

Form 20

BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

IN THE STATE COURTS 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: *Solicitor-and-client bill*

Basis of taxation: *Indemnity basis*

Basis for taxation: *[Set out the basis under which the bill of costs may be taxed.]*

Section 1: Work done other than for taxation			
<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 brief (including relevant court orders, if any)	<i>[Give a brief description of the scope of the brief.]</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>	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</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.	Time and labour expended		
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.]</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.	Counsel and solicitors involved		
4.1	Solicitor	<i>[List all the lawyers acting for each party and their seniority.]</i>	

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
5.	Costs claimed		
5.1	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> <p style="padding-left: 40px;"><i>(a) the amount claimed for work done by the counsel or solicitor;</i></p> <p style="padding-left: 40px;"><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></p> <p style="padding-left: 40px;"><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></p> <p style="padding-left: 40px;"><i>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable.]</i></p>	
Section 2: Work done for taxation			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
6.	Work done	[<i>Describe the work done for the preparation of the bill of costs and the taxation of the bill.</i>]	

No.	Item	Description	Remarks
7.	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> <p style="padding-left: 40px;"><i>(a) the amount claimed for work done for Section 2;</i></p> <p style="padding-left: 40px;"><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></p> <p style="padding-left: 40px;"><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></p> <p style="padding-left: 40px;"><i>(d) the GST claimed for work done.]</i></p>	
Section 3: Disbursements			
No.	Date	Description and amount claimed	Remarks
8.	<i>[Set out in different rows the dates or period of time when each disbursement is incurred.]</i>	<p><u>Disbursements on which GST is not chargeable</u></p> <p><i>[Set out the amount of each disbursement claimed.]</i></p> <hr/> <p><u>Disbursements on which GST is chargeable</u></p> <p><i>[Set out the amount of each disbursement claimed.]</i></p>	

No.	Item	Description	Remarks
[]	-	<p>Total amount claimed for disbursements on which GST is not chargeable: \$ [insert amount].</p> <p><i>[Set out the total amount of disbursements claimed for Section 3 on which GST is not chargeable.]</i></p> <p>Total amount claimed for disbursements on which GST is chargeable: \$ [insert amount].</p> <p><i>[Set out the total amount of disbursements claimed for Section 3 on which GST is chargeable 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.]</i></p>	

Summary			
		<p>Total claimed for bill:</p> <p><u>Costs for work done other than for taxation:</u></p> <p>Section 1: <i>[Insert sum claimed.]</i></p> <p>GST on Section 1:</p> <p><u>Costs for work done for taxation:</u></p> <p>Section 2: <i>[Insert sum claimed.]</i></p> <p>GST on Section 2:</p> <p><u>Disbursements</u></p> <p>Section 3 (Disbursements on which GST is not chargeable): <i>[Insert sum claimed.]</i></p> <p>Section 3 (Disbursements on which GST is chargeable): <i>[Insert sum claimed.]</i></p> <p>GST on Section 3:</p>	

Dated this day of 20 .

Solicitors for
[State the party for whom the bill is filed].

To: