

[Name, address, email address and telephone number of solicitor]

O. 22, r. 2(3)

ENFORCEMENT ORDER

(Title as in action)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

This enforcement order authorises the Sheriff to do the following:

*1. to seize and sell all property belonging to the enforcement respondent and specified in the Schedule below, with a value of up to a maximum of \$ [sum], comprising the following:

(i) amount due to the enforcement applicant (including interest and costs):

\$ [sum];

(ii) amount of enforcement costs estimated at:

\$ [sum] (due to the Sheriff)

\$ [sum] (due to the enforcement applicant);

*2. to seize and deliver or give possession of property in the possession or control of the enforcement respondent and specified in the Schedule below;

*3. to attach a debt which is due to the enforcement respondent from any non-party and specified in the Schedule below, with a value of up to a maximum of \$ [sum], comprising the following:

(i) amount due to the enforcement applicant (including interest and costs):

\$ [sum];

(ii) amount of enforcement costs estimated at:

\$ [sum] (due to the Sheriff)

\$ [sum] (due to the enforcement applicant);

*4. to do the following as specified in the Court order:

[State the orders made]

- 1.
- 2.
- 3.

Date of enforcement order:

Notes:

1. This enforcement order is valid in the first instance for 12 months beginning with the date of issue.
2. The properties, the financial institution and the deposits or money to be seized must be described with sufficient details.
3. Where the property to be seized is immovable property, its address and registration number and details in the Singapore Land Authority must be stated.

(Seal of the Court and signature of the Registrar)

Schedule

**For seizure of movable property*

Address for seizure:

Property to be seized: All movable property found at the address for seizure/[state description and type of property]

Value or estimated value of property to be seized (if available):

**For delivery of possession of property*

Address for seizure:

Property to be seized: [state description and type of property]

**For immovable property*

Interest of enforcement respondent in the immovable property specified below:

CT/SSCT/SCT/Lease:

**Volume No.:

****Folio No.:**

Mukim No.:

Town Subdivision No.:

Whole/part lot:

Property Address:

**For attachment of debt*

Nature of debt to be attached:

Name of non-party/financial institution:

*(*Use as appropriate)*

*(**If title document is a lease, to cancel the Vol No. and Fol No. and simply state the Lease No.)*

39.

O. 22, r. 3(1);
O. 35, r. 3(2)

CONSENT TO ENTRY OF SATISFACTION

(Title as in action)

I, [name] of [address] being the claimant (or as may be) named in and the sole person entitled to the benefit of the judgment herein hereby consent to a memorandum of satisfaction of the said judgment being recorded.

Claimant (or as may be).

**Solicitor for the Claimant (or as may be)*

[Name, address, email address and telephone number of solicitor]

Or

**[Affirmed/sworn] on [date] at [location]*

(through the interpretation of [name of interpreter])

*Before me
Commissioner for Oaths.*

*(*Use as appropriate)*

40.

O. 22, r. 6(5);
O. 45, r. 4

NOTICE OF SEIZURE OR ATTACHMENT

(Title as in action)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of enforcement order:

To:

1. Pursuant to the above enforcement order, the Sheriff now seizes or attaches:

*(a) [the properties, the financial institution, the non-party and the deposits or money to be seized or attached must be described with sufficient details].

*(b) [the properties as set out in the Schedule of the enforcement order].

*(c) ...

2. Once this Notice of Seizure or Attachment is served on you, you are not to deal with or dispose of the properties, deposits or money described in paragraph 1, unless the Court otherwise orders.

3. If the enforcement order is for attachment of deposits or money, (a) you must, within 14 days of service of this Notice of Seizure or Attachment, inform the Sheriff of the amount owing to the enforcement respondent that is available to be attached; and (b) you must not deal with or dispose of the deposits or money until after 21 days have passed after the date of service of this Notice of Seizure or Attachment, or if a notice of objection is filed under Order 22 Rule 10, until after the notice of objection has been determined in the manner set out in Rule 10. If no notice of objection is filed under Rule 10, you are to hand over or pay to the enforcement applicant the deposits or money due to the enforcement respondent and to the Sheriff the commission due to the Sheriff, within 7 days after 21 days have passed after the date of service of this Notice of Seizure or Attachment. If you have received notice of objection given by the enforcement respondent or any non-party objecting to the attachment of the deposits or money, you must not deal with or dispose of the deposits or money and must not hand over or pay the deposits or money until otherwise informed or instructed by the Sheriff.

4. If you have made a claim for costs of \$100 from the Sheriff within 14 days of service of this Notice of Seizure or Attachment (see Note 1), you can deduct the costs of \$100 from the amount that you must hand over or pay to the enforcement applicant.

5. When you hand over or pay the deposits or money to the enforcement applicant and the commission to the Sheriff, you must state in an accompanying letter signed by you or your solicitor:

- (a) the amount that is due to the enforcement respondent;
- (b) the amount that you have deducted/withheld; and
- (c) the reason for the deduction/withholding of the amount.

6. If the enforcement order is for the sale of seized movable property, the Sheriff may take steps to sell the seized movable property after 14 days after a copy of the Notice of Seizure or Attachment has been served on the enforcement respondent, unless the movable property is perishable or unless the Court otherwise orders.

7. If the enforcement order is for the sale of seized immovable property, the Sheriff may take steps to sell the seized immovable property after 30 days after a copy of the Notice of Seizure or Attachment has been served on the enforcement respondent, unless the Court otherwise orders.

Notes:

1. A non-party (who is anyone who is not the enforcement respondent or his employee) who is served with this Notice of Seizure or Attachment is entitled to claim costs of \$100 from the Sheriff (to be deducted from the debt owing from the non-party to the enforcement respondent which is attached under this Notice of Seizure or Attachment) provided the claim is made within 14 days of service of this Notice of Seizure or Attachment.

2. Where the enforcement respondent or any non-party (collectively “the objector”) objects to any seizure of property or attachment of debt by the Sheriff, he or she must, within 14 days of service of this Notice of Seizure or Attachment, give notice of his or her objection in writing to the Sheriff by filing a notice of objection and serving a copy of the notice of objection on the enforcement applicant, the enforcement respondent (if not the objector) and any non-party served with this Notice of Seizure or Attachment (if not the objector).

3. The notice of objection must identify the objector, specify the property in dispute, state the grounds of objection and include any evidence supporting the grounds of objection.

4. Contact details of the Sheriff:

[name of officer(s) in charge, address, email address and telephone number].

5. Contact details of the enforcement applicant or his or her solicitor:

[name, address, email address and telephone number].

6. Contact details of the enforcement respondent or his or her solicitor:

[name, address, email address and telephone number].

(Seal of the Court and signature of the Sheriff)

(*Use as appropriate)

41.

O. 22, r. 11(5)

ORDER FOR EXAMINATION OF
ENFORCEMENT RESPONDENT

(Title as in action)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

The Court made the following orders in the above application:

1. *The [enforcement respondent/officer of the enforcement respondent] must attend before the Registrar on the date and time shown above and be orally examined in court [*and/or] make an affidavit on the properties which are owned by the enforcement respondent beneficially whether in whole or in part or which the enforcement respondent will be entitled to in the future.
2. **The [enforcement respondent/officer of the enforcement respondent] is to complete the attached questionnaire and to serve the completed questionnaire with the documents specified in the questionnaire within 14 days of service on the [enforcement respondent/officer of the enforcement respondent].
3. *The [enforcement respondent/officer of the enforcement respondent] is to produce (the documents the Court has ordered production of).
4. [State costs order made].

Date of order:

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

(**This paragraph may be included if the enforcement applicant has obtained such an order from the Court)

42.

O. 23, r. 11(1)

COMMITTAL ORDER

(Title as in action)

Case No:

*Application No:

Before: [Judge/Judicial Officer]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

The Court made the following orders in the above action/application:

[State the committal order made and/or the fine]

- 1.
- 2.

(*Note:* If the order is to arrest or commit the committal respondent, the following notice is to be added.)

The Sheriff and any Police Officer is hereby directed to arrest [state name, identity number and last known place of residence of the committal respondent] and to bring him or her safely to Court [state which Court] or, if the Court's working hours are over, to prison to be kept in custody until the Court's working hours/to prison to be imprisoned for (state the length of time ordered by the Court) (or until further order).

Date of order:

(Seal of the Court and signature of the Registrar)

(**Use as appropriate*)

43.

O. 24, r. 3(6)

ORDER FOR REVIEW OF DETENTION

(Title as in action)

Originating Application No:

Before: [Judge]

Venue: [Supreme Court] [Court/Chamber number]

Hearing date/time:

The Court made the following orders:

1. An Order for Review of Detention which requires the defendant [state name of defendant or appropriate person or entity] to release the applicant [state name of applicant] immediately [or by a certain time].
2. The said defendant is also to convey the said applicant to [state the location] for his or her release.

Date of order:

The person or entity served with this order must comply immediately or within the time specified in the order, if any.

Failure to comply may result in contempt of Court proceedings against the said person or entity.

(Seal of the Court and signature of the Registrar)

44.

O. 27, r. 4(1),
r. 4(5), r. 8;
O 36, r. 3(2)

DIRECTIONS TO ACCOUNTANT-GENERAL

(Title as in action)

(a) For Payments In.

Ledger Account (if the same as the cause state 'as above').

Pursuant to [insert the provision of law by which payment into Court is made], the Accountant-General is hereby directed to receive (the sum of \$ [sum] paid in on behalf of the defendant [name] in satisfaction of the claim of the claimant [name]) (the funds and securities specified in the Schedule hereto) (or as may be).

(Seal of the Court and signature of the Registrar)

Note: Where funds are lodged in Court not being moneys paid in under Order 14 or as security for costs or in satisfaction of a judgment or order, but are to be lodged under an order comprising funds of various nature and directing lodgment by one or more persons, a single direction may be issued, and the particulars stated in a schedule to the direction, e.g.:

SCHEDULE

<i>Particulars of fund to be lodged</i>	<i>Persons to make the lodgment</i>	<i>Amount</i>	
		<i>Money</i>	<i>Securities</i>
		\$	\$

(b) For Payments Out.

Ledger Account (if the same as the cause state 'as above').

The Accountant-General is hereby directed to pay to [insert the name of the person to be paid and whether as claimant or defendant or as solicitor for the claimant or defendant] the sum of dollars [state the sum in words at length] \$ [state the sum in numbers], and any interest accrued thereon (if such is payable), lodged in Court in the above cause or matter on behalf of the defendant [name] in satisfaction of the claim of the claimant [name] (or as may be).

(Seal of the Court and signature of the Registrar)

45.

O. 27, r. 4(3),
r. 4(4)

**AUTHORITY TO COMPANY
TO REGISTER TRANSFER**

(Title as in action)

To: [name of company],

Please register transfer of shares Nos. [number] from [name of party]
to the Accountant-General.

Date:

Accountant-General.

CERTIFICATE OF TRANSFER

The abovementioned shares have this day been transferred as
authorised.

Date:

Secretary of the [name of company]

46.

O. 27, r. 10(3)

STATUTORY DECLARATION

(Title as in action)

Ledger Account (if the same as the cause state 'as above'). I [name and address of applicant] solemnly and sincerely declare that I am the [degree of relationship] and next or one of the next-of-kin of [name of deceased] and that I am entitled to take out Letters of Administration to his/her estate and to receive the sum of \$ [sum] directed to be paid to him/her by the Order dated [date].

And I further declare that the total value of the assets of the deceased including the above sum does not exceed \$10,000 and I certify that the funeral and other testamentary expenses of the deceased have been paid.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declarations Act.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me
Commissioner for Oaths.*

47.

O. 30, r. 2(1)

REFERENCE UNDER ARTICLE 100
OF THE CONSTITUTION FOR OPINION
ON CONSTITUTIONAL QUESTION

Reference No. of 20 .

To: The Chief Justice

1. I [name], President of the Republic of Singapore, pursuant to Article 100 of the Constitution hereby refer to the Tribunal of not less than 3 Supreme Court Judges constituted under that Article for its opinion the following question on the following provisions of the Constitution which has arisen or appears to me likely to arise.

2. (1) *Constitutional Provision*

(2) *Question*

(3) *Facts*

(4) *Relevant Documents*

The relevant documents necessary for the determination of the answer to the question are attached to this Reference as Annex [specify].

President

(Annexes).

48.

O. 33, r. 2(1)

ORIGINATING CLAIM IN ACTION *IN REM*
IN THE GENERAL DIVISION OF THE HIGH COURT
OF THE REPUBLIC OF SINGAPORE

Admiralty *in Rem*)

No. of 20 .)

Filed: [date]

(Renewed for service for _____ months from [date] by an order of Court dated [date])

Admiralty action *in rem* against:

[The ship [name of ship] or cargo, etc., as may be]

Between

[The owners of the ship [name of ship] or as may be]

Claimant(s)

And

[The owners of the ship [name of ship] or as may be]

Defendant(s)

To: The (owners of and other) persons interested in the ship of the port of [name of port] (or cargo, etc., as may be).

1. The claimant of [address] has commenced an action against the property described above in the General Division of the High Court of Singapore.
2. The claim(s) by the claimant is set out in the statement of claim attached (or briefly in this document).
3. You may do the following:
 - (a) offer to settle the claim(s) or negotiate with the claimant; and
 - (b) in any event, if you believe you have a defence, you must:
 - (i) consult a lawyer unless you want to act in person;
 - (ii) file and serve a notice of intention to contest or not contest the originating claim within 14 days of being served the originating claim;
 - (iii) file a defence within 21 days of being served the statement of claim.
4. If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the claimant and if the property described in this originating claim is then under arrest of the Court it may be sold by order of the Court.
5. If your defence is not filed within the time stated in paragraph 3, the Court may give judgment to the claimant and if the property described in this originating claim is then under arrest of the Court it may be sold by order of the Court.
6. Parties are to attend a case conference to take directions from the Court on the date and time shown above.

Solicitor for the claimant

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating claim must be served within 12 calendar months after the date of issue, unless renewed by order of the Court. A notice of intention to contest or not contest an originating claim in Form 49 is to be attached to this originating claim when it is served.
2. Where the claimant sues or a defendant is sued in a representative capacity, the originating claim must be endorsed with a statement of the capacity in which the claimant sues or a defendant is sued, as the case may be.
3. If a statement of claim is not attached, to set out a concise statement of the nature of the claim made or the relief or remedy required.

(Seal of the Court and signature of the Registrar)

49.

O. 33, r. 2(6)

NOTICE OF INTENTION TO CONTEST
OR NOT CONTEST AN ORIGINATING
CLAIM IN ACTION IN REM

(Title as in action)

To: The claimant [name]

The defendant [name] intends:

*(a) To contest your originating claim;

*(b) Not to contest your originating claim;

(If the defendant's intention to contest or non-contest is not in respect of all the claims, state the contested claims and those not contested).

Solicitor for the defendant

[Name, address, email address and telephone number of solicitor]

Note:

This notice must be filed and served within (a) 14 days after the originating claim is served in Singapore on the defendant; or (b) 21 days after the originating claim is served out of Singapore on the defendant.

(**Use as appropriate*)

50.

O. 33, r. 2(8)

APPLICATION FOR JUDGMENT FOR
FAILING TO FILE NOTICE OF
INTENTION TO CONTEST OR NOT
CONTEST / WHEN NOTICE OF
INTENTION NOT TO CONTEST ALL
OR SOME CLAIMS IS FILED

(Title as in action)

To: The Registrar

1. The originating claim was served on the defendant —

(a) On: [Day, date and time of service]

(b) At: [Place of service]

(c) Method of service: [State how service was effected].

2. The defendant [did not file and serve a notice of intention to contest or not contest the originating claim/filed and served a notice of intention not to contest all or some of the claims] within [14 days/21 days] from the date of service of the originating claim or such date as the Court has directed.

3. We therefore apply under Order 33, Rule 2(8) for judgment [for failing to file and serve the notice of intention to contest or not contest the originating claim/because the defendant has filed and served a notice of intention not to contest all or some of the claims].

Solicitor for the claimant

[Name, address, email address and telephone number of solicitor]

51.

O. 33, r. 4(1),
r. 4(2)

WARRANT OF ARREST

(Title as in action)

To the Sheriff,

You are directed to arrest the ship [name of ship] of the port of [name of port] (and the cargo now or lately laden therein, together with the freight due for the transportation thereof/and the freight due for the transportation of the cargo now or lately laden therein) and to keep the ship under safe arrest until you shall receive further orders.

The claimant's claim is for [state claim, to be copied from the originating claim].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

[Sheriff's endorsement as to service.]

O. 33, r. 5(1)

CAVEAT AGAINST ARREST

[Description of property, giving name if a ship].

We, [firm] of [address], solicitor for [party] of [address] hereby file a caveat against the arrest of [description of property, giving name if a ship] in respect of [description of the kind of proceedings or claim to which the caveat applies]* and hereby undertake to file and serve a notice of intention to contest or not contest in any action that may be begun in the General Division of the High Court against the said [description of property, giving name if a ship] and, within 3 days after receiving notice that such an action has been begun, to give bail in the action in a sum not exceeding \$ [sum] or to pay that sum into Court. We consent that the originating claim and any other document in the action may be left for us at [address].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

- * List the kind of proceedings or claim to which the caveat applies, such as “all proceedings”, “any proceedings on a claim mentioned in section 3(1)(g) or (h) of the High Court (Admiralty Jurisdiction) Act”, or “a collision between the vessels “ABC” and “DEF””, as appropriate.

53.

O. 33, r. 7(6)

REQUEST FOR SERVICE OF
ORIGINATING CLAIM
IN REM BY SHERIFF

(Title as in action)

We, [firm] of [address], solicitor for the claimant request that the originating claim left herewith be served on [the property on which the originating claim is to be served] by the Sheriff or the Sheriff's officer.

Solicitor for the claimant

[Name, address, email address and telephone number of solicitor]

54.

O. 33, r. 13(1),
r. 13(4)

RELEASE

(Title as in action)

To the Sheriff,

Whereas in this action you were directed to arrest the [name of ship] and to keep the same under safe arrest until you should receive further orders. Now you are directed to release the said [name of ship] from the arrest effected by virtue of the warrant in this action.

(Seal of the Court and signature of the Registrar)

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

Sheriff's endorsement.

On [date], the [name of ship] was released from arrest pursuant to this Instrument.

Sheriff.

55.

O. 33, r. 14(1)

CAVEAT AGAINST
RELEASE AND PAYMENT

(Title as in action)

We, [firm] of [address], solicitor for [party] of [address], hereby file a caveat against the issue of a release with respect to [description of property giving name, if a ship] now under arrest and, should the said property be sold by order of the Court, a caveat against payment out of Court of the proceeds of sale.

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

56.

O. 33, r. 15(1)

WITHDRAWAL OF CAVEAT

(Title as in action)

We withdraw the caveat as follows:

Nature of caveat: [nature]

Entered on: [date]

On behalf of: [party].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

57.

O. 33, r. 16(1)

BAIL BOND

(Title as in action)

Name of sureties:

Residential address:

[Alternatively, office address if affirming in official, professional or occupational capacity:]

Occupation:

Whereas this Admiralty action *in rem* against the abovementioned property is pending in the General Division of the High Court and the parties to the said action are the abovementioned claimant and defendant:

Now, therefore, we [sureties' names], hereby jointly and severally submit ourselves to the jurisdiction of the said Court and consent that if the abovementioned defendant (or claimant, in the case of a counterclaim) does not pay what may be adjudged against him or her in this action, with costs, or does not pay any sum due to be paid by him or her in consequence of any admission of liability therein or under any agreement by which this action is settled before judgment and which is filed in the said Court, an enforcement order may be issued against us, our executors or administrators, or movable property, for the amount unpaid or an amount of \$ [sum] whichever is less.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

Before me,
Commissioner for Oaths.

58.

O. 33, r. 23(1)

COMMISSION FOR APPRAISEMENT AND SALE

(Title as in action)

To the Sheriff,

Whereas in this action the Court has ordered [description of property giving name, if a ship] to be appraised and sold.

You are hereby authorised and directed to authorise and swear [name of each appraiser, valuer or surveyor] to appraise the said [property described above] according to the true value thereof, and such value having been certified in writing by [him or her or them], to cause the said [property described above] to be sold by [private treaty or public auction] for the highest price that can be obtained for it, but not for less than the appraised value unless the Court on an application allows it to be sold for less.

And you are further directed, immediately upon the sale being completed, to pay the proceeds thereof into Court and to ensure that the certificate of appraisal signed by you and the [appraiser or appraisers], and an account of the sale signed by you, are filed in the Court together with this commission.

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

59.

O. 37, r. 6(1)

ORDER FOR RECOGNITION OF A FOREIGN
JUDGMENT / RECOGNITION AND
ENFORCEMENT OF A FOREIGN
JUDGMENT / ENFORCEMENT OF A
JUDICIAL SETTLEMENT UNDER THE
CHOICE OF COURT AGREEMENTS ACT

IN THE GENERAL DIVISION OF THE HIGH COURT OF
THE REPUBLIC OF SINGAPORE

Originating Application No.)
of 20 .)
Filed: [date]

Between

Judgment/Settlement Creditor

And

Judgment/Settlement Debtor

In the matter of an application under section 13(1)/20(1) of the Choice of Court Agreements Act.

And in the matter of a foreign judgment/judicial settlement of the [describe the court] in [city/state/country] given/concluded/approved in [case number] on [date].

Upon the application of [name of applicant] the judgment/settlement creditor in relation to the foreign judgment/judicial settlement and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] (and upon the applicant giving security in the sum of \$ [sum] by payment into Court or bond to the satisfaction of the Registrar).

It is ordered that the foreign judgment/judicial settlement for the following matters is to be recognised/is to be recognised and may be enforced/may be enforced as a judgment of the General Division of the High Court:

- (a) that [name of judgment creditor or settlement creditor] do recover against [name of judgment debtor or settlement debtor] [amount due under the judgment/judicial settlement];

(b) [state the other orders in the foreign judgment/judicial settlement that are the subject of the application].

It is further ordered that [name of judgment debtor or settlement debtor] may apply to set aside this order within 28 days after the date on which this order is served on him/her/it in Singapore/[name of foreign country or territory if the order is to be served abroad].

It is further ordered that this order does not take effect while an application to set aside this order may still be made under Order 37, Rule 7(1) or is pending.

It is ordered that the costs of this application be [state costs order made].

The application for this order was taken out by [name of judgment creditor/settlement creditor or solicitor for the judgment creditor/settlement creditor] whose address for service is [address].

(Seal of the Court and signature of the Registrar)

O. 39, r. 5(1)

ORDER FOR REGISTRATION OF
COMMITMENT / COMPETITION COMMISSION
DIRECTION / COMPETITION
APPEAL BOARD DECISION

IN THE STATE COURTS
OF THE REPUBLIC OF SINGAPORE

Originating Application No.)

of 20 .)

Filed: [date]

In the matter of section 85(1) of the Competition Act.

And in the matter of a Commitment accepted by the Competition and Consumer Commission/Competition and Consumer Commission Direction/Competition Appeal Board Decision obtained in [describe the proceedings] on [date].

Upon the application of [state the party], and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] (and upon giving security in the sum of \$ [sum] by payment into Court, or bond to the satisfaction of the Registrar).

It is ordered that the Commitment accepted by the Competition and Consumer Commission/Direction of the Competition and Consumer Commission of Singapore/Decision of the Competition Appeal Board on [date], whereby the [name of the party who provided the Commitment] undertook to [state the full details of the Commitment]/it was directed that [state the full details of the Direction/Decision including the name of the party against whom the Direction/Decision was made] be registered as an order of the District Court pursuant to section 85(1)/section 73(9) read with section 85(1) of the Competition Act.

*(It is further ordered that [name of the party who provided the Commitment/against whom the Direction/Decision was made] be at liberty to apply to set aside the said registration within _____days after service upon him or her [state whether service is to be within Singapore or in a foreign country, the name of which is to be stated] of notice of such registration pursuant to Order 39, Rule 9 if he or she has grounds for so doing, and an enforcement order to enforce the Commitment/Direction/Decision shall not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration, until such application has been disposed of.)

It is ordered that costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

*(*Use as appropriate)*

61.

O. 40, r. 19(2)

SEARCH WARRANT UNDER
SECTION 34 OF THE CORRUPTION,
DRUG TRAFFICKING
AND OTHER SERIOUS CRIMES
(CONFISCATION OF BENEFITS) ACT

To *(authorised officer to be specified)*

Whereas information has been laid before me that there is (or to be) an investigation into drug dealing or criminal conduct, and it has been established to my satisfaction that [state the ground(s) under section 34(2)(a), (b) or (c) of the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act that has/have been satisfied and on which the search warrant was issued]:

This is to authorise and require you to enter and search (for the said articles specified in the Schedule below in)* the [describe the premises or part thereof, to which the search is to be confined], (and, if found, to produce the same forthwith before the [state the Court and location])* (returning this warrant with an endorsement certifying what you have done under it, immediately upon its execution)*.

Given under my hand and the seal of the Court on [date].

(Seal of the Court and signature of the Judge/Registrar/District Judge/Magistrate)

(*Use as appropriate)

O. 42, r. 3

ORDER TO ARREST
JUDGMENT DEBTOR LIKELY TO LEAVE
SINGAPORE

(Title as in action)

To the Sheriff,

Whereas it appears to the Court that there is probable reason for believing that the judgment debtor is likely to leave Singapore with a view to avoiding payment of money under a judgment or to avoiding examination in respect of his affairs:

You are ordered to arrest the said [name of judgment debtor] and to bring him/her before the Court immediately, and if the Court is not sitting to deliver him/her to the officer-in-charge of the [name of prison] Prison, to be kept there until the next sitting of the Court when you are to bring him or her before the Court immediately.

And you are hereby further required, after the execution of this order, to return the same to Court immediately, with the place, time and mode of execution endorsed on the order.

(Seal of the Court and signature of the Registrar)

63.

O. 42, r. 4(2)

ORDER TO ARREST
NON-APPEARING JUDGMENT DEBTOR

(Title as in action)

To the Sheriff,

Whereas a Judgment Debtor Summons was duly served on a judgment debtor.

And whereas the said [name of judgment debtor] failed to appear on [date] (pursuant to the said Judgment Debtor Summons) you are hereby ordered to arrest the said [name of judgment debtor] and bring him/her before the Court immediately, and if the Court is not sitting to deliver him/her to the officer-in-charge of the [name of prison] Prison, to be kept there until the next sitting of the Court when you are to bring him or her before the Court immediately.

And you are hereby further required, after the execution of this order, to return the same to Court immediately, with the place, time and mode of execution endorsed on the order.

(Seal of the Court and signature of the Registrar)

64.

O. 42, r. 7(2)

ORDER OF ARREST /
ATTACHMENT OF PROPERTY
BEFORE JUDGMENT

(Title as in action)

(a) *Order to arrest before judgment.*

To the Sheriff,

Whereas [name] the claimant in the above action has shown to the satisfaction of the Court that the defendant [state the reasons for the order]:

You are hereby ordered to arrest the said [name of defendant] and to bring him/her before the Court immediately and if the Court is not sitting to deliver him/her to the officer-in-charge of the [name of prison] Prison to be kept there until the next sitting of the Court when you are to bring him/her before the Court immediately in order that he/she may show cause why he/she should not furnish security in the sum of \$ [sum] being the amount of the claim and costs for his/her personal appearance before the Court, while the above action is pending and until satisfaction of any order that may be made against him/her in the action.

(Seal of the Court and signature of the Registrar)

The claimant's address for service is [address].

Note: The defendant shall not be arrested if he/she pays to you the said sum of \$ [sum] to be deposited by you in Court to abide the trial of the action or further order of the Court.

(b) Order to attach property before judgment.

To the Sheriff,

Whereas [name] the claimant in the above action has shown to the satisfaction of the Court that the defendant [state the reasons for the order]:

You are hereby ordered to immediately seize all movable property liable to be seized under an order of attachment of property which shall be identified by or on behalf of [name] the claimant as belonging to the defendant up to the value of \$ [sum] being the amount of the claim and costs as a pledge or surety to answer the just claim of the claimant amounting to \$ [sum] and costs estimated at \$ [sum] until the trial of this action and satisfaction of any judgment that may be given against the defendant herein.

(Seal of the Court and signature of the Registrar)

The claimant's address for service is [address].

Note: The property shall not be seized if the defendant pays you the sum of \$ [sum] to be deposited by you in Court to abide the trial of the action or further order of the Court.

O. 42, r. 13(1)

JUDGMENT DEBTOR SUMMONS

(Title as in action)

(a) To a person.

To [name of person] of [address] the abovenamed Judgment Debtor,

You are hereby summoned to appear before [state the Court] of the State Courts on the date and time shown above to be examined respecting your ability to satisfy the judgment recovered against you in the above action on [date] for \$ [sum] and \$ [sum] costs upon which judgment the sum of \$ [sum] is still due.

Take notice that if you do not appear, an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

(b) To a partner or person carrying on business in a name other than his or her own.

To [name of person (one person only to each summons) alleged to be a partner in, or carrying on business in the name of, the firm against which judgment (or order) has been obtained] of [address],

Whereas the claimant obtained judgment (or an order) against the defendant firm [name] in this Court on [date] for the sum of \$ [sum] and \$ [sum] costs upon which judgment the sum of \$ [sum] is still due:

And whereas (on your admission in the proceedings) (or having been individually served with the originating claim in this action as a partner you failed to appear at the trial) (or having been adjudged to be liable as a partner) you are liable under the said judgment (or order) as (a partner in the defendant firm) (or the person carrying on business in the name of the defendant firm):

And whereas the Court has granted permission to issue this judgment debtor summons against you:

You are hereby summoned to appear before [state the Court] of the State Courts on the date and time shown above to be examined on your ability to satisfy the said judgment (or order).

Take notice that if you do not appear (or if the person to be served has not admitted in the proceedings that he or she is liable as a partner, or has not been adjudged to be liable as a partner, or has not been individually served as a partner and failed to appear at the trial) you will be deemed to admit your liability to pay the amount, due under the said judgment or order, and an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

(c) To an officer of a corporation.

To [name] of [address] an officer of the abovenamed defendant corporation,

You are hereby summoned to appear before the [state the Court] of the State Courts on the date and time shown above to be examined on the ability of the abovenamed defendant corporation to satisfy the judgment (or order) recovered (or made) against the said corporation in the above action on [date] for \$ [sum] and costs of \$ [sum] upon which judgment (or order) the sum of \$ [sum] is still due.

Take notice that if you do not appear an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

(d) In respect of an order of the Commissioner for Labour.

To the abovenamed judgment debtor,

You are hereby summoned to appear before the [state the Court] of the State Courts on the date and time shown above to be examined on your ability to satisfy the order made against you by the Commissioner for Labour on [date] whereby you were ordered to pay \$ [sum] to [name] and for which a certificate signed and sealed by the Commissioner for Labour was on [date] filed and recorded in this Court under which order the sum of \$ [sum] is still due.

Take notice that if you do not appear an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

66.

O. 42, r. 15(2)

NOTICE OF APPLICATION FOR
PERMISSION TO ISSUE JUDGMENT
DEBTOR SUMMONS

(Title as in action)

Take notice that the abovenamed claimant intends to apply to the [state the Court] of the State Courts, 1 Havelock Square, Singapore, on the date and time shown above for permission to issue a judgment debtor summons against [name] on the ground that the abovenamed is liable as a partner in the firm of [name of defendant firm] or as the person carrying on business in the firm of [name of defendant firm] to pay the sum payable under the judgment (or order).

(Seal of the Court and signature of the Registrar)

O. 42, r. 15(2)

AFFIDAVIT FOR PERMISSION TO
ISSUE A JUDGMENT DEBTOR
SUMMONS

(Title as in action)

I, [name, address and description of deponent] make oath (or affirm) and say as follows:

1. On [date], I (or the claimant) obtained judgment (or an order) in this action in this Court against the defendants [state firm name in which defendants were sued] for the sum of \$ [sum] and \$ [sum] costs and there is now due and payable under the said judgment (or order) the sum of \$ [sum].

2. I allege that [state name, residence and occupation] is liable as a partner in the said firm (or as the person carrying on business in the said firm name) to pay the sum payable under the said judgment (or order), and I make this allegation on the following grounds:

[State any ground on which the person named is alleged to be liable, with the deponent's sources of information and grounds of belief.]

3. *(Where the claimant does not make the affidavit, add) I am duly authorised by the claimant to make this affidavit on his or her behalf.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

Before me
Commissioner for Oaths.

(*Use as appropriate)

68.

O. 42, r. 16(1)

JUDGMENT NOTICE

(Title as in action)

To the judgment debtor,

Take notice that you are required to attend at the Supreme Court/State Courts on the date and time shown above to show cause why you should not be committed to prison for having disobeyed the order of the Court dated [date], that is to say, in having made default in payment of the [state which] instalment due thereunder [or here state the order disobeyed or not complied with].

(Seal of the Court and signature of the Registrar)

O. 42, r. 18

ORDER OF COMMITMENT

(Title as in action)

To the Sheriff,

Whereas an order was made by the Court on [date], whereby it was ordered that [name] the abovenamed judgment debtor pay the judgment debt and costs by instalments of \$ [sum] a month (or as may be):

And whereas he or she has made default in the payment of instalments amounting to \$ [sum] (or as may be):

You are hereby ordered to arrest the said [name] and to deliver him or her to the officer-in-charge of the [name of prison] Prison, to be kept there for the term of [number] days from the arrest under this Order or until earlier payment of the instalment due amounting to \$ [sum] (or as may be).

(Seal of the Court and signature of the Registrar)

Note: The judgment debtor shall not be arrested if he or she pays to you the said sum of \$ [sum] to be deposited by you in Court.

70.

O. 42, r. 20(1)

CERTIFICATE OF SATISFACTION

(Title as in action)

I, [name] of [address], the judgment creditor, hereby certify that the judgment debt in respect of which the judgment debtor [name] is imprisoned has been satisfied and I request that the said [name] be discharged from detention.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me
Commissioner for Oaths.*

To the officer-in-charge of the [name of prison] Prison,

This certificate is sufficient authority for the discharge of the judgment debtor from detention under the Order of Commitment No. of 20 issued in respect of non-payment of the judgment debt.

(Seal of the Court and signature of the Registrar)

71.

O. 42, r. 20(3)

ORDER OF DISCHARGE

(Title as in action)

To the officer-in-charge of the [name of prison] Prison,

Whereas it has been shown to the satisfaction of the Court that the judgment debtor has satisfied the judgment debt in respect of which he or she is imprisoned under an Order of Commitment No. of 20 dated [date], in the above action.

You are hereby ordered to discharge the said judgment debtor from your custody, for which this order is sufficient authority.

(Seal of the Court and signature of the Registrar)

O. 42, r. 26

ORDER SUSPENDING AN ORDER OF
COMMITMENT OR
FOR DISCHARGE OF DEBTOR

(Title as in action)

On the application of [name] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name] and the Court being satisfied that the debtor is unable to pay the sum recovered against him or her (or any instalment thereof) under the judgment (or order).

It is ordered that the said judgment (or order) be suspended for [period] upon the following terms: [state terms] (or that the defendant be discharged from custody under the Order of Commitment No. of 20 , upon the following terms, namely: [state terms, including, if so ordered, liability to re-arrest if the terms are not complied with]).

(Seal of the Court and signature of the Registrar)

73.

O. 44, r. 4(6)

CONSENT OF LITIGATION REPRESENTATIVE
OF PERSON UNDER DISABILITY

(Title as in action)

I, [name] of [address], consent to be the litigation representative of the abovenamed claimant/defendant, a minor (or a person lacking capacity) in this action, and I authorise [firm] of [address], advocates and solicitors, to act on my behalf.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

Before me

Commissioner for Oaths

O. 44, r. 4(6)

CERTIFICATE BY SOLICITOR
FOR PERSON UNDER DISABILITY

(Title as in action)

I, [name] of [firm], solicitor for [name of litigation representative], the litigation representative, hereby certify that I know (or believe) that:

(1) [name] is a minor (or a person lacking capacity) based on the following grounds [give the grounds of knowledge or belief];

(2) *(where the person under disability is a person lacking capacity) there is no person authorised under the Mental Capacity Act to conduct the proceedings in the cause or matter in question in the name of [the person lacking capacity] or on his or her behalf; and

(3) the abovenamed [name of litigation representative] has no interest in the cause or matter in question adverse to that of the minor (or the person lacking capacity).

Solicitor for the [state the party]

[Name, address, email address and telephone number of the solicitor]

(*Use as appropriate)

75.

O. 45, r. 2(1)

**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR DISTRESS**

(Title as in action)

I, [name] of [address], do swear/affirm and say that I am the landlord (or his or her attorney or duly authorised agent) and that the defendant [name] is justly indebted to [name] in the sum of \$ [sum] being arrears of rent for the premises at [address] due for [number] months from [date] to [date] at the rate of \$ [sum] a month payable in advance (arrears) on the [date] day of each month (less the sum of \$ [sum] paid to account).

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [state name of interpreter])

Before me

Commissioner for Oaths.

76.

O. 45, r. 2(2)

AUTHORITY TO DISTRAIN

(Title as in action)

I/We, [name] of [address] hereby authorise [firm] of [address] to apply on my/our behalf under the Distress Act for a writ of distress for all the arrears of rent now due to me/us (or to be due in the future) on property situated at [describe property] to which I am (or we are) entitled to distrain as [state capacity such as owner, lessee, trustee, guardian or as may be (or together with [state other person]))].

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

Before me

Commissioner for Oaths

77.

O. 45, r. 3(1)

WRIT OF DISTRESS

Distress No.)
of 20)

Between

Claimant

And

Defendant

To the Sheriff,

I hereby direct you to distrain the movable property found on the premises at [address] for the sum of \$ [sum] being the amount of [number] months' rent due to [name] for the same, from [date] to [date], together with costs amounting to \$ [sum] and the prescribed fees and the expenses of executing this Writ, according to the provisions of the Distress Act.

But you are hereby expressly prohibited from taking any property not legally liable to a distress for rent.

(Seal of the Court and signature of the Registrar)

78.

O. 45, r. 10(2)

AUTHORITY TO FOLLOW GOODS

(Title as in action)

Upon the application of the Sheriff and upon hearing the evidence of [name] (or reading the affidavit of [state the name of the person making the affidavit and the filing date] and it appearing from the said evidence (or affidavit) that on [date] certain property liable to be seized under the Writ of Distress issued herein namely [specify the property liable to be seized alleged to have been removed] was removed from the premises at [address] with the intention of hindering or preventing the distraint of the said property.

It is ordered that the Sheriff do follow and seize the said property in enforcement of the writ, wherever it may be found and deal with it as if it had been seized upon the said premises in accordance with the provisions of the Distress Act.

(Seal of the Court and signature of the Registrar)

O. 53, r. 20

SEARCH WARRANT UNDER
SECTION 34 OF THE MUTUAL ASSISTANCE
IN CRIMINAL MATTERS ACT

To *(authorised officer to be specified)*

Whereas information has been laid before me that there is a criminal matter in respect of a foreign offence and it has been established to my satisfaction that [state the ground(s) under section 34(1)(a) or (b) of the Mutual Assistance in Criminal Matters Act that has/have been satisfied and on which the search warrant was issued]:

This is to authorise and require you to search (for the said articles specified in the Schedule below in)* the [describe the premises or part thereof, to which the search is to be confined], (and, if found, to produce the same forthwith before that [state the Court and location])* (returning this warrant with an endorsement certifying what you have done under it, immediately upon its execution)*.

Given under my hand and the seal of the Court on [date].

(Seal of the Court and signature of the Judge/Registrar/District Judge/Magistrate)

(*Use as appropriate)

80.

O. 53, r. 21(5)

CERTIFICATE OF SERVICE OF FOREIGN PROCESS
UNDER SECTION 38(3)(b)(i) OF THE MUTUAL ASSISTANCE
IN CRIMINAL MATTERS ACT

I, [name], Registrar of the Supreme Court of the Republic of Singapore hereby certify that the service of the process annexed hereto as requested by [state the appropriate authority of the foreign country] was effected in accordance with the procedures proposed in the request (or Order 53, Rule 21(2) of the Rules of Court 2021).

The affidavit of service of the process is attached to this Certificate.

(Seal of the Court and signature of the Registrar)

81.

O. 53, r. 21(6)

STATEMENT OF REASON PREVENTING SERVICE
OF FOREIGN PROCESS UNDER SECTION 38(3)(b)(ii) OF
THE MUTUAL ASSISTANCE IN CRIMINAL MATTERS ACT

I, [name], Registrar of the Supreme Court of the Republic of Singapore hereby state that the process annexed hereto was not served upon the person named in the process as requested by [state the appropriate authority of the foreign country].

The reasons which prevented the service of the process are set out in the affidavit of attempted service which is attached to this Statement.

(Seal of the Court and signature of the Registrar)

O. 54, r. 2(2)

FORM OF OATH

(a) In the case of persons under section 4(1)(a) of the Oaths and Declarations Act.

I swear by Almighty God that

(the evidence I shall give in this Court/tribunal/inquiry/such other hearing shall be)

OR

(the contents of this affidavit are)

the truth, the whole truth, and nothing but the truth. So help me God.

Taken and subscribed before me at [location] on [date].

Officer Administering the Oath

(b) In the case of Interpreters under section 4(1)(b) of the Oaths and Declarations Act .

I, [name], having been appointed an Interpreter of the _____, do solemnly swear that I will faithfully interpret, translate and transcribe from the [state language] language into the English language and from the English language into the [state language] language to the best of my knowledge, skill and ability and without fear or favour, affection or ill-will.

Taken and subscribed before me at [location] on [date].

Officer Administering the Oath

O. 54, r. 3(2)

FORM OF AFFIRMATION

(a) In the case of persons under section 4(1)(a) read with section 5 of the Oaths and Declarations Act.

I solemnly and sincerely declare and affirm that
(the evidence I shall give in this Court/tribunal/inquiry/such other hearing shall be)

OR

(the contents of this affidavit are)
the truth, the whole truth, and nothing but the truth.

Taken and subscribed before me at [location] on [date].

Officer Administering the Affirmation

(b) In the case of Interpreters under section 4(1)(b) read with section 5 of the Oaths and Declarations Act.

I, [name], having been appointed an Interpreter of the _____, do solemnly affirm that I will faithfully interpret, translate and transcribe from the [state language] language into the English language and from the English language into the [state language] language to the best of my knowledge, skill and ability and without fear or favour, affection or ill-will.

Taken and subscribed before me at [location] on [date].

Officer Administering the Affirmation

84.

O. 56, r. 2(1)

ORDER FOR PARTICULARS (PARTNERSHIP)

(Title as in action)

Upon the application of [name] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name].

It is ordered that the [party] furnish the [party] with a statement in writing, verified by affidavit, setting out the names and places of residence of all persons who were partners in the firm at/during [state the time the cause of action accrued], pursuant to the Rules of Court 2021, Order 56, Rule 2, and that the costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

85.

O. 56, r. 3(3)

NOTICE OF SERVICE ON
PARTNER OR PARTNER AND
MANAGER OF PARTNERSHIP

(Endorsed on Originating Claim)

Take notice that the originating claim is served on you as a partner, (or a person having control or management of the partnership business or a partner and a person having control or management of the partnership business).

Solicitor for the claimant

[Name, address, email address and telephone number of the solicitor]

86.

O. 57, r. 5(1)

ORDER FOR REGISTRATION OF
PERSONAL DATA PROTECTION
COMMISSION DIRECTION / PERSONAL
DATA PROTECTION COMMISSION
NOTICE / DATA PROTECTION APPEAL
COMMITTEE DECISION
IN THE STATE COURTS
OF THE REPUBLIC OF SINGAPORE

Originating Application No.)
of 20 .)
Filed: [date]

In the matter of section 48M(1) of the Personal Data Protection Act 2012.

And in the matter of a Direction of the Personal Data Protection Commission/a Notice of the Personal Data Protection Commission/a Decision of the Data Protection Appeal Committee obtained in [describe the proceedings] and dated [date].

Upon the application of [name], and upon reading the affidavit of [state the name of the person making the affidavit and the filing date].

It is ordered that the Direction of the Personal Data Protection Commission/Notice of the Personal Data Protection Commission/Decision of the Data Protection Appeal Committee dated [date], whereby it was directed that [state the full details of the Direction/Notice/Decision including the name of the party against whom the Direction/Notice/Decision was made] be registered as an order of the District Court pursuant to section 48M(1)/section 48Q(6) read with section 48M(1) of the Personal Data Protection Act 2012.

(It is further ordered that [name of party against whom the Direction/Notice/Decision was made] be at liberty to apply to set aside the said registration within [number] days after service upon him or her [state whether service is to be within Singapore or in a foreign country, the name of which is to be stated] of notice of such registration pursuant to Order 57, Rule 7 of the Rules of Court 2021 if he or she has grounds for so doing, and an enforcement order to enforce the Direction/Notice/Decision shall not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration, until such application has been disposed of.)

It is ordered that costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

87.

O. 59, r. 11(3)

CERTIFICATE OF ORDER FOR COSTS
AGAINST THE GOVERNMENT

(Title as in action)

By a judgment/order of this Court dated [date] it was adjudged/ordered that [give particulars of the judgment or order].

I hereby certify that the costs payable to [party] by [party] in pursuance of the said judgment/order are \$ [sum] (or have been assessed and certified by me at \$ [sum]) and interest is payable thereon at the rate of [number]% per year from [date] until payment.

(Seal of the Court and signature of the Registrar)

88.

O. 60, r. 5(1)

ORDER FOR REGISTRATION OF
FOREIGN JUDGMENT /
COMMONWEALTH JUDGMENT

IN THE GENERAL DIVISION OF THE HIGH COURT
OF THE REPUBLIC OF SINGAPORE

Originating Application No.)
of 20 .)

Filed: [date]

Between

Judgment Creditor

And

Judgment Debtor

In the matter of the [state the relevant Act].

And in the matter of a judgment of the [describe the foreign Court]
obtained in [describe the proceedings] and dated [date].

Upon the application of [name] the judgment creditor in this action and
upon reading the affidavit of [state the name of the person making the affidavit
and the filing date] (and upon the judgment creditor giving security in the sum
of \$ [sum] by payment into Court, or bond to the satisfaction of the Registrar).

It is ordered that:

(1) the judgment dated [date], of the [describe the foreign Court] whereby it
was adjudged that the abovenamed [name of judgment creditor] of [address]
do recover against the abovenamed [name of judgment debtor] of [address]
[state the amount due under the judgment] be registered as a judgment of the
General Division of the High Court pursuant to the Act.

(2) the abovenamed [name of judgment debtor] may apply to set aside the said registration within [number] days after service upon him or her within Singapore (or name of foreign country if to be served abroad) of notice of such registration pursuant to Order 60, Rule 7 of the Rules of Court 2021 if he or she has grounds for so doing, and an enforcement order to enforce the said judgment will not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration until such application has been disposed of.

(3) the costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

89.

O. 60, r. 13(4)

CERTIFICATE UNDER THE
RECIPROCAL ENFORCEMENT OF
COMMONWEALTH JUDGMENTS ACT

(Title as in action)

I, [name], Registrar of the Supreme Court of the Republic of Singapore, hereby certify that the judgment, a certified copy of which is annexed, was obtained by the claimant (or defendant) against the defendant (or claimant) in this action on [date] for payment of the sum of \$ [sum] and \$ [sum] for costs, and carries interest at the rate of [number]% per year calculated on the said sums of \$ [sum] and \$ [sum] for [period for which interest is payable].

(Seal of the Court and signature of the Registrar)

90.

O. 60, r. 13(5)

CERTIFICATE UNDER THE
RECIPROCAL ENFORCEMENT OF
FOREIGN JUDGMENTS ACT

(Title as in action)

I, [name], Registrar of the Supreme Court of the Republic of Singapore,
hereby certify that —

1. The originating claim (or as may be), a copy of which is annexed,
was issued out of the Registry of the Supreme Court on [date] by the
abovenamed claimant against the abovenamed defendant, for payment of the
sum of \$ [sum] in respect of [state shortly nature of claim or ground of action];

2. The said originating claim was duly served on [date] upon the said
defendant by [mode of service] and the said defendant duly filed a notice of
intention to contest or not contest on [date]);

3. The said claimant obtained judgment against the said defendant, a
certified copy of which is annexed, for payment of the sum of \$ [sum] in
respect of [state shortly nature of claim or terms of judgment], together with
the sum of \$ [sum] for costs;

4. The said judgment was obtained [state grounds on which judgment
was based];

5. The said judgment carries interest at the rate of [number]% per year
calculated on the said sums of \$ [sum] and \$ [sum] for [period for which
interest is payable];

6. *(No) objection has been made to the jurisdiction of the Court (on
the grounds that [state the grounds of objection if any]); and

7. The pleadings in the action consisted of: [state the pleadings].

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

O. 61, r. 3(6)

ADVERTISEMENT OF APPLICATION

(Title as in action)

Notice is hereby given that an application to the Court for directions on claims for compensation in respect of the following matter was made by [party] of [address] on [date]:

[Give date and brief particulars of the subject contravention of the Securities and Futures Act and name of the contravening person, the defendant corporation, the defendant partnership or the defendant individual, as the case may be].

Notice is further given that the Court will sit on the date and time shown above to hear the application; and any person desiring to claim compensation against the contravening person, the defendant corporation, the defendant partnership or the defendant individual, as the case may be, for the same contravention must, at least 7 clear days before the date of hearing, state his or her claim in accordance with the Rules of Court 2021 and must, within 3 days of filing his or her claim, serve it on the contravening person, the defendant corporation, the defendant partnership or the defendant individual, as the case may be. A person who, after filing his or her claim, fails to appear at the hearing in person or by his or her counsel may be barred from bringing any claim against the contravening person, the defendant corporation, the defendant partnership or the defendant individual.

The Applicant's solicitor is [state name, address, email address and telephone number of solicitor].

O. 63, r. 2(6)

SHOW CAUSE NOTICE FOR
ORDER FOR DISGORGEMENT
AGAINST THIRD PARTY

(Title as in action)

SHOW CAUSE NOTICE

[Issued pursuant to the order of [name of Judge] dated [date].]

To [party] of [address]

Take notice that an application for an order for disgorgement has been brought against you. In it the applicant claims against you [state the nature of the applicant's claim] as appears from the originating application a copy of which is served herewith.

Notice is further given that the Court will sit on the date and time shown above to give you an opportunity to show cause why the order should not be made.

If you do not appear at the hearing for the showing of cause, the Court may make such order as it deems appropriate.

O. 63, r. 3(4)

ADVERTISEMENT OF APPLICATION
FOR DIRECTIONS ON CLAIMS
FOR COMPENSATION UNDER ORDER
FOR DISGORGEMENT

(Title as in action)

Notice is hereby given that an order for disgorgement under section 236L of the Securities and Futures Act has been made against [name of third party] in respect of the following matter:

[Give date and brief particulars of the subject contravention of the Securities and Futures Act, name of the contravening person and circumstances leading to the third party receiving the whole or any part of the benefit of the relevant contravention].

Notice is further given that an application to the Court for directions on claims for compensation to be paid out of the sum under the order for disgorgement was made by [state name of applicant and date of application].

Notice is further given that the Court will sit on the date and time shown above to hear the application; and any person desiring to claim compensation against [the third party] in respect of the same contravention must, at least 7 clear days before the date of hearing, state his or her claim in accordance with the Rules of Court 2021 and must, within 3 days of filing his or her claim, serve it on [the third party]. A person who, after filing his or her claim, fails to appear at the hearing in person or by his or her counsel may be barred from bringing any claim against [the third party].

The Applicant's solicitor is [state name, address, email address and telephone number of solicitor].

94.

O. 64, r. 2(8)

CERTIFICATE OF SERVICE
OF FOREIGN PROCESS

I, [name], Registrar of the Supreme Court of the Republic of Singapore hereby certify that the documents annexed hereto are as follows:

- (1) The process received with a Request for Service; and
- (2) A copy of the evidence of service upon the person named in the process.

And I certify that the method of service of the process, and the proof of service thereof, are such as are required by the rules regulating the service of process of the Supreme Court in Singapore (or that service of the process could not be effected for [reasons]).

And I certify that the cost of effecting such service, as duly certified by me, amounts to the sum of \$ [sum].

(Seal of the Court and signature of the Registrar)

95.

O. 66, r. 7(2)

ORDER FOR POSSESSION UNDER ORDER 66

(Title as in summons)

Upon the application of [name] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name], it is ordered that the claimant [name] do recover possession of the land described in the originating application as [describe land] (and the defendant [name] do give possession of the said land on [date]) (and that the defendant [name] do pay the claimant costs of \$ [sum] (or to be assessed)).

(The above costs have been assessed and allowed at \$ [sum] as appears by the Registrar's certificate dated [date].)

(Seal of the Court and signature of the Registrar)

96.

O. 66, r. 8(3)

ENFORCEMENT ORDER FOR POSSESSION
UNDER ORDER 66

(Title as in summons)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

This enforcement order authorises the Sheriff to do the following:

1. to seize and deliver or give possession of property in the possession or control of the enforcement respondent and specified in the Schedule below;

*2. to do the following as specified in the Court order:

[State the orders made]

1.

2.

3.

Date of enforcement order:

(Seal of the Court and signature of the Registrar)

Schedule

**For delivery of possession of property*

Address for seizure:

Property to be seized: [state description and type of property]

(*Use as appropriate)

97.

O. 67, r. 2(5)

WARRANT FOR SEARCH AND SEIZURE
UNDER SECTION 11(1)(a) OF THE
TERRORISM (SUPPRESSION OF FINANCING) ACT

To *(authorised officer to be specified)*

Whereas the Court is satisfied that the property specified in the Schedule below (is owned or controlled by or on behalf of a terrorist or terrorist entity/has been or will be used, in whole or in part, to facilitate or carry out a terrorist act):

This is to authorise and require you to search for the said property specified in the Schedule below in the [describe the building, receptacle or place to which the search is to be confined], and, if found, to seize the property and any other property which you believe, on reasonable grounds, that an order of forfeiture may be made under section 24 of the Act (and produce the same forthwith before the [state the Court and location]),* (returning this warrant with an endorsement certifying that you have done under it, immediately upon its execution)*.

Given under my hand and the seal of the Court on [date].

(Seal of the Court and signature of the Judge)

(*Use as appropriate)

98.

Fourth
Schedule,
Part 2

REQUEST FOR HEARING DATES /
FURTHER HEARING DATES

(Title as in action)

To: The Registrar

Request for the matter to be fixed for hearing/further hearing before:
[State name of Judge/Registrar].

Number of hearing/further hearing days requested: [number] days.

Number of hearing days previously expended: [number] days.

Hearing fees payable: \$ [sum].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

APPENDIX B

Para. 8

Forms prescribed in the Supreme Court Practice Directions 2021

Form No.	Form title
1.	Request for Interpretation Services
2.	Application to Use the Video Conference Facilities or Mobile Infocomm Technology Facilities (MIT facilities)
3.	Application to become Registered User of the Electronic Filing Service
4.	ADR Offer
5.	Response to ADR Offer
6.	Pre-Case Conference Questionnaire (“PCQ”)
7.	Expert Witness Template
8.	Sample Single Application Pending Trial (“SAPT”) Checklist
9.	Request for Permission to File Application
10.	Form of Summary Table for Applications for Further and Better Particulars or Production of Documents
11.	Receiver’s Security by Undertaking
12.	Request for Production of Document filed in Court or Court’s records
13.	Notice of Objections to Contents of Affidavits of Evidence-in-Chief
14.	Request for Urgent Hearing before Judge
15.	Specimen Government Medical Certificate
16.	Lead Counsel’s Statement on Trial Proceedings
17.	Form of Table for the Last Pleading Under Order 9, Rule 25(10)(a) of the Rules of Court 2021
18.	Index to Bundle of Documents
19.	Appeals Information Sheet
20.	Table of Contents of the Record of Appeal
21.	Form of Record of Appeal
22.	Form of Supplemental Record of Appeal
23.	Undertaking that Appeal Bundles Do Not Contain Sealed or Unredacted Documents
24.	Submissions for Application for Permission to Appeal against a Decision of the General Division (Applicant)
25.	Submissions for Application for Permission to Appeal against a Decision of the General Division (Respondent)
26.	Submissions for Application for Permission to Appeal against a Decision of the Appellate Division (Applicant)
27.	Submissions for Application for Permission to Appeal against a Decision of the Appellate Division (Respondent)
28.	Affidavit Verifying Form Showing Lack of Means
29.	Form Showing Lack of Means

Form No.	Form title
30.	Bill of Costs for Contentious Business – Trials
31.	Bill of Costs for Contentious Business other than Trials
32.	Bill of Costs for Non-Contentious Business
33.	Notice of Dispute of Bill of Costs
34.	Costs Schedule
35.	Request for Attendance of the Sheriff
36.	Notice of Objection
37.	Consent to Release
38.	Notice of Dispute to Objection
39.	Summons for Order Determining the Ground of Objection
40.	Summons for Order to Release Property / Debt
41.	Questionnaire for the Examination of Individual Enforcement Respondent
42.	Questionnaire for the Examination of Officer of Enforcement Respondent
43.	Undertaking to the Sheriff
44.	Judge Case Conference Checklist for Criminal Trials in the General Division
45.	Information Sheet to be exhibited in an Affidavit in support of an Application for Permission under s 394H of the Criminal Procedure Code

1.

Para. 16(2), (9)

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
(Email: SUPCOURT_Head_Interpreters@supcourt.gov.sg)

REQUEST FOR INTERPRETATION SERVICES

Application by : ☐ Law Firm ☐ Individual

Party making request or on
whose behalf request is made :

(Claimant 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 or
Chamber number (if known) : _____

Date(s) and time(s) interpretation
services are required : _____

Name(s) of party (parties)
and/or witness(es) requiring
interpretation : _____

Language/dialect : ☐ Cantonese ☐ Hokkien ☐ Teochew
☐ Mandarin ☐ Tamil ☐ Malayalam
☐ Malay ☐ Javanese ☐ Boyanese

Date of previous hearing : _____

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

We undertake to pay the applicable fee prescribed by the Rules of Court 2021 immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/email in the event that the services of the interpreter are not required for any reason on any of the scheduled days specified in the request.

Party or Solicitor

[Name, address, email address and telephone number]

2.

Paras. 29(1), (2),
30(1), (2)

Application to Use the Video Conference Facilities or Mobile Infocomm Technology Facilities (MIT facilities)

Date:

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

[In cases involving alternative dispute resolution, to provide the information
set out below:

Through: Please specify the relevant person-in-charge at the
organisation 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

Application for the use of: ☐ Video Conference Facilities ☐ MIT facilities

In respect of: ☐ Court Proceedings ☐ Alternative Dispute Resolution

(a) Date(s) and time when use of Video Conference Facilities is 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)	
Video-Conferencing 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)	
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	
3. Other Audio Visual Equipment	
(a) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)	
(b) Visualiser	
(c) Others (please list)*	

* Subject to availability of such equipment

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

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

3.

Para. 34(2)

Application to be Registered User of the Electronic Filing Service

[Letterhead of law firm or organisation]

[Date]

The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879

Dear [Sir / Madam*]

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE

I, [*name of managing partner/director etc of law practice*], am the managing partner/director etc of [*name of law practice*], [*law practice UEN*], and I am duly authorised to make this application on behalf of [*name of law practice*].

2. The law practice of [*name of law practice*] hereby applies to be a registered user of the electronic filing service, eLitigation, established under Order 28 of the Rules of Court 2021.

3. As required under Order 28, I hereby designate (*name of appointed administrator*), NRIC/FIN (*NRIC/FIN number of appointed administrator*), as an authorised user to administer the service on behalf of my law practice. The SingPass identification code of the said authorised user is his or her NRIC/FIN number.

4. A recent business profile report from the Accounting and Corporate Regulatory Authority of [*name of law practice*], the duly completed application form and subscriber agreement with the designated electronic filing service provider, CrimsonLogic Pte Ltd, for the use of the electronic filing service, eLitigation, and the duly completed application form for interbank GIRO payment facilities for the payment of all fees and charges incurred by my law practice's use of the electronic filing service are annexed hereto.

Yours faithfully

[Signature of authorised signatory]

[Name and designation of authorised signatory]

*Delete as appropriate

For Official Use Only
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
<hr/> Signature/Date

4.

Para. 54(1)

ADR Offer

Case Reference No:	
Date:	
Details of Applicant(s):	Claimant/ Defendant/ Third Party/ Others (please state)* _____

The Applicant(s) are willing to attempt mediation/ neutral evaluation/ others
(please state)*

*Please state proposals, e.g. possible dates for the ADR session, reference to
particular ADR body, appointment of particular ADR practitioner, venue, etc.*

* Delete as appropriate

Name of Applicant(s):	
Signature of Applicant(s):	
Name of Counsel (if applicable):	
Law Firm (if applicable):	
Signature of Counsel (if applicable):	
Insurance Company (if applicable):	

Name of Authorised Representative of Insurance Company (if applicable):	
Signature of Authorised Representative of Insurance Company (if applicable):	

5.

Para. 54(1)

Response to ADR Offer

Case Reference No:	
Date:	
Details of Respondent(s):	Claimant/ Defendant/ Third Party/ Others (please state)* _____

The Respondent(s) are willing to attempt mediation/neutral evaluation/others (please state)*

The Respondent(s) are willing to accept the following proposals of the Applicant(s):

<i>Please state proposals of the Applicant(s) being accepted</i>
--

The Respondent(s) have the following counter-proposals:

<i>Please state counter-proposals, e.g. possible dates for the ADR session, reference to particular ADR body, appointment of particular ADR practitioner, venue, etc.</i>

* Delete as appropriate

This is to certify that:

- i. ☐ My solicitor has explained to me the available Alternative Dispute Resolution (ADR) options; and
- ii. ☐ I am aware of the benefits of settling my case by ADR

Signature of Respondent(s):

Name:

Date:

Name of Counsel (if applicable):	
Law Firm (if applicable):	
Signature of Counsel (if applicable):	
Insurance Company (if applicable):	
Name of Authorised Representative of Insurance Company (if applicable):	
Signature of Authorised Representative of Insurance Company (if applicable):	

6.

Para. 56(2)

Pre-Case Conference Questionnaire (“PCQ”)

1. Service of process

- a. Has the originating process been served on all defendants/ respondents?*
- b. If no, please state reasons.*
- c. When is the originating process intended to be served?*
- d. If any application for service (Sub-service or Service out of Jurisdiction) is intended to be made, please state when such an application will be filed.*

2. Jurisdiction challenges

- a. Are any applications to challenge jurisdiction intended to be made?*
- b. If so, what is the nature of the jurisdictional challenge?*
- c. When will such an application be made?*

3. Brief overview of the case

- a. What is the nature of the claim(s)?*
- b. If the case falls within a specialised list, please state the specialised list. Please refer to [website link] to identify the relevant specialised list.*
- c. Are there any proceedings (pending or concluded) which are related to this case?*
- d. Please state the key factual (e.g. was there an oral agreement between the parties?) / legal (e.g. whether the contract was void for illegality?) / technical (e.g. whether the building specifications complied with regulations?) issues in each party’s case.*
- e. State the list of agreed issues (if any).*

For the purposes of 3(d) and 3(e), parties need only state the issues in broad terms without the need for detailed analysis or comprehensive coverage of every sub-issue.

4. Settlement and ADR options

- a. Parties are to apply their mind to O 5 rr 1 and 2 and solicitors are to be in a position to update the Court at the first RCC, on:*
 - i. Whether amicable resolution has been attempted; and*
 - ii. If so, when and what form of amicable resolution was attempted.*

5. AEICs

- a. *Is this an appropriate case for AEICs to be filed before production of documents? Please state reasons.*
 - b. *Is there any agreement among the parties on whether AEICs should be filed before production of documents?*
 - c. *Please indicate the number of factual witnesses and expert witnesses (if any) that you intend to call, and identify the witnesses (if known)*
 - d. *Please state the language spoken and the location of these witnesses*
 - e. *If the witnesses are based outside Singapore, is there any intention for the witnesses to give evidence remotely by way of video-link?*
6. Summary judgment or striking out of whole action or defence
- a. *Are any applications for summary judgment or striking out intended to be made?*
 - b. *If so, when will such an application be made?*
 - c. *If a striking out application is intended, please state whether the application will seek to strike out the whole or part of the claim / defence.*
7. Are there any other Preliminary Applications intended to be filed before the SAPT?
- a. *Addition or removal of parties*
 - b. *Consolidation of actions*
 - c. *Division of issues at trial*
 - d. *F&BP*
 - e. *Amendment of pleadings*
 - f. *Filing of further pleadings*
 - g. *Any other application(s)? [Please state]*
 - i. *Have parties conveyed their requests or positions on the applications (if any)?*
 - ii. *Please state when these applications (if any) will be filed, a brief description of the applications and the parties' respective positions on the applications.*
8. Confidentiality orders
- a. *Are confidentiality orders required?*
 - b. *If so, please state the nature of the orders required.*
 - c. *When will an application be made to obtain such orders? Will the application be by consent?*

Signed:

Submitted by: [Name of counsel] for [party]/ [Name]
[position], for and on behalf of [party]/ [Name
of party]

Date:

7.

Para. 56(8)

Expert Witness Template

Case No.: _____

Case Name: _____

(A) General information¹

S/N	Item	Details
1.	Please list out the full name and work address of proposed expert(s) ²	
2.	Please set out the proposed expert(s)'s area of expertise and discipline	
3.	Please include a brief description of the proposed expert(s)'s qualification showing that the expert has the requisite specialised knowledge on the issues referred to him or her ³	
4.	Please set out the present and past, if any, relationship of proposed expert(s) with any of the parties, counsel and other witnesses (if any)	
5.	Please state whether the proposed expert(s) was involved in the matter pre-trial and the capacity in which he/she was involved	

¹ The intention is for this template to be submitted ahead of the Case Conference where expert evidence may be discussed.

² Under O 9 r 21 of ROC 2021, the parties are to inform the Court during the Case Conference if they intend to rely on expert evidence. If one or more parties intend to rely on expert evidence, the Court must consider the matters set out in Order 12. Please indicate the details of each proposed expert in the table. If there is more than one expert, please indicate clearly which expert you are referring to.

³ Under O 12 r 5(2)(a) of ROC 2021, this would be included in the expert's report.

(B) List of Issues, facts and documents

S/N	Issue	Plaintiff(s)'s position	Defendant(s)'s position
6.	Please set out the specific instructions to be given to each proposed expert(s) on which the expert(s) is to provide his/her opinion and conclusions		
7.	Please set out the list of issues ⁴ to be referred to the expert		
8.	Please list out a full and detailed description of the facts or assumed facts upon which each proposed expert(s) will consider in reaching the opinion.		
9.	Please state whether more than one expert would be relied on for an-issue and provide justifications for this		

⁴ Under O 12 r 4 of ROC 2021, the parties must agree on *the list of issues to be referred for expert evidence* and *the common set of agreed or assumed facts* that the experts are to rely on. The list of issues and the common set of agreed or assumed facts must be approved by the Court and unless the Court otherwise orders, the expert evidence must be confined to the approved issues and must rely on the common set of agreed or assumed facts only. If there is no agreement, the Court must decide the list of issues and the common set of agreed or assumed facts.

(C) Timelines

10.	Please state how much time the proposed expert(s) will require to put together their opinion		
11.	Please state how much time the proposed expert(s) will need if he/she testifies (e.g. half a day, one day)		

8.

Para. 56(12)

Sample Single Application Pending Trial (“SAPT”) Checklist Template

Sample SAPT Checklist Template – To be sent by Applicant to Respondent(s)

S/N (A)	Matter in SAPT (B)	Applicant’s Proposed Sequence for the Matters to be Heard (C)	Respondent’s Proposed Sequence for Matters to be Heard (D)
1	Security for costs against Claimant	1	
2	Amend Defence as exhibited in Annex A	2	
3	FBPs against Claimant for paragraph X & Y of the Statement of Claim	2	
4	Striking out of paragraph Z of the Claimant’s Statement of Claim	2	
5	Production of documents against Claimant (see Schedule at Annex B)	3	
6	Division of issues at trial to be heard separately	4	

Sample SAPT Checklist – To be sent to Court by Respondent(s) (after parties have conferred)

S/N (A)	Matter in SAPT (B)	Applicant’s Proposed Sequence for the Matters to be Heard (C)	Respondent’s Proposed Sequence for Matters to be Heard (D)
1	Security for costs against Claimant	1	1
2	Amend Defence as exhibited in Annex A	2	3
3	FBPs against Claimant for paragraph X & Y of the Statement of Claim	2	3

4	Striking out of paragraph Z of the Claimant's Statement of Claim	2	2
5	Production of documents against Claimant (see Schedule at Annex B)	3	4
6	Division of issues at trial to be heard separately	4	5

Please indicate whether parties have agreed on the sequence stated in Column D:

Parties have agreed / Parties have not agreed * (please delete as appropriate)

If parties are unable to agree, to include brief reasons on the parties' positions:

(a) Applicant's brief reasons:

(b) Respondent's brief reasons:

9.

Para. 66(6)

Request for Permission to File Application

To: The Registrar

[State the party, including name, identification type and identification number] requests for permission to file the intended application –

Nature of intended application: [State nature]

Essence of intended application: [State briefly the essence of the application]

Date of filing of intended application if permission is granted: [State date]

Is the intended application filed subsequent to the single application pending trial (“SAPT”): (Yes/No)

Is the intended application to be taken out within 14 days before commencement of trial and ending when the Court has made a decision: (Yes/No)

Reasons for why the intended application is necessary at this stage of proceedings:
[State reasons]

If the intended application is filed subsequent to the SAPT, reasons why the intended application could NOT have been dealt with under the SAPT: [State reasons]

[Attach a document containing / in support of reason(s)/justification(s) for Request]

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

10.

Para. 68(2)

**Form of Summary Table
for Applications for Further and Better Particulars or Production of Documents**

Case number					
Case Title					
Application for		Further & Better Particulars / Production of Documents (<i>Delete as appropriate</i>)			
S/N	A	B	C	D	E
	Category / Request	Issue / reference to pleading / affidavit*	Applicant's submissions**	Respondent's submissions***	Applicant's submissions in reply to respondent's submissions
1.	(E.g. Minutes of Meeting of Board of Directors on 2 Jan 2021)	(E.g. Relevancy, Privilege) (E.g. paragraphs 13 to 15 of the Defence / paragraphs 3 to 6 and page 32 of the affidavit of X dated dd/mm/yy)			
2.					
3.					

* Reference to the specific paragraph and/or page of a pleading or affidavit should be stated. Parties are to categorise the requests and confer on points of agreement.

** The applicant is to state the applicant's submissions.

***The respondent is to state the respondent's submissions. Where the respondent agrees to the request, the respondent may state so in this column.

11.

Para. 75(2)

Receiver's Security by Undertaking

I, _____, of _____ the receiver (and manager) appointed by order dated _____ (or proposed to be appointed) in this action hereby undertake with the Court to duly account for all moneys and property received by me as such receiver (or manager) or for which I may be held liable and to pay the balances from time to time found due from me and to deliver any property received by me as such receiver (or manager) at such times and in such manner in all respects as the Court or a Judge shall direct.

And we _____ hereby jointly and severally (in the case of a Guarantee or other Company strike out "jointly and severally") undertake with the Court to be answerable for any default by the said _____ as such receiver (or manager) and upon such default to pay to any person or persons or otherwise as the Court or a Judge shall direct any sum or sums not exceeding in the whole \$ _____. _____ that may from time to time be certified by the Registrar to be due from the receiver and we submit to the jurisdiction of the Court in this action to determine any claim made under this undertaking.

Dated this _____ day of _____ 20 ____.

(Signatures of receiver and his surety or sureties. In the case of a surety being a guarantee or other company, it must be sealed or otherwise duly executed).

12.

Para. 76(4)

**Request for Production of Document
filed in Court or Court's records**

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 counsel in charge of matter : _____

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Names of Parties : _____

Date(s) of hearing : From _____ to _____

Part II

Please specify the document(s) filed in court or Court's records that is/are required for the hearing:

--

Part III

Please state the brief reasons why the document(s)/records mentioned in Part II above is/are required for the hearing:

--

Part IV

Please state whether there are any alternative means by which the document(s)/records mentioned in Part II above can be obtained by the applicant:

--

We / I* undertake to pay any applicable fee prescribed by the Rules of Court 2021 immediately upon approval of the request.

*Delete as appropriate

Applicant / Solicitors for the Applicant.

13.

Para. 84(1), (2)

**Notice of Objections to Contents of Affidavits of
Evidence-in-chief**

(Title as in action)

Take notice that the [claimant 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 [maker of affidavit] filed on [date] on behalf of the [claimant 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 [maker of affidavit] filed on [date] on behalf of the [claimant or defendant or as the case may be].
2. The grounds for this objection are [state the grounds].

Solicitors for the [state the party]

[Name, address, email address and telephone number of solicitor]

14.

Para. 87(1), (2), (3)

Request for Urgent Hearing before Judge

Case Number(s) and Case Name(s)	
Sub-Case Number(s) (if applicable)	
Name(s) of Applicant(s)	
Details of Applicant(s)	(Claimant/ Defendant/ Third Party)
Counsel for Applicant(s) (if represented)	(Name(s) of counsel and Law Practice)
Contact Number(s) of Counsel for Applicant(s) (if represented) or of Applicant(s) (if unrepresented)	
Name(s) of Respondent(s)	
Counsel for Respondent(s) (if represented)	(Name(s) of counsel and Law Practice)
Contact Number(s) of Counsel for Respondent(s) (if represented) or of Respondent(s) (if unrepresented)	

Summary of relief sought	(E.g. Worldwide injunction)
Proposed hearing dates for the application(s)	(Please indicate the dates on which all parties are able to attend)
Estimated duration of the hearing	(E.g. 1 hour or less, Half-day, Full-day)
Summary of relevant facts: <i>(Maximum 500 words)</i>	
Reason(s) for urgency: <i>(Maximum 300 words)</i>	
Have all requisite Court papers been filed and are they in order?	
Is this an application without notice?	
Does paragraph 71 of the Supreme Court Practice Directions 2021 on applications without notice for injunctions apply?	<p>(If yes, please state whether the directions set out in paragraph 71 have been complied with.</p> <p>If the directions under paragraph 71(2) on giving of notice of the application to the other concerned parties prior to the hearing have been complied with, please state the date, time and manner in which notice was given.</p> <p>If those directions have not been complied with, please state whether and when notice will be given and, if not, the reasons for not giving notice.)</p>

Has/Have the Applicant(s) notified the Respondent(s) of the attendance before the Duty Registrar?	(If not, please state the reason(s) why.)
Has there been any previous request for an urgent hearing of the application(s)?	(If yes, please state the date and outcome of each previous request, and the reason(s) for making this request.)
<p>Skeletal Submissions* (please select the applicable option):</p> <p><input type="checkbox"/> I confirm that the skeletal submissions have been filed together with this Form.</p> <p><input type="checkbox"/> The skeletal submissions could not be filed together with this Form, but will be filed as soon as possible and, in any event, no later than the next working day after the attendance before the Duty Registrar, unless the Court directs otherwise.</p> <p><input type="checkbox"/> Due to the extreme urgency, the skeletal submissions cannot be filed or provided in hard copy by the time of the hearing before the Judge, and I intend to seek a dispensation of this requirement at the hearing before the Judge.</p>	
<p>Signature of Counsel for Applicant or of Applicant:</p> <p>Name:</p> <p>Date:</p>	

** The skeletal submissions must comply with the requirements stated in paragraphs 87(5) and (6) of the Supreme Court Practice Directions 2021.*

15.

Para. 89(2), (3)

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 border="0"> <tr> <td>Hospitalisation Leave</td> <td>Outpatient Sick Leave</td> </tr> <tr> <td>Admitted on</td> <td></td> </tr> <tr> <td>Discharged on</td> <td>Maternity Leave</td> </tr> <tr> <td></td> <td>Delivered on</td> </tr> <tr> <td></td> <td>Sterilisation Leave</td> </tr> <tr> <td></td> <td>Operated on</td> </tr> </table> <p>This Certificate is *valid/not valid for absence from Court attendance. No medical leave is necessary</p>			Hospitalisation Leave	Outpatient Sick Leave	Admitted on		Discharged on	Maternity Leave		Delivered on		Sterilisation Leave		Operated on
Hospitalisation Leave	Outpatient Sick Leave													
Admitted on														
Discharged on	Maternity Leave													
	Delivered on													
	Sterilisation Leave													
	Operated on													
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													
MD 965 <i>* Delete as necessary</i>														

Para. 99

Lead Counsel's Statement On Trial Proceedings**Suit No.:** _____**Case Name:** _____**PART ONE: ESTIMATION OF NO. OF TRIAL DAYS**

<i>To be filled in by Lead Counsel for the Parties</i>	
Party Type (e.g., Claimant, Defendant, Third Party, etc.)	
Law Firm of Party	
Number of Witnesses to be called by Party	<p>Factual: _____</p> <p>Expert: _____</p> <p>Have any of the AEICs of your witnesses been dispensed with by order of court? Yes / No*</p> <p>If yes, state time required for examination-in-chief of these witnesses in Annex A.</p>
Use of Language Interpreter(s)	Yes / No*

	If yes, please state particulars in Annex B.
Time for Cross-Examination of other parties' witnesses	Please provide details in Annex C. Total Duration: _____ day(s)
Time for Opening Submissions	_____ day(s)
Time for Closing Submissions	_____ day(s)
<p>Total number of trial days: _____ (Estimated in consultation with other parties' counsel)</p> <p><i>I understand that if any of my witnesses require the services of a court language interpreter, I will have to ensure that the interpreter is available by the first day of trial. Further, if an external language interpreter is required, I undertake to find a suitable person agreeable to all parties and ensure that he or she is available by the first day of trial.</i></p> <p><i>I understand that this statement will be put before the Trial Judge and I will comply with the above timings stated. I will inform the registry immediately, and in any case, no later than 14 days from the first day of trial, if there are any changes to the information I have provided.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> _____ Name of Lead Counsel for Party </div> <div style="width: 45%;"> _____ Signature / Date </div> </div>	

* Delete as appropriate

PART TWO: LIST OF ISSUES

[This List of Issues will be placed before the Trial Judge to assist the Trial Judge in the conduct of the trial. Counsel should be concise and identify the key issues, rather than setting out detailed sub-issues]

I. Agreed List of Issues

S/N	<i>Factual Issues</i>
1	
2	
	<i>Legal Issues</i>
1	
2	

II. Non-Agreed List of Issues

S/N	<i>Additional Issues according to Claimant</i>
1	
2	

	<i>Additional Issues according to Defendant</i>
1	
2	

III. Common Ground between Parties (“Non-issues”)

S/N	<i>Main Facts Not in Dispute</i>
1	
2	
	<i>Points of Law Not in Dispute</i>
1	
2	

Annex A

Time for Examination-in-Chief of Own Party's Witnesses

S/N	Name	Capacity*	Time Required for Examination-in-Chief (day/s)

* Indicate "Factual" or "Expert".

Annex B

Interpreters for Own Party's Witnesses

S/N	Name	Capacity*	Language Required	Whether external interpreters required

* Indicate "Factual" or "Expert".

Annex C

Time for Cross-Examination of Other Parties' Witnesses

S/N	Name	Party Type (e.g., for Claimant, Defendant, Third Party, etc.)	Capacity*	Time required for Cross-Examination (days)

* Indicate "Factual" or "Expert".

17.

Para. 102(7)

Form of Table for the Last Pleading Under Order 9, Rule 25(10)(a) of the Rules of Court 2021

Case Number	
Case Title	
Trial Dates	

I. Table of Parties' Positions on Material Facts/Allegations in Latest Pleadings

S/N	Statement of Claim (*Amdt No X)		Defence (*and Counterclaim) (*Amdt No X)		(*Reply (*and Defence to Counterclaim)) (*Amdt No X)	
	Para	Claimant's Position	Para	Defendant's Position	Para	Claimant's Position
1.						

II. Table of Claimant's Positions on Material Facts/Allegations in Previous Pleadings

Claimant						
S/N	Statement of Claim		Statement of Claim (Amdt No 1)		Statement of Claim Amdt No 2)	
	Para	Position	Para	Position	Para	Position
1.						

III. Table of Defendant's Positions on Material Facts/Allegations in Previous Pleadings

Defendant						
S/N	Defence (*and Counterclaim)		Defence (*and Counterclaim) (Amdt No 1)		Defence (*and Counterclaim) Amdt No 2)	
	Para	Position	Para	Position	Para	Position
1.						

**Omit as necessary*

18.

Paras. 102(9)(a),
162(3)(a)

Index to Bundle of Documents

[*Documents of which authenticity is not in dispute]

No. (To be numbered serially)	Description	Original/Copy	Page	[*Scope of Agreement]

[*Documents of which authenticity is in dispute]

No. (To be numbered serially)	Description	Original/Copy	Page	[*Scope of Agreement]

**Omit heading as necessary*

19.

Para. 118(1)

Appeals Information Sheet

Case Number(s)	
Name(s) of Party / Parties	
Name(s) of Lead Counsel	

Important or Significant Questions of Law on Appeal

1. Please specify if there is any important or significant question of law raised in the appeal. This includes, but is not limited to, any question of law that (a) is novel or highly complex; (b) may lead to a significant development in the law; (c) involves potentially distinguishing or overruling of existing precedent cases; and (d) is of significant public importance.

If there is any such question of law raised in the appeal, please state the question of law and the factor or factors that make it important or significant.

Please include relevant case citations with pinpoint references if possible.

--

Matters in the Sixth Schedule to the Supreme Court of Judicature Act

2. Please state whether any legal issue raised in the appeal engages any matter set out in paragraph 1(a) to (m) of the Sixth Schedule to the Supreme Court of Judicature Act.¹

If so, please state every such issue and every such matter that is engaged.

[For appeals to the Appellate Division] Whether it is more appropriate for the Court of Appeal to hear the appeal

3. Please state whether any of the matters set out in Order 18, Rule 40(5) and Order 19, Rule 39(5) of the Rules of Court is present in this appeal, and provide brief reasons.

¹ See Order 18, Rule 40(2)(c), Order 18, Rule 41(1)(b), Order 19, Rule 39(2)(c) and Order 19, Rule 40(1)(b) of the Rules of Court.

[For appeals to the Appellate Division] Application for Transfer to the Court of Appeal

4. Please state if you intend to apply to transfer the appeal to the Court of Appeal.²

☐ Yes ☐ No

If so, please state whether all parties to the appeal consent to the application.

☐ Yes ☐ No

[For appeals to the Appellate Division] Whether party consents to have the appeal decided by 2 Judges without hearing oral arguments

5. Please state whether you consent for the appeal to be decided by the Appellate Division consisting of 2 Judges and without hearing oral arguments.³

☐ Yes ☐ No
☐ Not applicable

Related Matters

6. Please state any proceedings (pending or concluded) in the Court of Appeal, the Appellate Division or the General Division which are related to the appeal.

Unavailability Dates

7. If your appeal is already fixed for hearing within a sitting, please state if you are unable to attend court for the appeal hearing on any of the days within the sitting.

☐ Yes ☐ No
☐ Not applicable

² See section 29D(2)(c)(ii) of the SCJA read with Order 18, Rule 40(1) and Order 19, Rule 39(1) of the Rules of Court.

³ See section 36(1) read with paragraph 2(k) of the Seventh Schedule to the SCJA.

8. If “Yes”, please provide details.

Date(s) Unavailable	Reason(s)

Applications

9. Do you have any applications (ie Court of Appeal or Appellate Division summonses) to make in the appeal?
- ☐ Yes ☐ No
10. If “Yes”, please state the nature of the application (*eg* application to strike out the appeal, application to adduce fresh evidence, application for judge(s) to be recused, *etc*).

Application	Brief Description of Application	Number of Judges required

Possible Alternative Dispute Resolution

11. Would some form of Alternative Dispute Resolution assist to resolve or narrow the disputes on appeal? Has this been considered between the party / parties and its legal representatives and / or explored with the other party / parties to the appeal?

Any Other Matters or Comments

Para. 121(3)(a)

Table of Contents of the Record of Appeal

INDEX TO VOLUME I

NO.	DESCRIPTION	PAGE
-----	-------------	------

INDEX TO VOLUME II

NO.	DESCRIPTION	PAGE
-----	-------------	------

INDEX TO VOLUME III

NO.	DESCRIPTION	PAGE
-----	-------------	------

INDEX TO VOLUME IV

NO.	EXHIBIT MARKING	DESCRIPTION	Whether or not included in records	PAGE
-----	--------------------	-------------	---------------------------------------	------

INDEX TO VOLUME V

NO.	DESCRIPTION	PAGE
-----	-------------	------

21.

Para. 122(3)

Form of Record of Appeal

The documents itemised below are listed in accordance with paragraph 122(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 19, Rule 30(4)(a) of the Rules of Court, deemed to be filed.

S/N.	Filing Date	Description of Document	Pages
1.		Order granting permission to appeal (if any)	
2.		Notice of appeal	
3.		Certificate for security for costs	
		Record of proceedings:-	
4.		(a) (to be itemised)	
5.		(b) (to be itemised)	
6.		(c) (to be itemised)	
7.		Affidavit of evidence-in-chief of X	
8.		Affidavit of evidence-in-chief of Y	
		Documents relevant to the matter decided and the nature of the appeal:-	
9.	(To state filing date of affidavit of Z)	(a) letter dated dd/mm/yyyy	
10.		(b) Agreement between Y and Z dated dd/mm/yyyy	(Eg pages 4 to 15* of affidavit of Z)

**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 122(5) is as follows:-

S/N.	Description of Document	Pages**

** The solicitor's attention is drawn to the directions in paragraph 121(2) pertaining to pagination.

22.

Para. 122(3)

Form of Supplemental Record of Appeal

The documents itemised below are listed in accordance with paragraph 122(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 19, Rule 30(5)(a) of the Rules of Court, deemed to be filed.

S/N.	Filing Date	Description of Document	Pages
1.		Notice of appeal	
2.		Certificate of payment for security for costs	
3.		The written judgment or grounds of decision of the Appellate Division or, if there is no judgment or grounds of decision, the certified minute sheet of the Appellate Division	
4.		The extracted order of the Appellate Division	
4.		Order granting permission to appeal to the Court of Appeal	
5.		Cases filed in the Appellate Division under Order 19, Rule 30	
		(a) (to be itemised)	
		(b) (to be itemised)	
		All documents filed in the Appellate Division (so far as they are relevant to the matter decided and the nature of the appeal):-	
6.	(To state filing date of affidavit of Z)	(a) letter dated dd/mm/yyyy	(Eg pages 4 to 15* of affidavit of Z)
7.		(b) Agreement between Y and Z dated dd/mm/yyyy	

**Specific pages must be stated if the party only intends to include in the form of supplemental 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 122(5) is as follows:-

S/N.	Description of Document	Pages**

** The solicitor's attention is drawn to the directions in paragraph 121(2) pertaining to pagination.

23.

Para. 123(4), (6)

**Undertaking that Appeal Bundles Do Not Contain
Sealed or Unredacted Documents**

(Title as in cause or matter)

I, [state name], solicitor for the [state the party], provide an undertaking to the Court that the Record of Appeal / Supplemental Record of Appeal / Appellant's Core Bundle of Documents / Respondent's Core Bundle of Documents / Second Core Bundle* are in good order and that it/they* does/do* not contain any document subjected to a sealing order or any document ordered to be redacted in its unredacted form.

Signed: _____

Dated: _____

* *Delete as appropriate.*

Para. 126(1), (2)

**Submissions for Application for Permission to Appeal against a Decision of the
General Division (Applicant)**

Part A

Case Number(s)	
Name(s) of Applicant(s) and Counsel	
Brief summary of the decision in respect of which permission to appeal is sought	
Pertinent facts / procedural history	
Ground(s) of the application* (to be elaborated upon below in Part B)	<p><input type="checkbox"/> <i>Prima facie</i> case of error</p> <p>→ If this ground is selected, please state and frame the error, and explain how it had a significant bearing on the eventual outcome of the decision upon which permission to appeal is sought:</p> <p>_____</p> <p><input type="checkbox"/> Question of general principle decided for the first time</p> <p>→ If this ground is selected, please (a) state the question of general principle decided for the first time</p>

	<p>and (b) explain how the question arose from the decision and reasoning of the court below:</p> <hr/> <p><input type="checkbox"/> Question of importance upon which further argument and a decision of a higher tribunal would be to the public advantage</p> <p>→ If this ground is selected, please (a) state the question of importance upon which further argument and a decision of a higher tribunal would be to the public advantage, and (b) explain how the outcome that is sought in relation to the question also has a material bearing on the outcome of the main hearing of the appeal if permission is granted:</p> <hr/> <p><input type="checkbox"/> Other(s): _____</p>
--	--

* The applicant's attention is drawn to the notes set out at <https://www.judiciary.gov.sg/civil/appeal-high-court-general-division-judge2> and Order 21, Rule 4(a) of the Rules of Court 2021, which provides that "The Court may disallow or reduce a successful party's costs or order that party to pay costs, if that party has failed to establish any claim or issue which that party has raised in any proceedings, thereby unnecessarily increasing the amount of time taken, the costs or the complexity of the proceedings".

Part B

Note: To assist the court in identifying the documents referred to by a party in the submissions, the party should indicate where the document can be found in the bundle of documents. If the document is not included in the bundle of documents, the party should provide: (a) a clear description of the document; (b) the date on which the document was electronically filed; and (c) where the document is a constituent component of another electronic filing, the exact page in the Portable Document Format (PDF) version of the electronic filing where the document may be found.

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) 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 Applicant(s) or Counsel:

Name:

Date:

Para. 126(1), (2)

**Submissions for Application for Permission to Appeal against a
Decision of the General Division (Respondent)**

Part A

Case Number(s)	
Name(s) of Respondent(s) and Counsel	
Brief summary of the decision in respect of which permission 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)*	

* The respondent's attention is drawn to Order 21, Rule 4(a) of the Rules of Court 2021, which provides that "The Court may disallow or reduce a successful party's costs or order that party to pay costs, if that party has failed to establish any claim or issue which that party has raised in any proceedings, thereby unnecessarily increasing the amount of time taken, the costs or the complexity of the proceedings".

Part B

Note: To assist the court in identifying the documents referred to by a party in the submissions, the party should indicate where the document can be found in the bundle of documents. If the document is not included in the bundle of documents, the party should provide: (a) a clear description of the document; (b) the date on which the document was electronically filed; and (c) where the document is a constituent component of another electronic filing, the exact page in the Portable Document Format (PDF) version of the electronic filing where the document may be found.

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:

Para. 126(2)

**Submissions for Application for Permission to Appeal against a
Decision of the Appellate Division (Applicant)**

Part A

Case Number(s)	
Name(s) of Applicant(s) and Counsel	
Brief summary of the decision in respect of which permission to appeal is sought	
Pertinent facts / procedural history	
Point of law of public importance which the appeal will raise*	
Ground(s) for the submission that it is appropriate for the Court of Appeal to hear a further appeal from the Appellate Division (to be elaborated upon below in Part B)*	<input type="checkbox"/> A decision of the Court of Appeal is required to resolve the point of law <input type="checkbox"/> The interests of the administration of justice require the consideration by the Court of Appeal of the point of law <input type="checkbox"/> Other(s): _____

* The applicant's attention is drawn to Order 21, Rule 4(a) of the Rules of Court 2021, which provides that "The Court may disallow or reduce a successful party's costs or order that party to pay costs, if that party has failed to establish any claim or issue which that party has raised in any proceedings, thereby unnecessarily increasing the amount of time taken, the costs or the complexity of the proceedings".

Part B

Note: To assist the court in identifying the documents referred to by a party in the submissions, the party should indicate where the document can be found in the bundle of documents. If the document is not included in the bundle of documents, the party should provide: (a) a clear description of the document; (b) the date on which the document was electronically filed; and (c) where the document is a constituent component of another electronic filing, the exact page in the Portable Document Format (PDF) version of the electronic filing where the document may be found.

Ground(s) for the submission that the appeal will raise a point of law of public importance

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

Ground(s) for the submission that it is appropriate for the Court of Appeal to hear a further appeal from the Appellate Division

1. *[State the first ground, 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), 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 the submission 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:

Para. 126(2)

**Submissions for Application for Permission to Appeal against a
Decision of the Appellate Division (Respondent)**

Part A

Case Number(s)	
Name(s) of Respondent(s) and Counsel	
Brief summary of the decision in respect of which permission 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)*	

* The respondent's attention is drawn to Order 21, Rule 4(a) of the Rules of Court 2021, which provides that "The Court may disallow or reduce a successful party's costs or order that party to pay costs, if that party has failed to establish any claim or issue which that party has raised in any proceedings, thereby unnecessarily increasing the amount of time taken, the costs or the complexity of the proceedings".

Part B

Note: To assist the court in identifying the documents referred to by a party in the submissions, the party should indicate where the document can be found in the bundle of documents. If the document is not included in the bundle of documents, the party should provide: (a) a clear description of the document; (b) the date on which the document was electronically filed; and (c) where the document is a constituent component of another electronic filing, the exact page in the Portable Document Format (PDF) version of the electronic filing where the document may be found.

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:

28.

Para. 129

Affidavit Verifying Form Showing Lack of Means

I, [state name], of [state address], holder of Singapore NRIC/Passport No.* [state identification number] make oath/affirm and say that the particulars contained in the Form Showing Lack of Means dated [state date] in relation to my request for waiver/deferment* and signed by me are true and complete to the best of my knowledge and belief.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me
Commissioner for Oaths.*

**Delete where applicable*

Note: Please note that the affidavit is to be sworn/affirmed in accordance with Form 31 of the Rules of Court 2021 and the above is only an illustration.

Para. 129

Form Showing Lack of Means

(Title in action)

NOTE: You should check if you qualify for Legal Aid (see <https://lab.mlaw.gov.sg/legal-services/do-i-qualify/>) before filling this form. If you qualify for Legal Aid, you can only use this form if you have applied for Legal Aid and your application has been rejected.

Section 1

Name of applicant:

Occupation:

Contact Address:

Contact phone numbers:

Section 2

This application relates to court fees for [e.g., the filing of a notice of appeal] in the sum of S\$_____

Please state if you are applying for waiver or deferment. [A waiver or deferment of appeal court fees will only be granted in exceptional circumstances]:

- ☐ a full waiver;
☐ a partial waiver of _____ ; or
☐ the payment to be deferred until _____
Date

Confirm your application status:

- ☐ I have not previously applied for a waiver or deferment

or

- ☐ I applied for a waiver or deferment on _____
Date

Please confirm if you qualify for Legal Aid: ☐ Yes ☐ No

If you do not qualify for Legal Aid, briefly state the reasons why this is so:

If you qualify for Legal Aid, please confirm if you have made an application with the Legal Aid Bureau:

- ☐ Yes ☐ No

If you have made an application with the Legal Aid Bureau, was your application successful:

- ☐ Yes ☐ No

If your application with the Legal Aid Bureau was not successful, briefly state the reasons why this is so:

Section 3

Please provide the reasons for your request (for example, details of any undue financial hardship which may be suffered by you if you had to pay the court fee):

[Applicant to provide details]

Please provide information on your personal financial circumstances:

- ☐ I am not employed
- ☐ I am employed and my total monthly income for the last 3 months is \$_____
- ☐ I run my own business and my total monthly income is \$_____.
- ☐ I am a bankrupt and my bankruptcy number is _____.

Please attach the necessary documentation to support the information provided in this form, in particular:

- (a) To include a recent copy of your CPF Statement of Account, pay advice and a copy of your latest notice of income tax assessment; and
- (b) Please answer the following questions and support your answers with the relevant documents:
 - (i) *Are you on any government financial assistance plan? If yes, please state type of assistance.*
 - (ii) *Are you gainfully employed? If yes, state what your monthly income for the past 3 months is. If no, state when you were last gainfully employed and who is supporting you now.*
 - (iii) *Are you suffering from any medical condition that requires long term medication or treatment? If yes, please provide us with a note from a doctor confirming that you require long term medication or treatment.*
 - (iv) *Do you have any outstanding conservancy, rental, utilities or medical bills, or any other outstanding legal liabilities? If yes, please provide evidence of your liabilities.*

Please state the source(s) of your income:

☐ Wages or salary: _____

☐ Other source. (Please provide details.)

Please state other funds which you have:

Please state the assets in your ownership (e.g., house, other property, car, boat, shares):

Please state your debts and liabilities (e.g., mortgage, hire purchase, repayment of loans) below and attach the necessary documentation in support at the back of this form.

Please state the number of dependents which you have: _____

Please state your monthly living expenses:

mortgage/rent	\$_____
food/groceries	\$_____
electricity bills	\$_____
phone/internet	\$_____
petrol/travel	\$_____
insurance	\$_____
hire purchase	\$_____
loan repayment	\$_____
others, e.g., medical	\$_____
total monthly expenses	\$_____

Please state how much income the other members of your household contribute to meeting these monthly living expenses:

Please state if you are able to raise the monies from other sources, and provide details of your efforts in seeking funding.

If you are the appellant, please describe the appeal. Briefly explain the grounds of appeal.

Name of Applicant

Signature

Date

30.

Para. 131(3)(a)(ii)

Bill of Costs for Contentious Business – Trials

**IN THE GENERAL DIVISION OF 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

..... Claimant(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 assessment: [State the basis of assessment, that is, standard or indemnity basis].

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

Section 1: Work done except for assessment of costs			
<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	Originating Claim & statement of claim	[Set out the number of pages in each pleading].	

2.2	Defence & counterclaim	<i>[Set out the number of pages in each pleading].</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>

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>
3.4	Case conferences	<i>[Set out the dates of the CCs].</i>	<i>[Provide details if a substantial application is heard during a CC and the amount of time taken.]</i>
3.5	Other attendances	<i>[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]</i>	<i>[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.]</i>
4.	Production of documents		
4.1	Number of lists of documents	<i>[Set out the number of lists of documents, including supplementary lists, filed by each party.]</i>	
4.2	Total number of documents disclosed	<i>[Set out the number of documents, with the total number of pages, disclosed by each party.]</i>	<i>[Provide such information as is relevant, such as the number of pages that overlap.]</i>
5.	Trial		
5.1	Opening statement	<i>[Set out the number of pages of opening statement filed by each party.]</i>	

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	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>	
5.4	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>	
5.5	Witnesses at trial	<i>[Set out the number of witnesses of fact and expert witnesses for each party].</i>	
5.6	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>	
5.7	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>	
5.8	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>	
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 and importance to client		
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.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
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>	

9.	Number of solicitors involved		
9.1	Counsel and solicitors	<i>[List all the lawyers acting for each party and their seniority].</i>	
10.	Proportionality		
10.1	Amount claimed	<p>Amount claimed for <i>[specify name of counsel or solicitor]:</i> \$ <i>[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> <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> 	
11.	Conduct of the parties		
11.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution		

Section 2: Work done for and in the assessment of costs			
12.	Work done	<i>[Describe the work done for the preparation of the bill of costs and the assessment of the bill].</i>	
13.	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; 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			
14.	Set out in different rows the dates or period of time when each disbursement is incurred.	<i>[Set out the description and amount of each disbursement claimed].</i>	

[]	-	<p>Total amount claimed:</p> <p>\$ [insert amount].</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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31.

Para. 131(3)(a)(iii)

Bill of Costs for Contentious Business other than Trials

**IN THE GENERAL DIVISION OF 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

..... Claimant(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 assessment: [State the basis of assessment, that is, standard or indemnity basis].

Basis for assessment: Judgment dated _____ ordering [set out the order on costs under which

the bill is to be assessed, including such details as the party who is ordered to pay costs and the party entitled to claim costs].

Section 1: Work done except for assessment of costs

No.	Item	Description	Remarks
1.	The Claim		

1.1	Nature of claim	<i>[Give a brief description of the nature of claim, such as whether the substantive claim is for breach of contract or negligence].</i>	
2.	Application / Proceedings		
2.1	Nature of application or proceedings for assessment of costs	<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>
3.4	Other attendances	<i>[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]</i>	<i>[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.]</i>

4.	Hearing		
4.1	Number of days/hours and date(s) of hearing	<i>[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.]</i>	<i>[Provide such information as is relevant, such as whether digital or mechanical recording was used].</i>
4.2	Documents (apart from written submissions and authorities)	<i>[Set out the number of volumes and the total number of pages in each bundle filed in respect of the hearing].</i>	
4.3	Witnesses (if any)	<i>[Set out the number of witnesses of fact and expert witnesses for each party, if any].</i>	
4.4	Written submissions	<i>[Set out the number of pages of the submissions, if any, filed by each party].</i>	
4.5	Authorities cited	<i>[Set out the number of authorities cited by each party].</i>	
4.6	Other post-hearing filings	<i>[Set out the number of pages and authorities cited in any other documents, filed by each party].</i>	
5.	Complexity of case		
5.1	Legal issues	<i>[Set out succinctly all the legal issues raised].</i>	
5.2	Factual issues	<i>[Set out succinctly all the factual issues raised].</i>	
5.3	Complexity	<i>[Set out succinctly the matters that affect the complexity of the case].</i>	
5.4	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>	
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.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
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>	
7.4	Time spent	<i>[Set out the total number of hours spent on the case by each counsel or solicitor].</i>	
7.5	Others	<i>[Set out any other relevant factors for the Court's consideration].</i>	
8.	Number of solicitors involved		
8.1	Counsel and solicitors	<i>[List all the lawyers acting for each party and their seniority].</i>	
9.	Proportionality		
9.1	Amount claimed	Amount claimed for <i>[specify name of counsel or solicitor]:</i> \$ <i>[insert amount]</i> . <i>[Set out in relation to each counsel or solicitor the amount of costs claimed for Section 1, with a breakdown of –</i> (a) <i>the amount claimed for work done by the counsel or solicitor;</i>	

		<p>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</p> <p>(d) the GST claimed for work done</p> <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</p>	
10.	Conduct of the parties		
10.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution		
Section 2: Work done for and in the assessment of costs			
11.	Work done	[Describe the work done for the preparation of the bill of costs and the assessment of the bill].	
12.	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> <p>(a) the amount claimed for work done for Section 2;</p> <p>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</p> <p>(d) the GST claimed for work done,</p> <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</p>	

Section 3: Disbursements			
13.	[Set out in different rows the dates or period of time when each disbursement is incurred].	[Set out the description and amount of each disbursement claimed].	
[]	-	Total amount claimed: \$ [insert amount]. [Set out the total amount of disbursements claimed for Section 3, with a breakdown of – (a) the amount claimed for disbursements for Section 3; (b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; (c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and (d) the GST claimed for disbursements in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]	

Para. 131(3)(a)(iv)

Bill of Costs for Non-Contentious Business

**IN THE GENERAL DIVISION OF 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 assessment: *[State the basis of assessment, that is, standard or indemnity basis].* Basis for assessment: *[Set out the basis under which the bill of costs may be assessed].*

Section 1: Work done except for assessment of costs			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
1.	The work done		
1.1	Nature of work	<i>[Give a brief description of the nature of work to which the bill relates].</i>	
1.2	Scope of engagement (including relevant Court orders, if any)	<i>[Give a brief description of the scope of the engagement].</i>	
1.3	Period of work	<i>[State the period(s) of time in which the work was done].</i>	
2.	Complexity of matter		
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.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
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>	
3.6	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.	Number of solicitors involved		
4.1	Solicitor	<i>[List all the lawyers acting for each party and their seniority].</i>	
5.	Urgency and importance to client		
5.1	Urgency	<i>[Set out the factors that rendered the matter one of urgency for the client]</i>	
5.2	Importance to client	<i>[Set out the factors that rendered the matter one of importance for the client].</i>	

6.	Proportionality		
6.1	Amount claimed	<p>Amount claimed for <i>[specify name of counsel or solicitor]:</i> \$ <i>[insert amount].</i> <i>[Set out in relation to each counsel or solicitor, the amount of costs claimed for</i> <i>Section 1, with a breakdown of –</i> <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; and</i> <i>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable,</i> <i>including the period for which no GST is chargeable.]</i></p>	
Section 2: Work done for and in the assessment of costs			
7.	Work done	<i>[Describe the work done for the preparation of the bill of costs and the assessment of the bill].</i>	
8.	Amount claimed	<p>Total amount claimed: \$ <i>[insert amount].</i> <i>[Set out the amount of costs claimed for</i> <i>Section 2, with a breakdown of –</i> <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; and</i> <i>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable,</i> <i>including the period for which no GST is chargeable.]</i></p>	

Section 3: Disbursements			
9.	Set out in different rows the dates or period of time when each disbursement is incurred.	<i>[Set out the description and amount of each disbursement claimed].</i>	

33.

Para. 133(1)

Notice of Dispute of Bill of Costs

IN THE GENERAL DIVISION OF 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

... Claimants.

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)	GROUNDS OF DISPUTE
1.	Section 1 (Party & Party) [List items disputed]		[Specify grounds of dispute for each item]
2.	Section 2 (Work done for and in the assessment of costs)		-do-
3.	Section 3 (Disbursements)		-do-

Dated this ____ day of _____, 20 .

ABC & Co.
(Address of solicitors)

To: Solicitors for the _____.

34.

Para. 137(2)

Costs Schedule

SUIT [STATE THE SUIT NUMBER]

Between

... Claimant

And

... Defendant

[State the party for whom the costs schedule is filed e.g., CLAIMANT'S or DEFENDANT'S] **COSTS SCHEDULE**

Stage of proceedings	Work done	Estimated party-and party costs (Section I Costs)	Disbursements (Section III Costs)	Total
<i>[Give a brief description of the nature of claim, such as whether the substantive claim is for breach of contract or negligence].</i>				
<i>[Give a brief description of the nature of each stage of proceedings, e.g., close of pleadings and completion of production of documents].</i>	<i>[Give a brief description of the work done, the documents filed (including the affidavits filed), the number of pages of each document filed, the amount of time taken for the hearing, and such other relevant information as will enable the Court to determine the costs to be awarded].</i>	<i>[Set out the estimated party-and-party costs to be claimed for each stage of proceedings if successful].</i>	<i>[Set out the amount of disbursements incurred. There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges. There should be a breakdown of expert fees, assessor fees, translator fees, hearing fees and such other non-standard items of disbursements as the Court may specify].</i>	
TOTAL				

COMPLETED INTERLOCUTORY APPLICATIONS / APPEALS FROM APPLICATIONS IN ACTIONS WITH COSTS ORDERS MADE IN
[State the party for whom the costs schedule is filed e.g., CLAIMANT'S or DEFENDANT'S] FAVOUR

Completed interlocutory applications with costs orders made and quantum fixed				
Interlocutory Application	Work done	Quantum of costs order	Disbursements (Section III Costs)	Costs recovered or to be recovered
<i>[Set out in relation to each interlocutory application, the application number and the nature of the application, e.g., striking out].</i>	<i>[Set out in relation to each interlocutory application, the documents filed (including the affidavits filed), the number of pages of each document filed, 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>	<i>[Set out in relation to each interlocutory application, the amount of costs awarded].</i>	<i>[Set out the amount of disbursements incurred. There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges. There should be a breakdown of other non-standard items of disbursements as the Court may specify].</i>	<i>[Set out the total amount of costs (inclusive of disbursements) recovered or to be recovered].</i>

<i>Completed interlocutory applications with costs orders made but quantum not fixed</i>				
Interlocutory Application	Work done	Estimated party-and-party costs	Disbursements (Section III Costs)	Estimated costs to be recovered
<i>[Set out in relation to each interlocutory application, the application number and the nature of the application]</i>	<i>[Set out in relation to each interlocutory application, the documents filed (including the affidavits filed), the number of pages of each document filed, the amount of time taken for the hearing, and such other relevant information as will enable the Court to determine the costs to be awarded for the application.]</i>	<i>[Set out in relation to each interlocutory application, the estimated party-and-party costs to be claimed].</i>	<i>[Set out the amount of disbursements incurred. There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges. There should be a breakdown of other non-standard items of disbursements as the Court may specify].</i>	<i>[Set out the estimated total amount of costs (inclusive of disbursements) to be recovered].</i>
TOTAL				

*The figures in the tables above exclude GST (if applicable), costs for work done for and in the assessment of costs, costs of any appeals (which have not taken place and which are not anticipated as at the date of this costs schedule) and costs of enforcing any judgment.

35.

Paras. 140(1), (2),
149(1)

Request for Attendance of the Sheriff

(Title as in cause or matter)

I, [name of party making request], being [the claimant or the defendant or the claimant's employee or as the case may be (or the solicitor for the claimant or the defendant or the claimant'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 Part 3 of the Fourth Schedule to the Rules of Court 2021 in respect of the attendance requested above.

Party or Solicitor

[Name, address, email address and telephone number]

36.

Para. 142(1)

Notice of Objection

(Title as in action)

Case No:

Application No:

Date:

To: the Sheriff, the enforcement applicant, the enforcement respondent (if not the objector) and any non-party served with the notice of attachment (if not the objector)

1. Take notice that I [name of objector] of [address] object(s) to the seizure of the following property or attachment of the following debt by the Sheriff in this action at [state address] on [state date]:

[State the property or debt in dispute and the ground of objection]

2. The evidence in support of this objection is stated in the accompanying affidavit of [state the name of the person making the affidavit and the filing date].

Party

[Name, address, email address and telephone number]

37.

Para. 142(2)

Consent to Release

(Title as in action)

Case No:

Application No:

Date:

To: the Sheriff and the objector

1. Take notice that I [name of enforcement applicant] consent to the release from seizure or attachment of the following property or debt:

[State the property or debt to be released from seizure or attachment]

Party

[Name, address, email address and telephone number]

38.

Para. 142(2)

Notice of Dispute to Objection

(Title as in action)

Case No:

Application No:

Date:

To: the Sheriff and the objector

1. Take notice that I [name of enforcement applicant] dispute the objection of [name of objector] in respect of the seizure of the following property or attachment of the following debt by the Sheriff in this action at [state address] on [state date]:

[State the property or debt in dispute]

Party

[Name, address, email address and telephone number]

Para. 142(3)

Summons for Order Determining the Ground of Objection

(Title as in action)

Case No:

Application No:

Date:

To: the objector, the enforcement respondent (if not the objector) and any non-party served with the notice of attachment (if not the objector)

1. The enforcement applicant [name of enforcement applicant] of [address] is applying to the Court for the following orders:
 - (a) That the objection notified by way of the Notice of Objection [state filing date] in this action be dismissed and the following property seized or debt attached by the Sheriff in this action at [state address] on [state date] be dealt with as subject to the enforcement order [state filing date].

[State the property or debt in dispute]
 - (b) [set out all other orders sought in numbered paragraphs]
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit and the filing date].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

Para. 142(4)

Summons for Order to Release Property / Debt

(Title as in action)

Case No:

Application No:

Date:

To: the enforcement applicant, the enforcement respondent (if not the objector) and any non-party served with the notice of attachment (if not the objector)

4. The objector [name of objector] of [address] is applying to the Court for the following orders:
 - (a) That the following property seized or debt attached by the Sheriff in this action at [state address] on [state date] be released forthwith.
[State the property or debt in dispute]
 - (b) [set out all other orders sought in numbered paragraphs]
5. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit and the filing date].
6. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

Para. 145(1)

**Questionnaire for the Examination of
Individual Enforcement Respondent**

Please be informed that you, [name of enforcement respondent], have been summoned by the abovementioned enforcement applicant to attend at the Supreme Court on [date and time] to —

- (a) provide answers to the questions set out in this document; and
- (b) produce documents set out below:
 - (i) your bank statements for the past 6 months;
 - (ii) your payslips for the past 3 months;
 - (iii) your income tax returns and Form IR8A for the last period of assessment;
 - (iv) your last 3 statements from the Central Provident Fund (CPF) Board;
 - (v) your last 3 statements from the Central Depository (CDP) and/or your securities broker or fund manager in respect of your shares, bonds and/or unit trusts;
 - (vi) your motor vehicle log card/printout of your vehicle registration details and hire purchase agreement in respect of your motor vehicle;
 - (vii) your lease agreements, title deeds or certificates of title in respect of your properties, or your rental agreements.

Please answer these questions carefully as the Court will require you to confirm on oath that your answers are true to the best of your knowledge, information and belief. Please bring this completed questionnaire and the documents with you at the Court hearing.

IMPORTANT NOTICE: You are required to attend the hearing unless you have obtained the consent of the enforcement applicant to dispense with your attendance in Court or to discharge the Order requiring your attendance. If you fail to attend the hearing without obtaining the consent of the enforcement applicant, the enforcement applicant may commence committal proceedings against you for your failure to attend Court. The penalty that may be imposed by Court for such failure is fine and/or imprisonment.

You may therefore wish to contact the solicitor for the enforcement applicant (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the enforcement applicant for the necessary dispensation and discharge. You may also choose to engage your own solicitor to advise you on your rights and duties in relation to these proceedings.

Personal particulars

1.	Full Name:
2.	NRIC/Passport No.:
3.	Home Address:
4.	Mobile Number:
5.	Email Address:

Work particulars

6.	Occupation:
7	If you are an employee, please state the following:
(a)	the name and address of your employer;
(b)	your monthly income; and
(c)	when your monthly income is paid to you and how you are paid (whether by GIRO or otherwise).
8.	If you are self-employed, please state the following:
(a)	the name and address of your business (sole proprietorship or partnership);
(b)	the nature of the business; and
(c)	your monthly income including salary, allowances, commissions and bonuses.
9.	Aside from your income from your employment, please state all your other sources of income and the amount received.




Income includes salary, allowances, commissions and bonuses



Sources of income includes rental, dividends, royalties from intellectual property.


Particulars of your Debtors

10.	Please state whether you have any debtors.
	Yes / No. If yes, please provide the details in Annex A

 Debtors are people who owe you money.

Particulars of your immovable properties situated locally or overseas

11.	Please state the following if you own any immovable property locally or overseas:
(a)	the address(es) of property owned;
(b)	the names of joint-owners (if any); and
(c)	the names of mortgagee/chargee (if any) and the amount outstanding.
12.	Please state if you are leasing any immovable property. Yes / No. If yes, please provide the details in Annex B.
13.	Please state if you have any tenants/subtenants in respect of your owned or leased properties. Yes/No. If yes, please provide the details in Annex B.


 Immoveable property means houses, apartments etc.

Particulars of your motor vehicles

14.	Please state if you own a motor vehicle. Yes/No. If yes, please provide the details in Annex B.
-----	--

Particulars of your bank accounts

15.	Please state the following if you have any bank accounts or safe deposit boxes:
(a)	name and branch of the Bank where your account or safe deposit box is maintained;
(b)	the account number;
(c)	type of account held (e.g. current, savings, fixed deposit, overdraft);

 Bank accounts include accounts held in your sole name or jointly with others.

(d)	name of joint account holder (if any);
(e)	the balance due to you at this date (for fixed deposits, please state the date of maturity and the amount due to you at that date)

Particulars of your other assets

16.	Please state if you have any insurance policies. Yes/No. If yes, please provide details in Annex C
17.	Please state if you own any shares and/or unit trusts. Yes/No. If yes, please provide details in Annex C
18.	Please state if you are a beneficiary under any trust, will or estate in intestacy. Yes/No. If yes, please provide details in Annex C
19.	Please state if you are a member (whether in Singapore or overseas) of any country clubs, timeshare holiday clubs. Yes/No. If yes, please provide details in Annex C
20.	Please state if you own any other assets, savings or investments not listed thus far (e.g. antiques, collectibles, jewellery, paintings). Yes/No. If yes, please provide details in Annex C
21.	What offer of repayment do you wish to make to the judgment creditor?

Additional questions by the enforcement applicant

22. [State additional questions if any]

Confirmation statement

I, [name of enforcement respondent and NRIC No.] confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

(Signature of enforcement respondent)

(Date)

ANNEX A

Particulars of Debtors and Creditors

(From Question 10)

(1) Please list the names of your **debtors** (i.e. people who owe you money) as follows:

Name	Contact Particulars	Amount owed	Due date for payment	How did the debt arise?

(2) Please state the following if you have commenced legal proceedings against your **debtors** to recover your debt:

Name of Debtor	Suit No.	Amount claimed	Status of action

ANNEX B

Particulars of Property Owned or Rented

(From Question 12)

Please provide details of the immoveable property that you have leased out:

- (1) Name of landlord:
- (2) Address of rented property:
- (3) Period of tenancy:
- (4) Amount of monthly rental paid and due date of rental:
- (5) Whether there is any written tenancy agreement:

(From Question 13)

Please provide details of the tenancy of any immoveable property that you own:

- (6) Name of tenant:
- (7) Address of tenanted property:
- (8) Period of tenancy:
- (9) Amount of monthly rental received and due date of rental:
- (10) Whether there is any written tenancy agreement:

(From Question 14)

Please provide details of any motor vehicles that you own:

- (11) The registration number of the motor vehicle(s):
- (12) The colour and make of the motor vehicle(s):
- (13) Whether the motor vehicle(s) is/are on hire purchase:
- (14) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

ANNEX C

Particulars of Other Assets

Insurance Policies (From Question 16)

Name of Insurer	Type of policy/ Policy No.	Amount insured	Monthly premium payable

- (1) Please identify the beneficiaries under your insurance policies apart from yourself:
- (2) If applicable, please state the dates when each of your insurance policies will mature and the surrender value as at this date:

Shares (From Question 17)

- (3) If you own shares, please state the name of the company and the number of shares held. If you use a securities broker, please give particulars:
- (4) If you own unit trusts, please state the name of the bank/financial institution managing your unit trusts:
- (5) Please state the estimated value of the shares/unit trusts:

Beneficiary of trust, will or estate in intestacy (From Question 18)

- (6) Please state the name of the person managing your beneficial interest i.e. your trustee, executor (where the deceased left a will) or administrator (where the deceased left no will):
- (7) Please state the name of the party leaving you the beneficial interest:
- (8) Please state the value of your interest:
- (9) If probate or letters of administration have been granted, please state the case no. for the grant:

Other Assets (From Question 20)

- (10) Please provide details of the assets listed in Question 20 and state the estimated value of each asset and the basis for the estimation:

Para. 145(1)

**Questionnaire for the Examination of
Officer of Enforcement Respondent**

Please be informed that you, [name of officer of enforcement respondent], have been summoned by the abovementioned enforcement applicant to attend at the Supreme Court on [date and time] to:

- (a) provide answers to the questions set out in this document; and
- (b) produce documents set out below:
 - (i) the Company's bank statements for the past 6 months;
 - (ii) the Company's audited returns for the last period of assessment;
 - (iii) the Company's last 3 statements from the Central Provident Fund (CPF) Board;
 - (iv) the Company's last 3 statements from the Central Depository (CDP) and/or its securities broker or fund manager in respect of its shares, bonds and/or unit trusts;
 - (v) the Company's motor vehicle log card/printout of its motor vehicle registration details and hire purchase agreement in respect of the Company's motor vehicle;
 - (vi) the Company's lease agreements, title deeds or certificates of title in respect of its properties, or its rental agreements.

Please answer these questions carefully as the Court will require you to confirm on oath that your answers are true to the best of your knowledge, information and belief. Please bring this completed questionnaire and the documents with you at the Court hearing.

IMPORTANT NOTICE: You are required to attend the hearing unless you have obtained the consent of the enforcement applicant to dispense with your attendance in Court or to discharge the Order requiring your attendance. If you fail to attend the hearing without obtaining the consent of the enforcement applicant, the enforcement applicant may commence committal proceedings against you for your failure to attend Court. The penalty that may be imposed by Court for such failure is fine and/or imprisonment.

You may therefore wish to contact the solicitor for the enforcement applicant (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the enforcement applicant for the necessary dispensation and discharge. You may also choose to engage your own solicitor to advise you on your rights and duties in relation to these proceedings.

Personal particulars

1.	Full Name:
2.	NRIC/Passport No.:
3.	Home Address:
4.	Mobile Number:
5.	Email Address:
6.	Please state the position you are holding in the enforcement respondent (“the Company”).

Company particulars

7.	Please state if the Company is still carrying on business:
(a)	Yes/No. If yes, please state:
(i)	the business that the Company is presently engaged in;
(ii)	the present location of the Company’s business operations; and
(iii)	whether the Company is making trading profits or losses.
8.	<p>Please state whether the Company declared any dividends this year or the last year:</p> <p>Yes/ No. If yes, please state when the dividends were declared, and how much was declared.</p>

Remuneration

9.	Please state if the officers of the Company, including yourself, receive remuneration for work done for the Company (i.e. salary or director’s fees).
----	---

Yes/No. If yes, please state how much remuneration each officer receives.


Auditors

10.	Please state the name and address of the accountants and auditors of the Company.
11.	Please state the date when the accounts of the Company were last audited.
12.	Please state the date when the Company last filed its Annual Returns with the Accounting and Corporate Regulatory Authority.

Particulars of the Company's Debtors

13.	Please state whether anyone owes the Company money. Yes / No. If yes, please provide the details in Annex A
14.	Please state whether the Company has taken any steps to apply or is it in the process of applying to Court for a Scheme of Arrangement to compromise its debts with its creditors under the Companies Act or the Insolvency, Restructuring and Dissolution Act 2018. Yes/No. If yes, please state particulars.

Particulars of immovable properties situated locally or overseas

15.	Please state whether the Company owns any immovable property locally or overseas. Yes/No. If yes, please provide details in Annex B.	 Immoveable property means houses, apartments etc.
16.	Please state the following if the Company is leasing any immovable property:	
(a)	name of landlord and address of rented property;	

(b)	period of tenancy, amount of monthly rental paid and due date of rental; and
(c)	whether there is any written tenancy agreement.
17.	Please state whether the Company has any tenants/subtenants in respect of the owned or leased properties. Yes/No. If yes, please provide details in Annex B.

Particulars of the Company's motor vehicles

18.	Please state if the Company owns any motor vehicle. Yes/No. If yes, please provide the details in Annex B.
-----	--

Particulars of the Company's bank accounts

19.	Please state the following if the Company has any bank accounts (held solely and/or jointly) or safe deposit boxes:
(a)	name and branch of the Bank where the account or safe deposit box is maintained;
(b)	the account number;
(c)	type of account held (e.g. current, savings, fixed deposit, overdraft);
(d)	name of joint account holder (if any);
(e)	the balance due to the Company at this date (for fixed deposits, please state the date of maturity and the amount due to the Company at that date)

Particulars of the Company's other assets

20.	Please state if the Company has any insurance policies.
-----	---



Assets

include
antiques,
collectibles,
jewellery,
paintings,
royalties from
intellectual
property, club
membership etc.

	Yes/No.	If yes, please provide details in Annex C
21.	Please state if the Company owns any shares and/or unit trusts.	
	Yes/No.	If yes, please provide details in Annex C
22.	Please state if the Company owns any other assets, savings or investment not listed thus far.	
	Yes/No	If yes, please provide details in Annex C

Other Matters

23.	Are there any goods on the Company's premises that do not belong to the Company but belong to other people or are jointly owned with others? If so, please list the goods and how such ownership can be established.
24.	What offer of repayment do you wish to make to the enforcement applicant?

Additional questions by the enforcement applicant

25. [State additional questions if any]

Confirmation statement

I, [name of officer of enforcement respondent and NRIC No.] confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

(Signature of officer of enforcement respondent)

(Date)

ANNEX A

Particulars of Debtors

(From Question 13)

- (1) Please list the names of the Company's **debtors** (i.e. people who owe the Company money):

Name	Contact Particulars	Amount owed	Due date for payment	How did the debt arise?

- (2) Please state the following if the Company has commenced legal proceedings against its debtors to recover its debt:

Name of debtor	Suit No.	Amount claimed	Status of action

ANNEX B

Particulars of Property Owned or Leased

(From Question 15)

- (1) Please provide details of the properties owned by the Company:
 - (a) Addresses of properties owned:
 - (b) Names of joint-owners (if any):
 - (c) Names of mortgagee/chargee (if any) and amount outstanding:

(From Question 17)

- (2) Please provide details of the tenancy of any immoveable property that the Company owns:
 - (a) Name of tenant and address of tenanted property:
 - (b) Period of tenancy, amount of monthly rental received and due date of rental:
 - (c) Whether there is any written tenancy agreement:

(From Question 18)

- (3) Please provide details of the vehicles the Company owns:
 - (a) The registration number, make and colour of the motor vehicle(s):
 - (b) Whether the motor vehicle(s) is/are on hire purchase:
 - (c) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

ANNEX C

Particulars of Other Assets

Insurance Policies (From Question 20)

Name of insurer	Type of policy/ Policy No.	Amount insured	Monthly premium payable

- (1) Please identify the beneficiaries under the policies apart from the Company.
- (2) If applicable, please state the dates when each of the Company's policies will mature and the surrender value as at this date.

Shares/Unit Trusts (From Question 21)

- (3) If the Company owns shares in another company, please state the name of the company and the number of shares held. If the Company has a securities broker, please provide particulars of the same:
- (4) If the Company owns unit trusts, please state the name of the bank/financial institution managing the unit trusts:
- (5) Please state the estimated value of the shares/unit trusts and the basis for estimation:

Other Assets (From Question 22)

- (6) Please provide details of the assets listed in Question 22 and state the estimated value of each asset and the basis of the estimation.

43.

Para. 148

Undertaking to the Sheriff

(Title as in action)

PARTICULARS OF PROPERTY TO BE ARRESTED:-

It is requested that the Warrant of Arrest/Release/Commission of Appraisement and Sale lodged herewith be executed by the arrest/release/sale of the vessel _____lying _____.

Note:

If freight is to be arrested, insert the words “and of the said vessel’s cargo for the freight mentioned in the warrant” or if cargo and freight are to be arrested, insert the words “and of the said vessel’s cargo and freight mentioned in the warrant”.

An undertaking is hereby given 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 these instructions.

*Solicitors for the [state the party]
[Name, address, email address and telephone number of solicitors]*

Para. 165(1)

**Judge Case Conference Checklist for
Criminal Trials in the General Division**

Case Number:	
Case Name:	
Date of Judge Case Conference:	

S/N	Items	Status (*delete where inapplicable)
1	Mode of Transfer to General Division of High Court	Case was transferred to be tried in the General Division by way of: <input type="checkbox"/> Committal Hearing <input type="checkbox"/> Public Prosecutor's Fiat
		Total number of charge(s) accused person(s) committed to stand trial on/transmitted by Public Prosecutor's Fiat*:
2	Charge(s)	
	Proceeded Charge(s)	Total number of proceeded charge(s):
		Brief description of the proceeded charge(s):
	Stood-Down Charge(s)	Total number of stood-down charge(s):

3	Statement of Agreed Facts (“SOAF”)	<input type="checkbox"/> SOAF has been signed and filed <input type="checkbox"/> Draft SOAF is ready but has not been agreed and signed <input type="checkbox"/> Draft SOAF is not ready <input type="checkbox"/> No SOAF will be used
---	---	---

4	Witnesses (refer to each party’s list of witnesses attached at Annex A)	
	Prosecution witnesses	Number of Prosecution witnesses:
		Number of Prosecution witnesses whose evidence is undisputed and can be admitted by conditioned statements (witness’ attendance can be dispensed with):
		Number of Prosecution witnesses who will be required to give evidence at trial, in examination-in-chief and/or cross examination:
		Likely length of Prosecution’s case: _____ days/weeks*
	Defence witnesses	Number of Defence witnesses:
		Number of Defence witnesses whose evidence is undisputed and can be admitted by conditioned statements (witness’ attendance can be dispensed with):
		Number of Defence witnesses who will be required to give evidence at trial, in examination-in-chief and/or cross examination:
		Likely length of Defence’s case: _____ days/weeks*
5	Expert Witnesses	
	Prosecution expert witnesses	Number of Prosecution experts:

		<p>Areas on which each Prosecution expert will give evidence:</p>
		<p>Will an expert report(s) be used: Y/N*</p> <p>If yes, has a copy of the expert report been served on the Defence: Y/N*</p>

	Defence expert witnesses	Number of Defence experts:
		<p>Areas on which each Defence expert will give evidence:</p>
		<p>Will an expert report be used: Y/N*</p> <p>If yes, has a copy of the expert report been served on the Prosecution: Y/N*</p>
6	Ancillary Hearing	Number of statements given by the accused person(s) which the Prosecution intends to admit as part of its case:
		Number of statements which the Defence is objecting to the admission of:
		Nature of challenge to admissibility* (Threat/Inducement/Promise/Oppression): _____

		Estimated number of days required for the ancillary hearing:
7	Applications to Court	<input type="checkbox"/> Shielding measures <input type="checkbox"/> Redaction and/or non-identification orders under Section 8(2A) and (3) of the Supreme Court of Judicature Act <input type="checkbox"/> In private proceedings <input type="checkbox"/> Joint trial
8	Miscellaneous	
	Technology Facilities and Administrative Support	Do parties require Technology Facilities for the hearing: Y/N* If yes, please specify the Technology Facilities required:
		Do parties require other administrative support for the hearing: Y/N* If yes, please specify the administrative support required:
	Interpretation services	Do parties require interpreters: Y/N* If yes, please specify (i) the witnesses for whom interpreters are required; and (ii) the languages for which interpreters are required:
	COVID-19 related measures and issues	Number of DPPs attending the hearing: If the Prosecution is requesting to have more than 2 DPPs present, the names of the additional attendees and the reasons for the request are to be provided:

		<p>Number of Defence counsel attending the hearing:</p> <p>If the Defence is requesting to have more than 2 counsel present, the names of the additional attendees and the reasons for the request are to be provided:</p>
9	Witness schedule	Two weeks before the trial, parties are to tender a consolidated witness schedule setting out the Prosecution and Defence witnesses in order of expected appearance and indicating, for each witness, the date(s) on which the witness is expected to testify and whether interpretation is required.

Signature of Lead DPP/Lead Defence Counsel/Accused in person*

Name:

Date:

**Delete as appropriate*

Para. 166(2)

**Information Sheet to be exhibited in an Affidavit in support of an Application for
Permission under Section 394H of the Criminal Procedure Code**

Before an applicant can make an application to review an earlier decision of an appellate court ("review application"), the applicant must first apply for and obtain the permission of the appellate court to make the review application.

To apply for permission to make a review application, the applicant must file a supporting affidavit together with the applicant's written submissions, as required under Section 394H(3) of the Criminal Procedure Code read with Rules 11(2)(a) and (b) of the Criminal Procedure Rules 2018. Please attach this information sheet as an exhibit in the supporting affidavit.

A Please set out the background relating to the earlier decision of the appellate court.

1 Was the appellate court the Court of Appeal, or the General Division?

--

2 When was the decision made?

--

3 For each charge, did the appellate court convict, or uphold the conviction of, the accused? If the appellate court convicted, or upheld the conviction of, the accused on a particular charge, what was the accused convicted of and finally sentenced to?

--

4 Is the applicant seeking permission to review the decision on conviction, the decision on sentence, or both?

--

B Please identify the material that the applicant wishes to rely on in the application to show that there was a miscarriage of justice in the earlier court decision.

1 Is the material new evidence? If so, set out the new evidence.

2 Is the material a new legal argument? If so, set out the new legal argument.

C If the material is new evidence:

1 Has the evidence been canvassed at any stage of the proceedings in the criminal matter in respect of which the earlier court decision was made?

2 If the answer to question C1 is "No", why was the evidence not canvassed in the earlier court proceedings?

3 What efforts did the applicant make to try to obtain the evidence for the earlier court proceedings?

4 Why does the applicant say that the evidence is compelling, meaning that it is reliable, substantial, powerfully probative and capable of showing almost conclusively that there has been a miscarriage of justice in the earlier court decision?

D If the material is new legal argument:

1 Has the legal argument been canvassed at any stage of the proceedings in the criminal matter in respect of which the earlier court decision was made?

2 If the answer to question D1 is "No", why was the legal argument not made in the earlier court decision?

3 Why does the applicant say that the legal argument is compelling, meaning that it is reliable, substantial, powerfully probative and capable of showing almost conclusively that there has been a miscarriage of justice in the earlier court decision?

4 A change in the law must have arisen from any decision made by a court after the conclusion of all proceedings in respect of which the earlier court decision was made.

Please state the name(s) of the subsequent court decision(s) that the applicant says has/have changed the law. Please also explain what is the change in the law that the new legal argument is based on.

E Why does the applicant say that the new evidence, the new legal argument or both show that there has been a miscarriage of justice?

1 Is it because the earlier court decision is demonstrably wrong? Or

2 Is it because the earlier court decision is tainted by fraud or a breach of the rules of natural justice such that the integrity of the judicial process is compromised?

F If the applicant says that the earlier court decision is demonstrably wrong:

1 For review of conviction - why does the applicant say that it is apparent, based only on the new evidence and without any further inquiry, that there is a powerful probability that the earlier court decision is wrong?

2 For review of sentence - why does the applicant say that the earlier court decision was based on a fundamental misapprehension of the law or the facts, thereby resulting in a decision that is blatantly wrong on the face of the record?

G If the applicant says that the earlier court decision is tainted by fraud or a breach of the rules of natural justice, such that the integrity of the judicial process is compromised:

1 Please elaborate why the earlier court decision is tainted by fraud or a breach of the rules of natural justice, such that the integrity of the judicial process is compromised.

I declare that all the information contained in this information sheet is true and correct to the best of my knowledge and belief.

Applicant or Solicitor for the Applicant

APPENDIX C

Para. 10(4)

Registrar, Deputy Registrar, Divisional and Deputy Divisional Registrars, and Senior Assistant Registrars

REGISTRAR AND DEPUTY REGISTRAR

	Name	Appointment date
Registrar	Ms Teh Hwee Hwee	9 April 2019
Deputy Registrar	Mr Phang Hsiao Chung	9 April 2019

DIVISIONAL REGISTRARS

Divisional Registrar	Name	Appointment date
Court of Appeal and Appellate Division of the High Court	Ms Chong Chin Chin	9 April 2019 (re-designated on 2 January 2021)
General Division of the High Court	Ms Cornie Ng	1 January 2015 (re-designated on 2 January 2021)
Singapore International Commercial Court	Mr Phang Hsiao Chung	9 April 2019

SENIOR ASSISTANT REGISTRARS

Senior Assistant Registrar	Appointment date
Ms Cornie Ng	15 April 2011
Mr Edwin San	1 May 2016
Ms Chong Chin Chin	1 October 2018
Ms Cheng Pei Feng	1 October 2018
Mr David Lee	6 January 2020

DEPUTY DIVISIONAL REGISTRARS

Deputy Divisional Registrar	Name	Appointment date
Court of Appeal and Appellate Division of the High Court	Ms Janice Wong Mr Justin Yeo Mr Colin Seow	9 April 2019 (re-designated on 2 January 2021)
	Mr Rajaram Vikram Raja	2 January 2021
Singapore International Commercial Court	Ms Una Khng Ms Carol Liew Ms Crystal Tan	9 April 2019 6 January 2020 6 January 2020

APPENDIX D

Para. 53(3)

GUIDELINES FOR ADVOCATES AND SOLICITORS ADVISING CLIENTS ABOUT ADR

1. WHAT ARE THE ALTERNATIVES TO LITIGATION?

- 1.1 Mediation
- 1.2 Neutral Evaluation
- 1.3 Expert Determination
- 1.4 Conciliation

2. CHOOSING THE MOST SUITABLE ADR PROCESS

- 2.1 Consider with your client what your client wants to achieve, and then advise which route would be quicker, most economic and most likely to achieve the objective, and then seek the consent of the other party or parties to that course.
- 2.2 **NEUTRAL EVALUATION** If the matter requires specialised legal or technical expertise then appointing a neutral evaluator with that necessary expertise to give either a binding or non-binding evaluation may be a better way of cutting to the point and informing all parties what the probable outcome may be. This can then form the basis for negotiation or mediation.
- 2.3 **EXPERT DETERMINATION** If the dispute turns on an expert's opinion, and each side's expert holds a different view, then appointing a third party expert to give an expert determination, again either binding or non-binding as your client prefers, will often clarify the issue and provide a basis for resolution by negotiation or mediation.
- 2.4 **CONCILIATION** If the dispute involves a breakdown in a commercial or personal relationship, notably a workplace dispute, then conciliation is probably the best route to resolution.
- 2.5 **MEDIATION** All disputes, regardless of the basis for them, their nature or their provenance, are capable of resolution through mediation **provided all disputants** are willing to seek resolution if they can. The advocate and solicitor's duty is to explain the advantages of mediation, the mediation process itself, and what might be achieved over and above what remedies are available through the courts. The attached comparison table might assist in explaining the advantages and disadvantages to your clients.

3. MEDIATION

3.1 The essential advantage for the client in mediation is that the client is an active partner in the process, takes part in fashioning the resolution, and has the final say on whether or not to accept the settlement.

3.2 Quintessentially, the types of disputes which are ideal for resolution through mediation are:

- 3.2.1 Commercial disputes in which the disputants have an ongoing relationship that needs to be preserved.
- 3.2.2 Small value construction disputes where the costs and time involved in having the matter resolved through the courts is out of proportion to the sums at stake.
- 3.2.3 Neighbourhood disputes over noise, boundaries, rights of way or user.
- 3.2.4 Professional partnership disputes over dissolution or the respective rights of outgoing and remaining partners.
- 3.2.5 Actions by liquidators in which the available assets are limited and likely to be consumed by the costs of the liquidators and litigation.
- 3.2.6 Clinical and medical negligence cases where the victim needs to be heard in an environment which is less formal than a courtroom and where the medical professional may more easily apologise and explain.
- 3.2.7 Most employment cases, including all forms of discrimination, in which the complainant and the defendant can confront each other in an informal environment which is less inhibiting than a tribunal or court.
- 3.2.8 All types of claims where the costs of any proceedings are likely to equal or exceed the value of the claim.

3.3 This list is by no means exhaustive. Some foreign judicial statements suggest that cases involving fraud may not be suitable for mediation. However, fraud can be dealt with in mediation – not least because the process is confidential and ‘privileged’ plain talking often defuses fraud allegations. Moreover, withdrawal of such allegations, as with all allegations made by litigants, is commonly a term of any settlement agreement.

3.4 If the case is a test case, or likely to set a judicial precedent for future cases, then mediation might not be suitable. However, it must be remembered that not every client would wish to fund litigation to establish a precedent, and very often a settlement resolves all the other pending cases. Mediation can deal with class actions.

3.5 Two popular reasons for litigating: ‘a matter of principle’; or ‘a desire for revenge or punishment’; are the very disputes which are better suited for

mediation than litigation. 'Principles' are very expensive at law. Few litigants, seeking retribution, come away from a court hearing satisfied. However bitter the dispute, it is likely to be resolved more permanently than a judgment given after a court hearing. 'Give and take' is infinitely better than 'all or nothing'.

4. MEDIATION IS A PROCESS NOT A PERIOD OF TIME

- 4.1 Remember there is no 'right' time to mediate. The 'wrong' time to mediate is when the legal costs are disproportionate to the claim so that they are the issue in the mediation rather than the original dispute. Essentially, you need to know your client's case and the case of the other party(ies) sufficiently well to enable you to give advice and enable the mediator to assist both parties towards a resolution. If you are in doubt or cannot agree with the other party what needs to be disclosed, you may wish to seek further directions from the Court to facilitate mediation.
- 4.2 Remember that mediation can be undertaken at any time and need not be concluded in a day.
- 4.3 To give your client the best chance of resolving the issue, decide with your client and the other side's legal representatives what is essential to know before the mediation: what documents might need to be disclosed; whether more details are required about the quantum being claimed; whether any expert evidence might be necessary to assist the mediator in his or her task.
- 4.4 It is the experience of some jurisdictions where mediation has been part of the legal landscape for decades that some disputes need more than one attempt at mediation before resolution is achieved. Even if settlement is not achieved, it is the invariable experience that issues are refined and often reduced during a mediation with the consequent saving of court time and costs for your client.

The following table is a simple guide to the essential differences between Litigation and Mediation as a means of resolving commercial disputes:

Litigation	Mediation
Public – not confidential	Private – confidential
Protracted, and settlement often late in the process	Ought to occur at an early stage in the dispute leading to a cheaper, quicker settlement
Formalistic: pleadings, document production and trial	Informal procedure: no pleadings, minimum document production
Limited to pleaded issues	Parties can raise whatever issues they wish to resolve
Exacerbates emotions	Allows genuine emotions to be expressed
Expensive for large commercial action	Each party can choose how much it wishes to spend
Loser often pays all the costs	Each party pays his or her own costs
Destroys any prospect of future relationships	Often creates better prospects of future relationships

APPENDIX E

Para. 131(3)(b)

E1: Sample Bill of Costs for Contentious Matters – Trials

IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Suit No. of 20

Bill of Costs No. of 20

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

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

2nd claimant: No GST Reg. No. (100%)

Between

(1) AAA

(2) BBB

..... Claimants

And

CCC

..... Defendant

BILL OF COSTS (for contentious business - trials)

Applicant: Solicitors for the claimants

Nature of bill: Party and party

Basis of assessment: Standard basis

Basis for assessment: Judgment dated _____ ordering the defendant to pay 2/3
of the claimants' costs

Section 1: Work done except for assessment			
No.	Item	Description	Remarks
1.	The claim		
1.1	Nature of claim	Breach of contract, restraint of trade, breach of confidentiality.	
2.	Pleadings		
2.1	Originating Claim & statement of claim	Originating Claim: 3 pages Statement of claim: 20 pages	
2.2	Defence & counterclaim	Defence: 10 pages Counterclaim: 2 pages	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
2.3	Reply & defence to counterclaim	Reply: 5 pages Defence to counterclaim: 2 pages	
2.4	Relief claimed	Claimants' claim: <ul style="list-style-type: none"> • \$ 1 m damages plus interest • Permanent injunction Defendant's counterclaim: <ul style="list-style-type: none"> • \$500,000 damages plus interest • Declaration 	
2.5	Affidavits deemed or ordered to stand as pleadings	Not applicable	
3. Interlocutory attendances			
3.1	Interlocutory applications – costs fixed by Court	(1) HC/SUM 123/2021: claimants' application for striking out defence filed on [date]. 3 affidavits filed (300 pages including 35 exhibits). Costs awarded to claimants fixed at \$3000. (2) HC/SUM 789/2021: defendant's application for production of documents. 1 affidavit filed (5 pages including 2 exhibits). No order on application with no order on costs.	(1) Application dismissed. Hearing before AR for ½ day on [date]. (2) 6 categories requested and 3 allowed. Hearing before AR for ½ day on [date].
3.2	Interlocutory applications – costs not fixed by Court	(1) HC/SUM 456/2021: claimants' summons without notice for interlocutory injunction on [date]. 2 affidavits filed (total 200 pages including 25 exhibits). Written submissions of 30 pages with 10 cases cited. Order in terms with costs in the cause. (2) HC/SUM 567/2021: claimants' single application pending trial. Orders made with costs in the cause.	(1) Hearing before Justice ABC from 5.30 pm to 6.30 pm on [date]. (2) Heard together with case conference on [dates].

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
3.3	Appeals to Judge in Chambers	RA 1/2021: appeal on defendant's application for production of documents. Appeal dismissed with costs fixed at \$1000 to the claimants.	Special date – ½ day hearing before Justice XYZ on [dates].
3.4	Case Conferences	4 CCs on [dates]	By consent application for extension of time to exchange AEICs with costs in the cause heard during CC on [date].
3.5	Other attendances	Not applicable.	
4. Production of Documents			
4.1	Number of lists of documents	Claimants: list + 3 supplementary lists Defendant: list + 1 supplementary list All verified by affidavit.	1 of claimants' supplementary lists filed on 1st day of trial.
4.2	Total number of documents disclosed	Claimants: 3,500 pages Defendant: 200 pages	
5. Trial			
5.1	Opening Statement	Claimants: 20 pages Defendant: 18 pages	
5.2	Number of days and date(s) of trial	Number of days fixed: 15 days Number of days of actual hearing: 12 ½ days Dates of trial: 5-9 April 2021, 26, 29 April 2021, 3-5 May 2021	Parties negotiated on the 1st day and dispensed with 2 witnesses.
5.3	Part heard	2 week break after 5th day.	
5.4	Affidavits of evidence in chief – text and exhibits	Claimants: 5 affidavits • 250 pages of text; • 65 exhibits running to 2000 pages Defendant: 3 affidavits • 200 pages of text; • no exhibits, affidavits cross referenced to agreed bundle of documents; 30 documents referred to in the affidavits.	Overlap of 30 exhibits

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
5.5	Bundle of Documents	Core bundle: 2 volumes 500 pages Agreed bundle: 10 volumes 3000 pages Claimants' bundle: 1 vol 500 pages Defendant's bundle: 1 vol 90 pages	Exhibits C1 to C10 and D1 to D4 introduced during trial; 55 pages.
5.6	Witnesses at trial	Claimants: 5 (3 of fact; 2 experts) Defendant: 4 (3 of fact; 1 expert)	2 of the claimants' witnesses only spoke Russian. Claimants' experts not cross-examined. 1 of the defendant's witnesses gave oral evidence.
5.7	Closing submissions and authorities cited	Claimants: 60 pages and 12 cases Defendant: 30 pages and 6 cases	
5.8	Submissions in reply and authorities cited	Claimants: 10 pages and 2 cases Defendant: 6 pages and 5 cases	
5.9	Other post-trial filings/matters	Not applicable.	
6. Complexity of case			
6.1	Legal issues	(1) Whether acceptance of an offer in an email forms a binding contract in the absence of a formal contract. (2) ...	
6.2	Factual issues	(1) Whether the defendant sent the email that forms the basis of a binding contract between the parties; (2) ...	
6.3	Complexity	<ul style="list-style-type: none"> • Novel point of law involving... [summary of the points]; • Consideration of multiple alternative defences; • Major factual disputes in respect of definition of confidential information 	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
6.4	Grounds of decision	30 pages. In particular Judge commented on the complexity of case or novelty of issues at para [highlight relevant paragraphs in the grounds of decision]. 5 authorities cited in the grounds.	
7.	Urgency and importance to client		
7.1	Urgency	Preparation for interlocutory injunction was made over the Chinese New Year.	
7.2	Importance to client	The claimants have invested approximately \$1 m into research and it is critical that confidentiality of their information is maintained.	
8.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
8.1	Number of letters/faxes/emails exchanged between the parties	Claimants to defendant: 100 Defendant to claimants: 50 Claimants to Court: 3	
8.2	Number of letters/faxes/emails to client	150	
8.3.	Meetings with opposing counsel	6 meetings comprising in total approximately 15 hours during part heard break between 5th and 6th day of trial	
8.4	Time spent	200 hours	
8.5	Others	Not applicable.	
9.	Number of solicitors involved		
9.1	Counsel	Claimants: Mr ABC 15 years Ms DEF 2 years Defendant: Ms GHI 10 years Mr JKL 5 years	Ms DEF was however an in-house counsel in an MNC for 5 years prior to practice.

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
10.	Proportionality		
10.1	Amount claimed	<p>For Mr ABC –</p> <p>Work done in 2019: \$ <i>a</i></p> <p>Work done in 2020: \$ <i>b</i></p> <p>Work done in 2021: \$ <i>c</i></p> <p>Percentage of input tax for which the 1st claimant is not entitled to credit: 20%.</p> <p>Amount of input tax for which the 1st claimant is not entitled credit in respect of –</p> <p>Work done in 2019: \$ <i>d</i></p> <p>Work done in 2020: \$ <i>e</i></p> <p>Work done in 2021: \$ <i>f</i></p> <p>Percentage of input tax for which the 2nd claimant is not entitled to credit: 100%.</p> <p>Amount of input tax for which the 2nd claimant is not entitled credit in respect of –</p> <p>Work done in 2019: \$ <i>g</i></p> <p>Work done in 2020: \$ <i>h</i></p> <p>Work done in 2021: \$ <i>I</i></p> <p>GST for work done in 2019: \$ <i>j</i></p> <p>GST for work done in 2020: \$ <i>k</i></p> <p>GST for work done in 2021: \$ <i>l</i></p> <p>For Ms DEF-</p> <p>Work done in 2019: \$ <i>m</i></p> <p>Work done in 2020: \$ <i>n</i></p> <p>Work done in 2021: \$ <i>o</i></p> <p>[Set out claim for GST as above].</p>	
11.	Conduct of the parties		
11.1	Parties attempted ARD by attending mediation sessions at the Singapore		

	Mediation Centre on 10-11 December 2020, but mediation was not successful.		
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Section 2: Work done for and in the assessment of costs			
<i>No</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
12.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar's certificate.	
13.	Amount claimed	<p>\$p</p> <p>Percentage of input tax for which the 1st claimant is not entitled to credit: 20%.</p> <p>Amount of input tax for which the 1st claimant is not entitled credit : \$ q</p> <p>Percentage of input tax for which the 2nd claimant is not entitled to credit: 100%.</p> <p>Amount of input tax for which the 2nd claimant is not entitled credit : \$ r</p> <p>GST for work done: \$ s</p>	

Section 3: Disbursements			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
14.	15/5/20	Originating Claim (Court fees): \$ xxx	
15.	3/6/20	Reply and defence to counterclaim (Court fees): \$ yyy	
16.	3/6/20	HC/SUM 123/2021 (Court fees): \$ zzz	
17.	xxxx	[Nature of each disbursement and the amount claimed.]	

18.		<p>Total amount claimed: \$ <i>t</i></p> <p>Percentage of input tax for which the 1st claimant is not entitled to credit: 20%.</p> <p>Amount of input tax for which the 1st claimant is not entitled credit in respect of –</p> <p>Disbursements incurred in 2019: \$ <i>u</i> Disbursements incurred in 2020:\$ <i>v</i> Disbursements incurred in 2021:\$ <i>w</i></p> <p>Percentage of input tax for which the 2nd claimant is not entitled to credit: 100%.</p>	
		<p>Amount of input tax for which the 2nd claimant is not entitled credit in respect of –</p> <p>Disbursements incurred in 2019: \$ <i>x</i> Disbursements incurred in 2020: \$ <i>y</i> Disbursements incurred in 2021: \$ <i>z</i></p> <p>GST for work done in 2019: \$ <i>aa</i> GST for work done in 2020: \$ <i>bb</i> GST for work done in 2021: \$ <i>cc</i></p>	

E2: Sample Bill of Costs for Contentious Matters Other Than Trials

IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Suit No. of 20

Bill of Costs No. of 20

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

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

2nd appellant: No GST Reg. No. (100%)

Between

AAA

BBB

..... Appellant

And

CCC

..... Respondent

BILL OF COSTS (for contentious business – other than trials)

Applicant: Solicitors for the appellant

Nature of bill: Party and party

Basis of assessment: Standard basis

Basis for assessment: Judgment dated _____ ordering the respondent to pay 2/3 of the appellant's costs

Section 1: Work done except for assessment			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
1.	The claim		
1.1	Nature of claim	Breach of contract	
2.	Application / Proceedings		
2.1	Nature of application or proceedings for assessment	Appeal to the Court of Appeal against the decision of Justice ABC finding that there was a breach of contract and ordering the appellant to pay damages of \$3.5 million to the respondent.	
3.	Interlocutory attendances		
3.1	Interlocutory applications - costs fixed by Court	CA/SUM 123/21: respondent's application for leave to set aside Notice of Appeal to CA on [date]. No affidavits filed. Costs awarded to appellant fixed at \$2,500	Hearing before CA for 20 minutes on [date]

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
3.2	Interlocutory applications – costs not fixed by Court	CA/SUM 345/21: appellant's application for leave to adduce further evidence on [date]. 2 affidavits filed (total 200 pages incl. 25 exhibits). Written submissions of 30 pages with 10 cases cited. Order in terms with costs in the cause.	Hearing before CA from 5.30 pm to 6.30 pm on [date].
3.3	Appeals to Judge in Chambers	Not applicable	
3.4	Other attendances	Not applicable.	
4.	Hearing		
4.1	Number of days/hours and date(s) of hearing	Number of days/hours fixed: 2 hours Number of days/hours of actual hearing: 1 hour Date of hearing: 24 May 2021	Appeal was dismissed without the need for the respondent to address the Court.
4.2	Documents (apart from written submissions and authorities)	Core bundle: 2 vols, 50 pages Supplementary core bundle: 1 vol, 10 pages Record of Appeal: 10 vols, 2000 pages	
4.3	Witnesses (if any)	Not applicable.	
4.4	Written Submissions	Appellant's Case: 50 pages Respondent's Case: 100 pages	
4.5	Authorities cited	Appellant: 10 cases Respondent: 5 cases	
4.6	Other post hearing filings	Not applicable.	
5.	Complexity of cases		
5.1	Legal issues	(1) Whether acceptance of an offer in an email forms a binding contract in the absence of a formal contract.	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
5.2	Factual issues	(1) Whether the respondent sent the email that allegedly forms the basis of a binding contract between the parties;	
5.3	Complexity	Novel point of law involving [summary of the points] Consideration of multiple alternative defences. Major factual disputes in relation to X's authority to enter into the contract.	
5.4	Grounds of Decision	30 pages. In particular Judge commented on the complexity of case or novelty of issues at para [highlight relevant paragraphs in the grounds of decision]. 5 authorities cited in the grounds.	
6.	Urgency and importance to client		
6.1	Urgency	Not applicable.	
6.2	Importance to Client	The sum involved is large and has a serious impact on the cash-flow of the company.	
6.3	Amount involved	The judgment sum amounted to \$3.5m.	
7.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
7.1	Number of letters/ faxes/emails exchanged between the parties	Appellant to Respondent: 100 Respondent to Appellant: 50 Appellant to Court: 3	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
7.2	Number of letters/ faxes/emails to client	150	
7.3	Meetings with opposing counsel	Not applicable	
7.4	Time spent	100 hours	
7.5	Others	Not applicable.	
8.	Number of solicitors involved		
8.1	Counsel and Solicitors	Appellant: Mr ABC, SC, 15 years Ms DEF, 2 years Respondent: Ms GHI, 10 years Mr JKL, 5 years	Ms DEF was however an in-house counsel in an MNC for 5 years prior to practice.
9.	Proportionality		
9.1	Amount claimed	[Please refer to the sample used for trials and modify as appropriate.]	
10.	Conduct of the parties		
10.1	Parties attempted at mediation at the Singapore Mediation Centre on 1 July 2020, after the filing of the Notice of Appeal.		

Section 2: Work done for and in the assessment of costs			
<i>No.</i>	<i>. Item</i>	<i>Description</i>	<i>Remarks</i>
11.	Work done	Drawing up bill of costs, documents and vouchers, attending hearing for assessment of costs and drawing up Registrar's certificate.	perusing
12.	Amount claimed	[Please refer to the sample used for trials and modify as appropriate.]	

Section 3: Disbursements			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
13.	15/5/20	Notice of Appeal (Court fees): \$ xxx	
14.	3/6/20	Core Bundle (Court fees): \$ yyy	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
15.	3/6/20	CA/SUM 123/21 (Court fees): \$ zzz	
16.	xxxx	[Nature of each disbursement and the amount claimed.]	
17.	-	Total amount claimed: \$ xxxx [Please refer to the sample used for trials and modify as appropriate.]	

E3: Sample Bill of Costs for Non-Contentious Matters

**IN THE GENERAL DIVISION OF THE HIGH COURT
OF THE REPUBLIC OF SINGAPORE**

Bill of Costs No. of 20

GST Reg. No. : 12345

In the matter of X Act

And

In the matter of ABC Pte Ltd

BILL OF COSTS (for non-contentious business)

Applicant:	Solicitors for ABC Pte Ltd
Nature of bill:	Solicitor and client
Basis of assessment:	Indemnity basis
Basis for assessment:	Rule 165 of the Companies (Winding Up) Rules 1969 / Rule 147 of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020

Section 1: Work done except for assessment of costs			
No.	Item	Description	Remarks
1.	The work done		
1.1	Nature of work	Liquidation, trust, corporate.	
1.2	Scope of engagement (including relevant Court orders if any)	Engaged to advise client in the liquidation of Company ABC, in particular: (a) advising client on whether to commence action in 2 suits; (b) advising on the sale of company's assets; and (c) drafting the sale and purchase agreements.	
1.3	Period of work	1 Jun 2020 – 31 May 2021	
No.	Item	Description	Remarks
2.	Complexity of matter		

2.1	Legal issues	(1) Scope of fiduciary duty owed to a company by a director. (2) Interpretation of s ____ Companies Act	
2.2	Factual issues	(1) Whether Company X has breached the contract dated ____ with Company ABC; (2) Whether the director has breached his duties to Company ABC.	
2.3	Complexity	Novel point of law involving... [summary of the points]. Consideration of various alternative proposals. Major factual issues in respect of...	
2.4	Amount involved	Claim against Company X for breach of contract in the region of USD 1 m. Claim against the director in the region of \$500,000.	
3.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
3.1	Number of letters/faxes/emails exchanged with others	On behalf of client to (class of relevant parties): 10 (Class of relevant parties) to client: 50	
3.2	Number of letters/faxes/emails to client	150	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>

3.3	Meetings with client	6 meetings comprising in total approximately 15 hours.	
3.4	Meetings with other parties (by class)	3 meetings comprising in total approximately 5 hours with creditors. 4 meetings comprising in total approximately 8 hours with potential purchasers of assets.	
3.5	Documents (including legal opinions)	Documents perused: more than 2000 pages. Documents prepared: 5 legal opinions rendered. (Total: 80 pages and 20 cases cited).	
3.6	Time spent	150 hours	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
3.7	Other relevant work	Not applicable	
4.	Number of solicitors involved		
4.1	Counsel and solicitor	Mr ABC, 15 years Ms DEF, 2 years	Ms DEF was however an in-house counsel in an MNC for 5 years prior to practice.
5.	Urgency and importance to client		
5.1	Urgency	The advice on potential claim against director was urgent as the alleged wrongdoing was ongoing.	
5.2	Importance to client	The advice on potential claim against Company X was important to client due to the claim amount (about USD 1 m).	
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>

6.	Proportionality		
6.1	Amount claimed	\$ ____ [Please refer to the sample used for trials and modify as appropriate.]	

Section 2: Work done for and in the assessment of costs			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
7.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending the hearing on assessment of costs and drawing up Registrar's certificate.	
8.	Amount claimed	\$ ____ [Please refer to the sample used for trials and modify as appropriate.]	

Section 3: Disbursements			
<i>No.</i>	<i>Date</i>	<i>Description and amount claimed</i>	<i>Remarks</i>
9.	15/6/20	Land title search (fees): \$ xx	
10.	xxxx	[Nature of each disbursement and the amount claimed.]	
11.	-	Total amount claimed: \$ ____ [Please refer to the sample used for trials and modify as appropriate.]	

APPENDIX F

Para. 137(2)

SAMPLE COSTS SCHEDULE¹

SUIT 999 OF 2021

Between

AAA Pte Ltd ... Claimant

And

BBB ... Defendant

CLAIMANT'S COSTS SCHEDULE

Stage of proceedings	Work done	Estimated party-and-party costs (Section I Costs)	Disbursements (Section III Costs)	Total
The claimant ("C") is a developer which engaged the defendant ("D") architect to carry out the design of a building which subsequently developed defects.				

¹ This sample costs schedule is for illustrative purposes only. The figures used in this sample should not be used as precedents or authorities to support any amount claimed.

Stage of proceedings	Work done	Estimated party-and-party costs (Section I Costs)	Disbursements (Section III Costs)	Total
<p>The C's claim is for damages in excess of S\$5m for breach of duties owed to it in contract and at common law (in negligence) by the D. The C alleges, among other things, that the D was negligent in designing the building.</p> <p>Causes of action:</p> <p>(a) Contract: breach of contractual duty to design building that was fit for purpose; and (b) Negligence: breach of common law duty to exercise reasonable skill and care in designing the building.</p> <p>Defence raised:</p> <p>(a) Defects were caused by ground conditions which were not communicated to the D. The D was not required to carry out soil investigations under the terms of his engagement.</p>				
Close of Pleadings	<ul style="list-style-type: none"> • Originating Claim and Statement of Claim: 20 pages • Reviewing Defence: 13 pages • Reply: 10 pages 	S\$10,000	S\$2,000	\$12,000

Stage of proceedings	Work done	Estimated party-and-party costs (Section I Costs)	Disbursements (Section III Costs)	Total
Completion of Production of Documents	<ul style="list-style-type: none"> • One List of Documents (“LOD”) • C: 500 pages disclosed (Affidavit verifying LOD (“AvLOD”): 3 pages, LOD: 10 pages). • D: 600 pages disclosed (AvLOD: 3 pages, LOD: 10 pages). • Production of paper documents only. 	S\$30,000	S\$1,000	S\$31,000
Exchange of Affidavits of Evidence-in-Chief (including in connection with expert reports)	<ul style="list-style-type: none"> • 3 witnesses of fact and 2 expert witnesses (1 architect, 1 geotechnical expert) for the C. • 2 witnesses of fact and 2 expert witnesses (1 architect, 1 geotechnical expert) for the D. 	S\$45,000	Experts fees for preparation of reports:² S\$40,000 Others:³ S\$5,000	S\$90,000

² There should be a breakdown of expert fees, assessor fees, translation fees, hearing fees and such other non-standard items of disbursements as the Court may specify.

³ There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges, *etc.*

Stage of proceedings	Work done	Estimated party-and-party costs (Section I Costs)	Disbursements (Section III Costs)	Total
	<p>[Total: 5 witnesses of fact and 4 expert witnesses.]</p> <ul style="list-style-type: none"> • One affidavit for each witness. 			
Set down and Commencement of Trial	<ul style="list-style-type: none"> • Includes work done for getting up, meetings with clients, meetings with experts, research on case law, preparing objections to AEICs. • Opening statement: 20 pages. 	S\$80,000	<p>Experts' fees for pre-trial meetings: S\$30,000</p> <p>Hearing fees for 10-day trial:⁴</p> <p>S\$37,000</p> <p>Others: S\$8,000</p>	S\$155,000

⁴ Non-standard items such as hearing fees for a trial of more than 3 days should be specified.

Stage of proceedings	Work done	Estimated party-and-party costs (Section I Costs)	Disbursements (Section III Costs)	Total
End of Trial and Closing Submissions	<ul style="list-style-type: none"> • Trial of 10 days in a single tranche. • Work includes cross-examination and re-examination of witnesses. • Written closing submissions of no more than 80 pages. 	S\$200,000	Experts' fees for attendance of trial: S\$50,000 Others: S\$3,000	S\$253,000
Completed interlocutory applications with costs contingent on outcome of proceedings	Application for summary judgment (permission to defend with costs in the cause) <ul style="list-style-type: none"> • Summons: 2 pages • 2 affidavits: total 40 pages 	S\$15,000	S\$2,000	S\$17,000
TOTAL		S\$380,000	S\$178,000	S\$558,000

**COMPLETED INTERLOCUTORY APPLICATIONS / APPEALS FROM APPLICATIONS IN ACTIONS WITH COSTS ORDERS
MADE IN CLAIMANT'S FAVOUR**

<i>Completed interlocutory applications with costs orders made and quantum fixed</i>				
Interlocutory Application	Work done	Quantum of costs order	Disbursements (Section III Costs)	Costs recovered or to be recovered
SUM 111/2021 Further & better particulars	<p>C's application for further & better particulars.</p> <ul style="list-style-type: none"> • Summons: 3 pages (including schedule) • Affidavit: 6 pages • Approximately 1 hour hearing on normal OA/SUMS list before AR 	S\$2,500 including disbursements	S\$1,500	S\$2,500
SUM 222/2021 Document production	<p>C's application for documents to be produced.</p> <ul style="list-style-type: none"> • Summons: 3 pages • Affidavit: 10 pages • Approximately 45 minutes hearing on normal OA/SUMS list before AR 	S\$2,500 plus reasonable disbursements	S\$1,500	S\$4,000

<i>Completed interlocutory applications with costs orders made but quantum not fixed</i>				
Interlocutory Application	Work done	Estimated party-and-party costs	Disbursements (Section III Costs)	Estimated costs to be recovered
SUM 333/2021 Striking out	D's application to strike out paragraphs of Statement of Claim. <ul style="list-style-type: none"> • Reply affidavit: 20 pages • Approximately 1 hour hearing on normal OA/SUMS list before AR 	S\$3,000 plus reasonable disbursements	S\$1,500	S\$4,500
TOTAL		S\$8,000	S\$4,500	S\$11,000

* The figures in the tables above exclude GST (if applicable), costs for work done for and in the assessment of costs, costs of any appeals (which have not taken place and which are not anticipated as at the date of this costs schedule) and costs of enforcing any judgment.

APPENDIX G

Para. 138(1)

GUIDELINES FOR PARTY-AND-PARTY COSTS AWARDS IN THE SUPREME COURT OF SINGAPORE

I. Use of the Costs Guidelines

1. This Appendix provides guidelines for party-and-party costs in the Supreme Court (the “Costs Guidelines”).
2. The Costs Guidelines have been approved for publication by the Judges of the Supreme Court. They are intended to provide a general indication on the quantum and methodology of party-and-party costs awards in specified types of proceedings in the Supreme Court, taking into account past awards made, internal practices and general feedback.
3. The Costs Guidelines serve only as a guide for parties and counsel. The fundamental governing principle is that the precise amount of costs awarded remains at the discretion of the Court. The Court may depart from the Costs Guidelines depending on the particular circumstances of each case. See in particular Order 21, Rule 2(2) of the Rules of Court 2021, which is reproduced below:

“(2) In exercising its power to fix or assess costs, the Court must have regard to all relevant circumstances, including —

- (a) efforts made by the parties at amicable resolution;
- (b) the complexity of the case and the difficulty or novelty of the questions involved;
- (c) the skill, specialised knowledge and responsibility required of, and the time and labour expended by, the solicitor;
- (d) the urgency and importance of the action to the parties;
- (e) the number of solicitors involved in the case for each party;
- (f) the conduct of the parties;
- (g) the principle of proportionality; and
- (h) the stage at which the proceedings were concluded.”

Nothing in these Costs Guidelines is intended to guide or influence the charging of costs payable to a solicitor by his own client.

