

**Singapore International Commercial Court Practice Directions  
(Amendment No. 1 of 2018)**

7. **Operating hours and location of ~~the Supreme Court and~~ the SICC Registry**

~~(1) The Supreme Court operates from 8.30 a.m. to 6.00 p.m. from Mondays to Fridays.~~

~~(2)~~ (1) The SICC Registry is open from 9.00 a.m. to 5.30 p.m. from Mondays to Thursdays. On Fridays, it is open from 9.00 a.m. to 5.00 p.m. **It is not open on Public Holidays.**

(2) **The SICC Registry** ~~is~~ is located at Level 2 of the Supreme Court Building.

16. **Interpreters and translation**

(1) The Supreme Court's Interpreters Section provides interpretation and translation services for court proceedings in the Supreme Court, **including court proceedings in the SICC.**

(2) The directions set out in sub-paragraphs (3) to ~~(6)~~ below are to be followed in relation to all requests for the **interpretation** services of interpreters from the Supreme Court's Interpreters Section, whether the services are required for hearings in open Court or in Chambers.

(3) ~~Not less than 7 working days before the day on which the services of an interpreter are required ("scheduled day"), the requesting party~~ **The party requesting the services of an interpreter in a language listed in Appendix C to these Practice Directions** must file a **R**request addressed to the appropriate Head Interpreter from the Supreme Court's Interpreters Section in accordance with paragraph 11 of these Practice Directions ~~no later than 7 working days before the day on which the interpretation services are required.~~ The Request must be accompanied by Form 2A of Appendix B of these Practice Directions, in Portable Document Format (PDF).

(4) The request in sub-paragraph (3) must **also be filed for hearings of matters which have been sent for** adjourned or part-heard **hearings as well**, even if the services of an interpreter were requested and provided at ~~the~~ **an** earlier ~~hearings~~ **of the same matter**. In the event that a **R**request is made in respect of an adjourned or part-heard **hearing matter**, the **R**request should state the date of the earlier hearing. ~~In the event that the case has been vacated, adjourned or settled before the hearing, the requesting party should notify the appropriate Head Interpreter either by email, facsimile transmission or letter.~~

(5) The requesting party shall make payment of any prescribed fees for interpretation services under the Rules of Court upon approval of the Request. The Registrar may deduct such fees from the party's deposit where the party has maintained a deposit with the SICC Registry.

(6) ~~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 shall immediately notify the appropriate Head Interpreter either by letter, facsimile transmission or email. This shall serve as a notice of cancellation.~~

(7) Any request for refund of the fee paid under sub-paragraph (5) must be submitted in accordance with paragraph 11 of these Practice Directions within one 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.

(8) 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 (6) is given at least 1 clear working day prior to that scheduled day.

~~(5) (9) Compliance with the directions set out in sub-paragraphs (3) and (4) will facilitate the assignment of interpreters from the Supreme Court's Interpreters Section to provide interpretation services for a particular cause or matter. For the avoidance of doubt,~~†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 (3) to (5) may result in the services of interpreters not being available or provided.

~~(6)~~ (10) Engagement of private interpreters (i.e. interpreters not from the Supreme Court's Interpreters Section):

- (a) For the avoidance of doubt, a party may engage the services of a private interpreter ~~(i.e. an interpreter not from the Supreme Court's Interpreters Section)~~ for interpretation services in respect of the languages listed in Appendix C of these Practice Directions.
- (b) If a party requires the services of an interpreter in a language apart from those listed in Appendix C to these Practice Directions, it shall be 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 ~~on-duty~~ before they may provide interpretation services for proceedings in the Court.

~~(7)~~ (11) Requests for translations of documents in Chinese, Malay or Tamil for use in proceedings in the Court should be submitted using the form available on the SICC website ~~with respect to the languages listed in Appendix C to these Practice Directions~~

~~should be sent in~~ at least 4 weeks before the date the translations are required, unless there are exceptional reasons justifying non-compliance. ~~Such reasons should be given in writing to the SICC Registry.~~

~~(8)~~ (12) 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.

