



Epiq Singapore Pte. Ltd.
P +65 6800 0268 E singapore@epiqglobal.com
16 Raffles Quay, #35-01, Hong Leong Building Singapore 048581

Registration No. (UEN) 201321519K

Supreme Court of Singapore Audio Recording and Transcription Services

Epiq Singapore Pte. Ltd. is the official provider of transcription services for the Supreme Court of Singapore. Transcripts for proceedings taking place in the Supreme Court of Singapore can be ordered from Court Resources Section.

Application for transcript or / and audio recording of hearing can be made via Request Form available in the electronic litigation system. More information is available on Supreme Court of Singapore's website www.supremecourt.gov.sg.

| Services | Fee in SGD |
|---|---|
| (A) Transcription | |
| 1. 24-Hour turnaround | \$0.057 per word |
| 2. 3 working days turnaround | \$0.041 per word |
| 3. 5 working days turnaround | \$0.034 per word |
| 4. 7 working days turnaround | \$0.031 per word |
| 5. 14 working days turnaround | \$0.029 per word |
| Additional Transcript Copies | |
| Hard copy | \$1.00 per page |
| Soft copy in PDF Format (via Email) | \$15.00 per hearing day per email address |
| (B) Audio Recording | |
| 1. Normal Delivery Request | \$20.00 per DVD |
| 2. Expedited Request | \$100.00 per DVD |
| (For collection by 9pm on the same day for hearing that end before 5pm) | |

- Note:**
- Transcript charge includes
 - Soft copy in PDF format to **one** email address per engaging party (based on 2 parties sharing transcription cost)
 - 3 hard copies to be issued for Judge and requesting party / parties
 - All backorder transcript requests will be fulfilled based on 7 or 14 working days turnaround and the final due date will be based on the total audio length to be processed.
 - All charges are subject to prevailing goods and services tax (GST)

Note: All transcripts are not to be reproduced, copied or transmitted in any form by any means whatsoever, without prior approval of the Singapore Judiciary. The Singapore Judiciary reserves the right to reject any such request for reproduction, copying or transmission without giving reason.

Fee schedule effective 3 December 2020