4. The relationship / interaction between Parts IIA and IIB of Appendix G is as follows:
 - (a) If the contested summons is not listed in Part IIB, reference should be made to the costs range for contested applications set out in Part IIA.

- (b) If the contested summons is listed in Part IIB, reference should be made to the costs range therein. However:
 - (i) If the said summons is one that is simple, and the lower end of the costs range set out in Part IIB is higher than the lower end of the costs range set out in Part IIA, reference may be made to the Part IIA costs range.
 - (ii) If the said summons is one that is complex, and the upper end of the costs range set out in Part IIB is lower than the upper end of the costs range set out in Part IIA, reference may be made to the Part IIA costs range.
- 5. There is no presumption that a higher amount of costs is to be awarded in respect of a summons that is heard before a Judge (as opposed to a Registrar) at first instance.
- 6. Parties should take note of the requirement to file a costs schedule under paragraph 137 of the Practice Directions in respect of the following types of proceedings: (i) trials in open court for all originating claims, including originating claims that were ordered to be converted from originating applications; and (ii) originating applications involving cross-examination of any maker of an affidavit.
- 7. A litigant who is not legally represented should take note of Order 21, Rule 7 of the Rules of Court 2021, the application of which shall remain unaffected by these Costs Guidelines.
- 8. It should further be noted that in the event of an appeal, costs awards made by the court of first instance may be supplemented or otherwise modified by the appellate court as appropriate.
- 9. The Supreme Court may from time to time review these Costs Guidelines.

II. Costs Guidelines for Summonses

A. General

	Nature of Application	Costs (\$) (excl. disbursements)
1.	Uncontested	1,000 – 5,000
2.	Contested <ul style="list-style-type: none"> Application on normal list lasting less than 45 mins Application on normal list lasting 45 mins or longer Complex or lengthy application fixed for special hearing (duration of 3hrs) 	2,000 – 5,000 4,000 – 11,000 9,000 – 22,000

B. Specific

	Nature of Application	Costs (\$) (excl. disbursements)
1.	Adjournment	500 – 2,000
2.	Extension of time	1,000 – 4,000
3.	Amendment of pleadings <i>[*The costs range for amendment of pleadings stipulated in Appendix G relates only to the application itself.</i> <i>Separate costs for the amendments (eg, for costs thrown away as a result of the amendment) may be sought]</i>	1,000 – 7,000
4.	Further and better particulars	2,000 – 9,000
5.	Production of documents	3,000 – 11,000
6.	Security for costs	2,000 – 10,000
7.	Interim payments (Order 13, Rule 8)	2,000 – 10,000
8.	Striking out (Order 9, Rule 16)	
	striking out of part(s) of pleadings / affidavit	3,000 – 12,000
	striking out of whole suit / defence*	6,000 – 20,000

	Nature of Application	Costs (\$) (excl. disbursements)
	<p><i>[*The costs range for striking out of whole suit / defence stipulated in Appendix G relates only to the application itself.</i></p> <p><i>If the applicant is successful in striking out the whole suit / defence, separate costs for the action (based on the pre-trial range, if appropriate) may be sought]</i></p>	
9.	<p>Summary judgment (Order 9, Rule 17)*</p> <p><i>[*Part 2(c) of Appendix 1, Order 21 of the Rules of Court 2021 provides for the scale of fixed costs for applications under Order 9, Rule 17 of the Rules of Court 2021. The Court may depart from the said scale and otherwise order: see Order 21, Rule 10 of the Rules of Court 2021.</i></p> <p><i>The costs range for an application under Order 9, Rule 17 of the Rules of Court 2021 stipulated in Appendix G relates only to the application itself. If the plaintiff is successful in obtaining judgment for the whole action, separate costs for the action (based on the pre-trial range, if appropriate) may be sought]</i></p>	
	Summary judgment given	6,000 – 20,000
	Application for summary judgment dismissed	6,000 – 20,000
10.	Setting aside of judgment	2,000 – 19,000
11.	Stay of proceedings	
	for arbitration	5,000 – 23,000
	on <i>forum non conveniens</i>	6,000 – 21,000
	pending appeal	3,000 – 11,000
12.	Examination of Enforcement Respondent	3,000 – 10,000
13.	Discharge of solicitor	1,000 – 4,000
14.	Setting aside of service	3,000 – 14,000
15.	Permission to appeal to the Appellate Division or to the Court of Appeal	4,000 – 15,000
16.	Division of issues at trial to be heard separately	3,000 – 12,000
17.	Injunction / search order	10,000 – 35,000
18.	Application for committal order	4,000 – 16,000
19.	Application for unless order	2,000 – 10,000

III. Costs Guidelines for Trials (including Assessments of Damages)

A. Section 1 Costs

(i) *Party-and-Party Costs for trials (except for matters which are settled before trial)*

	Nature of claim	Costs		
		Pre-trial ¹	Trial (daily tariff)	Post-trial Work ²
1.	Motor accident	\$15,000 – \$45,000	\$6,000 – \$12,000	Up to \$15,000
2.	Simple Torts			
3.	Torts ³	\$25,000 – \$70,000	\$6,000 – \$16,000	Up to \$30,000
4.	Commercial ⁴			
5.	Equity and trusts	\$25,000 – \$90,000	\$6,000 – \$16,000	Up to \$35,000
6.	Construction	\$30,000 – \$90,000	\$6,000 – \$18,000	Up to \$35,000
7.	Intellectual property and information technology			
8.	Admiralty			
9.	Medical and Professional negligence			

¹ Pre-trial Work includes Pleadings, Production of Documents, and Affidavits of Evidence-in-Chief.

² Post-trial Work does not include work carried out after judgment is obtained (eg, enforcement proceedings).

³ Includes Defamation.

⁴ Includes Corporation/Company law disputes and Insolvency, Contract, and Banking and Finance disputes.

(ii) *Party-and-Party Costs for matters which are settled before trial*

	Nature of claim	Costs for Work Done ⁵		
		Pleadings	Production of Documents	AEICs
1.	Motor accident	\$3,000 – \$9,000	\$6,000 – \$18,000	\$6,000 – \$18,000
2.	Simple Torts			
3.	Torts ⁶	\$5,000 – \$14,000	\$10,000 – \$28,000	\$10,000 – \$28,000
4.	Commercial ⁷			
5.	Equity and trusts	\$5,000 – \$18,000	\$10,000 – \$35,000	\$10,000 – \$35,000
6.	Construction	\$6,000 – \$18,000	\$12,000 – \$35,000	\$12,000 – \$35,000
7.	Intellectual property and information technology			
8.	Admiralty			
9.	Medical and Professional negligence			

⁵ The Court retains a discretion to consider whether additional costs for getting up for trial should be provided for in the appropriate case.

⁶ Includes Defamation.

⁷ Includes Corporation/Company law disputes and Insolvency, Contract, and Banking and Finance disputes.

B. Section 2: Costs for assessment

\$1,500 – \$5,000, excluding disbursements.

IV. Costs Guidelines for Originating Applications

A. General Guidelines

Nature of originating applications	Costs*
Uncontested	\$5,000 – \$13,000
Contested	\$12,000 – \$30,000 per day

B. Specific Originating Applications

Nature of originating applications	Costs* (daily tariff)
Arbitration	\$13,000 – \$40,000
Insolvency and Restructuring	\$12,000 – \$35,000
Judicial review, public and administrative law	\$14,000 – \$35,000
Mortgage action	\$5,000 – \$15,000
Originating applications commenced under Order 6, Rule 1(3)(c)	\$12,000 – \$30,000
Originating application commenced under the Building and Construction Industry Security of Payment Act	\$6,000 – \$20,000

** The costs ranges under Parts IV.A and IV.B are inclusive of costs for any pre-hearing and post-hearing work carried out for the matter, and do not include costs for work carried out after judgment is obtained (eg, enforcement proceedings).*

V. Costs Guidelines for Appeals

Nature of Appeal / Application	Costs (per appeal/application basis)
Appeals before a Judge in the General Division (including appeals from the State Courts)	\$5,000 – \$35,000
Appeals before the Appellate Division or Court of Appeal* against a judgment or order obtained in an interlocutory application <i>[*Where permission is granted for a further appeal to be brought from the Appellate Division to the Court of Appeal, the Court of Appeal may consider adjusting the costs payable]</i>	\$15,000 – \$40,000
Appeals before the Appellate Division or Court of Appeal* against a judgment or order obtained following a trial / hearing of an Originating Application <i>[*Where permission is granted for a further appeal to be brought from the Appellate Division to the Court of Appeal, the Court of Appeal may consider adjusting the costs payable]</i>	\$30,000 – \$150,000
Applications determined by the Appellate Division or Court of Appeal without oral hearing	\$6,000 – \$20,000
Applications determined by the Appellate Division or Court of Appeal after an oral hearing	\$9,000 – \$35,000

APPENDIX H

Para. 163(1)

PROTOCOL FOR MEDICAL NEGLIGENCE CASES IN THE GENERAL DIVISION OF THE HIGH COURT

PART ONE: PRODUCTION OF DOCUMENTS BEFORE ACTION

1. AIM OF PROTOCOL ON PRODUCTION OF DOCUMENTS BEFORE ACTION

1.1 In order for a claimant to consider whether he or she has a viable claim or cause of action against his or her doctor and/or hospital (“health care providers”) for medical negligence, a medical report and medical records of the patient from the health care providers are often essential.

1.2 The aim of Part One of the Protocol for Medical Negligence Cases in the General Division of the High Court (the “Protocol”) is to establish a protocol on production of documents before action. It is to prescribe a framework for exchange of information prior to the filing of an Originating Claim with a view to resolving medical negligence disputes without protracted litigation. It is hoped that this will help to standardise and streamline the production of medical records to a claimant who is considering pursuing a medical negligence claim. It aims to facilitate the exchange of relevant information and medical records so as to increase the prospect that medical negligence disputes can be resolved quickly.

1.3 Part One of the Protocol will apply from the time a claimant contemplates commencing a medical negligence suit in the General Division of the High Court (the “General Division”) against his or her health care providers.

2. LETTER OF REQUEST FOR MEDICAL REPORT AND OTHER RELATED MEDICAL RECORDS

2.1 The application for the medical report and medical records that may be necessary for the claimant and/or his or her legal adviser to ascertain if he or she has a viable cause of action should be made by way of a letter set out in **Form 1** of this Appendix H setting out briefly the basis of the claim and the nature of the information sought in the medical report, including:

- (a) the symptoms presented by the claimant or the deceased (in the case where the patient has passed away and the claim is pursued by his or her next-of-kin) prior to the treatment;
- (b) clinical findings;
- (c) diagnosis;
- (d) treatment prescribed, risks in such treatment (if any) and when and how these risks were communicated to the claimant or the deceased and/or his or her next-of-kin;
- (e) whether alternatives to the prescribed treatment were discussed and disclosed to the claimant or deceased and/or his or her next-of-kin and, if so, why the prescribed treatment was preferred over these alternatives;

- (f) assessment of the claimant's condition at the last consultation and the cause of such condition or the cause of the deceased's death (if applicable);
- (g) prognosis and recommended future treatment, if available.

2.2 If the claimant and/or his or her legal adviser wish to obtain copies of medical records from the health care provider, this should also be made clear in the letter of request. The various type(s) of medical records that the claimant and/or his or her legal adviser may seek from the health care provider are set out in **Form 1**. However, as the medical records to be sought from the health care provider would depend on the nature and focus of the complaint, the type of medical treatment rendered and advice sought as well as whether the health care provider is a medical doctor and/or hospital, the medical records listed in **Form 1** are not exhaustive, but act as a guide. The claimant and/or his or her legal adviser can request any other medical record(s) that are relevant and necessary for the claim.

2.3 As the above and the sample letter of request are guides only, the contents of the actual letter of request and medical report can be suitably modified depending on the facts and nature of medical management of each case.

2.4 The application for the medical report/medical records should be accompanied by a Consent Form set out in **Form 2** of this Appendix H signed by the claimant authorising the health care provider to release the medical report/medical records to the claimant's legal adviser.

2.5 Within 7 days of receipt of the application, the health care provider is to inform the claimant what the requisite charges are for the medical report/medical records.

2.6 The medical report and medical records should be provided to the claimant within 6 weeks of payment of the requisite charges. The claimant may, where necessary, seek further information or clarification from the health care provider on any aspect of the report and the health care provider should respond within 4 weeks from receipt of such further request.

2.7 If the health care provider has difficulty complying with the timeline prescribed above, the problem and reason for the difficulty must be explained to the claimant in writing and the necessary extension of time sought.

2.8 If the health care provider fails to provide the requisite medical report, medical records and/or clarification within the timelines prescribed above or agreed extension period, the claimant can proceed to apply to the Court for an order for production before action under Order 11, Rule 11 of the Rules of Court 2021, without further notice to the health care provider. The Court will take into account any unreasonable delay in providing the said medical records when considering the issue of costs.

PART TWO: COMMENCEMENT OF SUIT AND PROCEEDINGS BEFORE TRIAL

3. Part Two of the Protocol relates to the commencement of medical negligence cases in the General Division and the procedures before trial undertaken in such cases.

4. FILING OF MEDICAL REPORTS WITH PLEADINGS

4.1 A claimant commencing a medical negligence suit in the General Division is required to file and serve the main documents relied on in support of the claim including expert report(s) together with the Statement of Claim.

4.2 The 1st case conference will be called 1 week after the filing and service of the notice of intention to contest or not contest a claim. Directions will be given by the Court. The defendant is also required to file and serve the Defence with a medical report 6 weeks from the date of the 1st case conference. The usual timeline for filing and service of the Reply (if any) will apply.

5. STEPS TO BE TAKEN AFTER PLEADINGS HAVE BEEN FILED AND SERVED

5.1 In order to encourage parties to delineate undisputed facts and issues at an early stage, parties are required to file a List of Undisputed Facts and Issues 2 weeks after the pleadings have been filed and served or as directed by the Court.

5.2 Currently, a party may make an admission of fact in his or her pleadings or other documents under Order 9, Rule 18(2) of the Rules of Court 2021. To avoid doubt, the same applies to medical negligence cases.

6. EARLY PRO-ACTIVE JUDGE-LED CASE MANAGEMENT

6.1 For all medical negligence cases commenced in the General Division, the 1st case conference before a Judge (“JCC”) will be convened 3 weeks after the pleadings have been filed and served.

6.2 At the 1st JCC, parties will explore the possibility of resolving the case by mediation, neutral evaluation or other forms of Amicable Resolution of Disputes (“ADR”) under the current ADR framework. Parties will be required to fill up an ADR Offer (Form 4 of Appendix B of these Practice Directions) and Response to ADR Offer (Form 5 of Appendix B of these Practice Directions) for medical negligence cases and it will be a requirement that the relevant medical insurers sign off on these ADR forms in addition to the solicitors and clients.

6.3 At the 1st JCC, the Court may also discuss with the parties the potential appointment of a medical assessor.

6.4 No directions for production of documents will be given as most documents would have been produced at the pre-action stage and in the pleadings. However, parties may apply for a broader scope of discovery as provided for under the Rules of Court 2021.

6.5 The 2nd JCC will be convened 2 weeks after completion of production of documents. At the Judge’s discretion, the medical assessor, if any is appointed, may attend the JCC. The possibility of resolving the matter via ADR will be explored with the Court.

6.6 The final JCC is to be convened no later than 4 weeks before trial. At the Judge's discretion, the medical assessor may attend the final JCC.

PART THREE: MEDICAL ASSESSORS

7.1 Part Three of the Protocol sets out the framework for the appointment and scope of involvement of a medical assessor at various stages of medical negligence proceedings.

7.2 A medical assessor is a qualified medical professional whose role is to assist the Judge on specialised and technical aspects of a case so that the Judge may reach a properly informed decision. The Judge is the sole arbiter of the dispute. The role of the medical assessor does not extend to rendering an opinion to the Judge.

8. APPOINTMENT OF MEDICAL ASSESSORS

8.1 The Court may, if it thinks fit on the application of any party, or on its own motion, appoint a medical assessor.

8.2 Parties should be prepared to discuss the possible appointment of a medical assessor at the 1st JCC. Parties are therefore encouraged to consider the desirability of appointing a medical assessor as early as possible, having regard, in particular, to the complexity and technicality of the medical issues involved and the necessity of a medical assessor for the just disposal of the case. Where a party considers it desirable to appoint a medical assessor even before the 1st JCC, that party should make an application for such an appointment as soon as possible and inform the Registrar at the earliest case conference of its intention to do so.

8.3 Where a party is of the view that a medical assessor should be appointed, it may apply to the Court by filing and serving on parties a form in **Form 3** of this Appendix H.

8.4 Where the Court decides that a medical assessor should be appointed, the medical assessor will as far as possible be appointed from a standing panel of medical assessors who are appointed to the panel by the Singapore Medical Council, with the assistance of the Academy of Medicine and College of Family Physicians.

9. REMUNERATION OF MEDICAL ASSESSORS

9.1 Where a medical assessor is appointed pursuant to an application of a party, unless the Court otherwise orders, the remuneration to be paid to the medical assessor will be shared equally by the parties in the first instance. In the ultimate analysis, the Court will decide who will bear the medical assessor's fees and in what proportions.

10. INVOLVEMENT OF MEDICAL ASSESSORS

10.1 A medical assessor will take such part in the proceedings as the Court may direct.

10.2 Involvement before trial

10.2.1 Prior to the trial, the medical assessor may be asked to assist the Judge or the Registrar at case conferences.

10.2.2. The medical assessor may also be required to preside at a meeting of party-appointed experts. This could be done to help counsel or the experts reach agreement on certain issues or to refine the issues in dispute. Where the medical assessor is required to preside at such a meeting, the meeting will be held with a Registrar in attendance.

10.3 Involvement during trial

10.3.1 The medical assessor is expected to sit with the Judge in open court while expert evidence is being led. The medical assessor's exact involvement during the trial will be discussed and decided at the JCC, and this will be communicated to the medical assessor prior to the commencement of trial.

10.3.2 The Judge may consult the medical assessor on a range of issues during the trial. This includes asking the medical assessor questions to help with the Judge's understanding of the technical issues, the proper technical inferences to draw from undisputed facts, the shortcomings of an expert's opinion, and the extent of the difference between apparently contradictory conclusions. The medical assessor may also suggest questions for the Judge to pose to the witnesses with a view to testing the opinion of the witnesses. All such communications should take place in open court.

10.3.3 The medical assessor may directly pose questions to the witness if permitted by the Court. However, the medical assessor will not at any time be subject to cross-examination by the parties.

10.4 Involvement after trial

10.4.1 After the conclusion of the trial and before closing submissions are due, the medical assessor may be called to assist the Judge based on the evidence that has emerged.

10.4.2 To ensure transparency and fairness where a Judge obtains assistance from the medical assessor, the following safeguards must be observed:

- (a) The range of topics on which assistance might be sought from the medical assessor should be canvassed with counsel, at the latest before closing submissions;
- (b) Ordinarily, the Judge's questions to the medical assessor should not stray outside the range previously discussed with counsel;
- (c) The questions ultimately put by the Judge to the medical assessor (regardless of whether they have strayed beyond the boundaries discussed with counsel) and the answers by the medical assessor should be disclosed to counsel before the Court hands down its judgment;
- (d) Counsel should be given the opportunity to make submissions to the Judge as to whether the answers provided by the medical assessor should be accepted. Ordinarily, such submissions should be in writing; but if there is good reason for doing so, the parties may request an oral hearing with reasons why an oral hearing is preferred;

- (e) Generally, the interests of proportionality and finality will make it unnecessary to repeat the procedure above in respect of any further or revised questions that the Judge may pose to the medical assessor. Accordingly, unless the Judge in his or her discretion thinks it appropriate to disclose them to counsel before judgment is delivered, any further or revised answers from the medical assessor will simply be recorded in the judgment, together with the Judge's decision as to whether or not to accept those answers and his or her reasons for doing so.

FORM 1

**SAMPLE LETTER OF REQUEST FOR MEDICAL REPORT AND OTHER
RELATED MEDICAL RECORDS**

To: Medical Records Officer / Name of Medical Practitioner

[Name of Hospital / Medical Practice]

[Address]

Dear Sir / Madam

[Patient's full name/ NRIC Number]

We are instructed by [name of claimant] / [deceased's next-of-kin]. The above-named patient received medical treatment / underwent an operation at your hospital / medical practice on [date] to [date].

- 2 Following the medical treatment/operation, our client instructed us that he or she was [briefly describe the patient's present condition or symptoms] / [briefly describe the deceased's symptoms or condition after treatment and date of passing].
- 3 In light of the above, our client is contemplating a medical negligence suit to claim for damages against [name of attending doctors] and/or [the hospital].
- 4 Please let us have a comprehensive medical report stating:
 - (a) the symptoms presented by the claimant or the deceased prior to the treatment;
 - (b) clinical findings;
 - (c) diagnosis;
 - (d) treatment prescribed, risks in such treatment (if any) and when and how these risks were communicated to the claimant or the deceased and/or his or her next-of-kin;
 - (e) whether alternatives to the prescribed treatment were discussed and disclosed to the claimant or deceased and/or his or her next-of-kin and if so, why the prescribed treatment was preferred over these alternatives;
 - (f) assessment of the claimant's condition at the last consultation and the cause of such condition or the cause of the deceased's death (if applicable);
 - (g) prognosis and recommended future treatment, if available.
- 5 We also request copies of all medical records that are in the hospital's possession, including but not limited to the following:
 - (a) admission records;
 - (b) medical and clinical notes including the patients' referral letters by doctors (from family clinics, polyclinics or other clinics/institutions);
 - (c) nursing notes;
 - (d) observation charts and documents on the health of the claimant or deceased during the treatment or stay in the hospital;

- (e) laboratory test results;
 - (f) radiological scans, images and reports;
 - (g) consent forms;
 - (h) surgical records including anaesthetic records;
 - (i) pharmaceutical records, including fluids intake records and outputs records;
 - (j) histological slides, images and reports;
 - (k) blood transfusion records;
 - (l) maternity records and cardiotocography (CTG) records (where claims involve matters relating to maternity and paediatric issues); (m) physiotherapy and rehabilitative treatment records; (n) records of family conferences.
- 6 Please let us know within 7 days from the receipt of this letter the requisite charges for the medical reports and/or medical records. Upon payment of the requisite charges by our client, please let us have the said medical reports and/or medical records within 6 weeks as prescribed under the Protocol for Medical Negligence Cases in the General Division of the High Court found in Appendix H of the Supreme Court Practice Directions 2021.
- 7 The consent form authorising the release of the patient's medical records/medical report to us is enclosed.

FORM 2

**SAMPLE CONSENT FORM AUTHORISING RELEASE OF MEDICAL REPORT
AND OTHER RELATED MEDICAL RECORDS TO SOLICITORS**

Date:

[Patient's full name/ NRIC Number]

I, [full name of patient] / [full name of executor and/or administrator of deceased's estate] hereby consent to and authorise the Medical Records Officer, [name of hospital / medical practice], to furnish [my] / [the deceased's] medical report and/or other related medical records to my solicitors [name of law firm] pursuant to their letter of request dated [date].

Signature:

NRIC No.

FORM 3
APPLICATION FOR APPOINTMENT OF ASSESSOR

<u>Case number:</u>	
<u>Date:</u>	
<u>Details of Applicant:</u>	Claimant/Defendant/Third Party/Others (please state)

The applicant would like to apply for the appointment of a medical assessor, for the following reasons:

--

The applicant has/has not* informed the Claimant /Defendant/Third Party/Others (delete as appropriate) (collectively, “the respondent(s)”) of this application. If the respondent(s) has been so informed, please state if the respondent(s) consents to the application:

--

*Delete as appropriate

<u>Name of applicant:</u>	
<u>Name of counsel (if applicable):</u>	

<u>Law firm (if applicable):</u>	
<u>Signature of applicant / counsel (if applicable):</u>	