17. **Production of record of hearing**

(1) There shall be audio recording of all hearings in open Court or Chambers at the Court unless the **Judge Court** directs otherwise. Such audio recording shall be made using the Digital Transcription System (DTS) only. ~~The audio recording made shall constitute the official record of hearing. In the event of any discrepancy between the audio recording and the transcript of the audio recording, the audio recording shall take precedence over the transcript. For the avoidance of doubt, any notes taken down by the Court in proceedings where audio recording is made shall not form part of the record of hearing.~~

(2) Where the **Judge Court** hearing the cause or matter directs that no audio recording be made, the notes of hearing shall be taken down by the Judge, **judicial officer, Justices' Law Clerk or court officer**, whether by hand or through the use of a computer or electronic device ~~and, pursuant to Order 38A, Rule 1(1)(b) of the Rules of Court, the transcript of the notes of hearing shall constitute the official record of hearing.~~

(3) The provisions of sub-paragraphs (1) and (2) are subject to any directions made by the **Judge Court** hearing the cause or matter, 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 such directions under sub-paragraph (3):

- (a) ~~the transcript of~~ the notes of hearing shall, pursuant to Order 38A, Rule 1(1)(b) of the Rules of Court, constitute the official record of hearing; and
- (b) the parties shall inform the SICC Registry at least 7 working days before the scheduled hearing as to the mode by which the proceedings will be recorded.

(5) A copy of the **certified** transcripts of **the official record of** hearing shall be provided to the parties upon request and upon payment of the applicable fees. The costs of engaging a service provider for the production of the transcripts of hearing shall be paid by the parties directly to the service provider.

(6) Requests for ~~copies of the record of hearing or the certified~~ transcripts of the **official** record of hearing shall be made in accordance with paragraph 11 of these Practice Directions.

18. **Use of electronic and other devices**

(1) In order to maintain the dignity of Court proceedings, video and/or image recording is strictly prohibited in all hearings in open Court or Chambers before a Judge.

(2) Additionally, all communications with external parties and audio recording during a hearing are strictly prohibited without prior approval of the Judge hearing the matter.

(3) Court users are permitted to use notebooks, tablets and other electronic devices to take notes of evidence and for other purposes pertaining to the proceedings during hearings, 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 \(Act No. 19 of 2016\)](#). ~~Order 38A, Rule 4, which states:~~

~~**“Prohibition on unauthorised audio recording (O. 38A, r. 4)**~~

~~4.—(1) No person shall make any audio recording of any hearing without the approval of the Court.~~

~~(2) A person who contravenes paragraph (1) is guilty of contempt of Court.”~~

26. **Circumstances under which representation by foreign lawyers is allowed**

A party to proceedings commenced in **or transferred to** the Court and in appeals from such proceedings may be represented by foreign lawyers:

- (a) in a joint request or application for a pre-action certificate;
- (b) where the case is treated as an offshore case pursuant to Order 110, Rule 34 of the Rules of Court;
- (c) where the Court decides a case is not or is no longer an offshore case, but exercises discretion to allow foreign representation under Order 110, Rule 37(5) of the Rules of Court;
- (d) in an application under Order 52 of the Rules of Court for leave to commit a person for contempt in respect of any judgment or order made by the Court or the Court of Appeal in connection with proceedings and foreign representation was allowed in the underlying proceedings; or
- (e) where the Court has made:
  - (i) an order under Order 110, Rule 25 of the Rules of Court that any question of foreign law be determined on the basis of submissions instead of proof; and
  - (ii) an order permitting a named Registered Foreign Lawyer to make submissions on the question of foreign law on behalf of a party.

44. **Documents which must be filed, served, delivered or otherwise conveyed to the Registrar**

(1) Singapore law practices that are registered under Order 63A of the Rules of Court shall file, serve, deliver or otherwise convey all documents to the Registrar in all proceedings using the Electronic Filing Service.

(2) Registered Foreign Lawyers granted full access to the Electronic Filing Service under paragraph 48(3) are to file, serve, deliver or otherwise convey all documents to the Registrar using the Electronic Filing Service.

(3) Registered Foreign Lawyers who are nominated by foreign law practices as authorised users under paragraph 47(2) are to file, serve, deliver or otherwise convey all documents to the Registrar using the Electronic Filing Service.

(4) Where it is impracticable for a Registered Foreign Lawyer to file, serve, deliver or otherwise convey documents to the Registrar using the Electronic Filing Service in accordance with sub-paragraph (2) or (3) above, **a request for assistance to record such documents in the Electronic Filing Service may be made to the Registrar.**

**(4A) Where the request for assistance under sub-paragraph (4) is made, the documents may be ~~filed, served, delivered or otherwise conveyed~~ sent or made accessible to the Registrar:**

- (a) by electronic mail;
- (b) by ~~providing~~ personal delivery or courier to the SICC Registry of CD-ROM(s) or DVD-ROM(s) containing soft copies of the documents in Portable Document Format (PDF) ~~in one or more finalised optical discs (e.g. CD-ROM) or portable storage device (e.g. external hard disks or Flash drive) to the SICC Registry by way of personal delivery or courier.~~ Parties should be **aware note** that the ~~storage media or device~~ CD-ROM(s) or DVD-ROM(s) that is provided will be retained by the SICC Registry as part of the record of the case; or
- (c) by uploading soft copies of the documents in Portable Document Format (PDF) in online folders ~~(e.g. a Cloud drive)~~ designated by the SICC Registry for such purposes. Registered Foreign Lawyers are required to make prior

arrangements with the SICC Registry for access to such online folders before this option may be utilised.

(5) ~~The Documents so filed, served, delivered or otherwise conveyed~~ sent or made accessible by Registered Foreign Lawyers to the Registrar, under ~~pursuant to~~ sub-paragraph (4A), will be recorded by the SICC Registry in the Court's electronic case file using the Electronic Filing Service under sub-paragraph (4), only after the requisite filing fees are received by the SICC Registry. The Registrar may deduct such fees from the party's deposit where the party has maintained a deposit with the SICC Registry.

(5A) The SICC Registry will provide assistance under sub-paragraph (4) only during the operating hours of the SICC Registry, as provided in paragraph 7 of these Practice Directions. Further, parties are put on notice that it may take up to one working day after the requisite filing fees are received by the SICC Registry or after the documents have been sent or made accessible to the Registrar, whichever is later, for the documents to be recorded by the SICC Registry in the Court's electronic case file.

(5B) For the avoidance of doubt:

- (a) the act of sending or making accessible documents to the Registrar by the means set out in sub-paragraph (4A) does not constitute the filing or service of the documents. Such documents shall be deemed filed only when the documents are recorded by the SICC Registry in the Court's electronic case file using the Electronic Filing Service. The SICC Registry will not assist in effecting service of documents. Parties are reminded that they must comply with any requirement to serve documents as provided in the Rules of Court or directed by the Court.
- (b) the party requesting the assistance of the Registrar, under sub-paragraph (4), to record documents in the Court's electronic case file using the Electronic Filing Service remains fully responsible for complying with any timeline or requirement that exists for the filing or service of such documents. The party should factor in time that will be required for processing such requests.

(6) Parties are reminded not to transmit voluminous documents by electronic mail and should instead use the transmission methods set out at sub-paragraph (4)(b) or (4)(c)

instead for such documents. In any event, parties must ensure that the size of each email sent to the SICC Registry does not exceed 20 MB.

(7) For the avoidance of doubt, section 13 of the Electronic Transactions Act (Cap. 88) shall apply for the determination of the time and place of despatch and receipt of documents ~~sent or made accessible filed with, served on, delivered or otherwise conveyed~~ to the Registrar ~~using electronic means other than the Electronic Filing Service under sub-paragraph (4A)~~. For the purpose of section 13(2) of the Electronic Transactions Act (Cap. 88), the Registrar hereby designates:

- (a) the following electronic address [Supcourt\\_SICCRegistry@supcourt.gov.sg](mailto:Supcourt_SICCRegistry@supcourt.gov.sg) in respect of documents ~~filed, served, delivered or otherwise conveyed sent by the means set out~~ under sub-paragraph (4A)(a) above; and
- (b) in respect of documents ~~filed, served, delivered or otherwise conveyed sent by the means set out~~ under sub-paragraph (4A)(c), the electronic address shall be the uniform resource locator (URL) of the online folder that has been designated by the SICC Registry for such purpose.

(8) Summonses that are filed using the Electronic Filing Service pursuant to sub-paragraph (1), (2) or (3) will be routed to the inbox of the applicant's counsel's Electronic Filing Service account after acceptance for filing by the Court. Summonses that are filed pursuant to sub-paragraph (4) will be returned to the applicant or his counsel by electronic mail to the electronic mail address set out in the administrative details contained in the electronic case file unless counsel or parties request another mode of delivery.

45. **Filing documents via the Service Bureau**

(1) In the event that documents cannot be filed, delivered or otherwise conveyed to the Registrar through the Electronic Filing Service or the means set out in paragraph 44(4) of these Practice Directions, counsel and law firms may file documents through the Service Bureau. Litigants in person may also file documents through the Service Bureau.

(2) The operating hours of the Service Bureau ~~are as follows:~~ may be found on the eLitigation's website at <https://www.elitigation.sg>.

<b>Operating Hours</b>	<b>For filing</b>	<b>For collection</b>
<del>Mondays to Fridays (excluding Public Holidays)</del>	<del>9 a.m. to 5 p.m.</del>	<del>9 a.m. to 5 p.m.</del>
<del>Saturdays (excluding Public Holidays)</del>	<del>9 a.m. to 12.30 p.m.</del>	<del>9 a.m. to 12.30 p.m.</del>
<del>Sundays and Public Holidays</del>	<del>Closed</del>	<del>Closed</del>

48. **Access of Registered Foreign Lawyers to the Electronic Filing Service**

(1) A Registered Foreign Lawyer will be issued with a set of access codes by the eLitigation Project Director at the time that his registration is approved.

(2) A Registered Foreign Lawyer will be able to view the electronic case files of the cases in which he is appointed.

(3) At any time after registration, a Registered Foreign Lawyer may request that his access to the Electronic Filing Service be changed from view-only access to enable online filing and service of documents. In order to do so, the Registered Foreign Lawyer will have to make an appointment to be personally present at the SICC Registry with original photo-identification. The following types of photo-identification are acceptable:

- (a) valid passport or other travel document containing a recent photograph;
- (b) driver's licence containing a recent photograph;
- (c) identification card issued by the Registered Foreign Lawyer's home country or country of residence containing a recent photograph; and
- (d) passes and visas administered by the Ministry of Manpower containing a recent photograph.

(4) If a Registered Foreign Lawyer is not able to be personally present at the SICC Registry, he may make an appointment for verification through video conference with the photo-identification that was submitted by the Registered Foreign Lawyer in his application for registration. The Registered Foreign Lawyer shall make his own arrangements to procure the necessary telecommunications facilities or services in order to participate in the video conference. The Registered Foreign Lawyer shall be responsible for ensuring that he joins the video conference at the designated date and time.

52. **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; and
- (c) the size of a single transmission cannot exceed 500 mega-bytes.

(2) The limits described above will apply to filing both online through the Electronic Filing Service and the Service Bureau, as well as to documents recorded in the Court's case file using the Electronic Filing Service.

(3) The resolution for scanning, unless otherwise directed by the court, shall be no more than 300 DPI.

(4) In the event that any counsel wishes to file documents which exceed the limits specified in sub-paragraph (1) above, he should inform the Registrar at least 14 calendar days before the intended filing date. ~~That counsel will then be asked to attend before the Registrar for directions on how the documents should be filed.~~ The Registry may issue directions on how the documents should be filed at a hearing or by way of correspondence.

58. **Applications to use teleconference, video conference and audio-visual facilities**

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

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

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

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

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

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

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

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

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

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

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

(a) prior arrangements for videoconferencing testing have to be made at least 5 working days before the first day fixed for the hearing, in order to ensure equipment compatibility;

(b) applicants will be informed of the ISDN number for videoconferencing during the testing arrangement; and

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

63. **Transfer of proceedings to and from the Court**

(1) Any party to proceedings in the High Court who desires to transfer the proceedings to the Court should make the application for the transfer to the High Court.

(2) Likewise, any party to proceedings in the Court who desires to transfer the proceedings to the High Court should make the application for the transfer to the Court.

(3) An application for a transfer of proceedings may only be made if all parties to the proceedings consent to the transfer. This does not apply where the High Court orders a transfer on its own motion.

(4) An application for a transfer of proceedings shall be supported by an affidavit which must:

- (a) explain how the conditions for transfer under Order 110, Rule 12(3), 3B or (4) of the Rules of Court, as the case may be, are satisfied; and
- (b) exhibit the parties' consent to the transfer.

(5) All applications for transfer should be made promptly and should be brought:

- (a) where the proceedings are commenced by writ, within 28 days after the close of pleadings or after pleadings are deemed to be closed; or
- (b) where the proceedings are commenced by originating summons, within 28 days after the service of the originating summons on the defendant.

(6) Pursuant to Order 110, Rule 12(3B) and (4) of the Rules of Court, the High Court may, of its own motion, order proceedings before the High Court to be transferred to the Court. The High Court will hear submissions from the parties before making such an order.

(7) Unless otherwise ordered by the High Court or Court (as the case may be), the parties in proceedings following an order for the transfer of proceedings shall pay the following fees:

- (a) for proceedings transferred from the High Court to the Court, the parties shall continue to pay the applicable fees which are payable in the High Court; and
- (b) for proceedings transferred from the Court to the High Court, the parties shall continue to pay the applicable fees which are payable in the Court.

(8) A transfer order made pursuant to an application of the parties where all parties to the proceedings consent to the transfer is non-appealable.

(9) An order made by the High Court or the Court refusing to transfer proceedings on the application of a party is appealable with leave.

(10) An order made by the High Court on its own motion to transfer proceedings from the High Court to the Court is appealable with leave.

98. **Conduct of Hearings**

(1) Except as provided by sub-paragraph (2) or (5), all hearings of any cause or matter shall be conducted at the premises of the Court at the Supreme Court Building with the attendance of all parties or their counsel.

(2) Hearings may be conducted through teleconference or video conference if directed by the **Judge Court** hearing the matter. Each party shall make its own arrangements to procure the necessary telecommunications facilities or services in order to participate in the teleconference or video conference. Each party shall be responsible for ensuring that it joins the teleconference or video conference at the designated date and time. Costs reasonably incurred in participating in such teleconference or video conference may, subject to the discretion of the Court as to costs, be claimable as disbursements in the cause or matter.

(3) Parties who wish to apply for the hearing to be conducted via teleconference or video conference shall submit a request to the SICC Registry in accordance with paragraph 11 of these Practice Directions. The request shall be submitted at least 7 working days before the date of the hearing, and only after seeking the consent of all the other parties to do so.

(4) In the event that parties are unable to agree on the conduct of the hearing by teleconference or video conference, the requesting party shall seek directions from the **Judge Court** by submitting the appropriate request in accordance with paragraph 11 of these Practice Directions. Such request shall be submitted at least 7 working days before the date of the hearing.

(5) Where parties consent, the **Judge Court** may determine any application or matter on the basis of the documents filed for that application or matter, and without the need for oral arguments or submissions by counsel pursuant to Order 110, Rule 51 of the Rules of Court.

110. **Foreign law**

(1) The Court may, pursuant to Order 110, Rule 25 of the Rules of Court and upon an application of a party, order that any question of foreign law arising in any cause or matter in the Court be determined on the basis of submissions instead of proof.

(2) In making the order referred to in sub-paragraph (1), the Court must be satisfied that all parties are or will be represented by counsel who are competent to submit on the relevant questions of foreign law.

(3) Where the order referred to in sub-paragraph (1) is made, **and** a foreign lawyer **may wishes to** make submissions on the relevant questions of foreign law on behalf of each party, **the foreign lawyer may do so** provided that:

- (a) the foreign lawyer satisfies the registration requirements set out in the Legal Profession Act (Cap. 161); and
- (b) the foreign lawyer is named in the said order as being authorised to make submissions on the relevant question of foreign law.

(4) In assessing competence for the purposes of sub-paragraph (2), the Court may consider:

- (a) The experience of counsel in practising the foreign law or subject matter in question;
- (b) The qualifications of counsel in relation to the foreign law or the subject matter in question; and
- (c) The proficiency of counsel in the language in which the foreign law in question is in.

(5) In assessing counsel for the purposes of sub-paragraph (2), the Court may take into account its own competence in the foreign law or subject matter in question and proficiency in the language in which the foreign law in question is in.

126. **Bundle of documents filed on setting down (“Set Down Bundle”)**

(1) Order 34, Rule 3 of the Rules of Court requires a bundle containing certain documents to be filed together with the notice for setting down. They include:

- (a) the writ;
- (b) the pleadings (including any affidavits ordered to stand as pleadings), any notice or order for particulars and the particulars given;
- (c) any orders made on the summons for directions **and any order made at any stage of the proceedings that relate to the subject matters ordinarily dealt within a summons for directions;**
- (d) any orders made under Order 110, Rule 23 of the Rules of Court; and
- (e) any orders made under Order 110, Rule 25 of the Rules of Court.

144. **Appeals Information Sheet for civil appeals to the Court of Appeal**

(1) For civil appeals to the Court of Appeal, parties shall file and serve on every other party to the appeal or his counsel an Appeals Information Sheet in Form 18 of Appendix B to these Practice Directions at the same time as their respective Cases under Order 57, Rules 9 and 9A of the Rules of Court are filed and served.

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

145. **Filing of records of appeal, core bundles and written Cases for civil appeals under Order 57, Rules 9 and 9A of the Rules of Court**

(1) The documents to be filed for a single Court of Appeal case comprise the following:

- (a) Record of Appeal;
- (b) Appellant's Case;
- (c) Respondent's Case;
- (d) Appellant's Reply (if any);
- (e) The Core Bundle;
- (f) The Supplementary Core Bundle (if any);
- (g) Appellant's Bundle of Authorities;
- (h) Respondent's Bundle of Authorities;
- (i) Appellant's Skeletal Arguments; and
- (j) Respondent's Skeletal Arguments.

*Documents for appeal which must be electronically filed, served, delivered or otherwise conveyed to the SICC Registry*

(2) Under Order 57, Rule 9(1) of the Rules of Court, the appellant is required to file the Record of Appeal, the Appellant's Case and the Core Bundle. Under Order 57, Rule 9A(2) and (2A) of the Rules of Court, the respondent has to file the Respondent's Case and the supplemental Core Bundle (if any). Under Order 57, Rule 9A(5A) of the Rules of Court, the appellant may file an Appellant's Reply. **In this paragraph, each Appellant's Case, Respondent's Case or Appellant's Reply is referred to as a "Case" or collectively referred to as "Cases".**

(3) For the purposes of complying with Order 57, Rules 9 and 9A of the Rules of Court, the parties are required to file, deliver or otherwise convey to the SICC Registry, in accordance with the specified time frames in Order 57, Rules 9(1), 9A(2) and 9A(5A) of the Rules of Court, the following:

- (a) The appellant is required to file one copy of the following:
  - (i) *Form of the record of appeal in lieu of record of appeal;*

- (ii) *Form of* the core bundle in lieu of the core bundle
  - (iii) Appellant's Case; and
  - (iv) Appellant's Reply (if any).
- (b) The respondent is required to file one copy of the following:
- (i) Respondent's Case; and
  - (ii) *Form of* supplemental core bundle (if any) in lieu of supplemental core bundle.

(4) The form of the record of appeal, form of core bundle and form of supplemental core bundle filed pursuant to sub-paragraph (2) must be in accordance with Forms 19, 20 and 21 of Appendix B of these Practice Directions. For the avoidance of doubt, the documents contained in the hard copies of the appeal bundles must coincide with the documents listed in the form of the appeal bundles.

**(4A) Parties are to take note of the following when preparing their Cases:**

- (a) Parties should ensure that all documents which they refer to in their submissions (whether in their Cases or in the oral submissions) are contained in the core bundle or the supplemental core bundle. As a matter of practice, parties should not be making submissions based on documents contained solely in the record of appeal unless they are responding to questions from the coram; and
- (b) Any document referred to in a Case should be suitably described in such a manner as to allow the court to identify the nature of the document. Parties' attention is drawn to paragraph 148(6A) for illustrations of suitable descriptions.

*Page limits for Appellant's Case and Respondent's Case in matters before the Court of Appeal*

(5) The Appellant's Case and the Respondent's Case in matters before the Court of Appeal shall not exceed 50 pages unless leave of the Court of Appeal is obtained. The Appellant's Reply, if any, shall not exceed 30 pages unless leave of the Court of Appeal is obtained. The process for obtaining leave of the Court of Appeal may be found in paragraph 146 of these Practice Directions. Any Appellant's Case, Respondent's Case,

and Appellant's Reply in breach of this requirement will be rejected. The cover page and backing page shall be excluded from any computation of the number of pages. Parties are reminded to comply with Order 57, Rule 9A of the Rules of Court in respect of the preparation of their Cases, and the Appellant's Reply, as well as the following requirements:

- (a) all pages should be paginated, with the page numbers corresponding to the Portable Document Format (PDF) version of the Case or the Appellant's Reply, as the case may be;
- (b) the minimum font size to be used is Times New Roman 12 or its equivalent;
- (c) the print of every page shall be double-spaced; and
- (d) every page shall have a margin on all 4 sides, each of at least 35 mm in width.

*Documents not already in the electronic case file*

(6) If a party wishes to rely on a document which does not exist in the electronic case file, he must file, serve, deliver or otherwise convey to the SICCC Registry, in accordance with paragraph 44, 45 or 46 of these Practice Directions, 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 counsel 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 core bundle 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.

147. **When hard copies and soft copies for hearing of civil appeals before the Court of Appeal are required**

(1) In order to assist the Judges of the Court of Appeal, the appellant and the respondent are required to tender hard copies of the following documents to the SICCC Registry at the same time when filing them within the prescribed time under Order 57, Rule 9A of the Rules of Court:

- (a) Appellant's and Respondent's Cases;
- (b) the Appellant's Reply (if any);
- (c) Core Bundle(s) of documents; and
- (d) Bundle(s) of Authorities.

(1A) Where the hard copies referred to at sub-paragraph (1) have to be despatched from overseas, such documents shall be despatched, at the latest, on the same day that the documents are filed on the Electronic Filing Service or the same day that the documents are sent or made accessible to the Registrar pursuant to paragraph 44(4). The party sending or making accessible the documents pursuant to paragraph 44(4) shall be responsible for ensuring that the documents are received by the SICCC Registry no later than 5 working days from the date of despatch.

(2) Further, in relation to the hard copies referred to at sub-paragraph (1):

- (a) where the appeal is to be heard by a 2-judge Court, 3 hard copies of the documents set out at sub-paragraphs (1)(a) to (1)(d) shall be tendered.
- (b) where the appeal is to be heard by a 3-judge Court, 4 hard copies of the documents set out at sub-paragraphs (1)(a) to (1)(d) shall be tendered.
- (c) where the appeal is to be heard by a 5-judge Court, 6 hard copies of the documents set out at sub-paragraphs (1)(a) to (1)(d) shall be tendered.

(3) In addition to the 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 Bundle(s) of documents;

(d) Record of Appeal; and

(e) Bundle(s) of Authorities.

(4) The files in the CD-ROM should be named in accordance with the following format:

< party > - < document title >

For example –

1<sup>st</sup> Appellant – Appellant’s Case

1<sup>st</sup> Appellant – Appellant’s Reply

1<sup>st</sup> Appellant – Bundle of Authorities Vol 1

1<sup>st</sup> Appellant – Bundle of Authorities Vol 2

1<sup>st</sup> Appellant – Record of Appeal Vol 1

1<sup>st</sup> Appellant – Record of Appeal Vol 2

(5) The CD-ROM shall be clearly labelled with the case number and title of the proceedings. If there is more than one CD-ROM, the CD-ROMs shall be numbered sequentially.

148. **Preparation of appeal records in hearings of civil appeals to the Court of Appeal**

(1) For the purpose of this paragraph, “appeal records” means the Record of Appeal and Core Bundles to be used in hearings of civil appeals to the Court of Appeal.

*Arrangement of Record of Appeal*

(2) This sub-paragraph sets out the manner of arranging the Record of Appeal.

(a) To facilitate cross-referencing, the Record of Appeal shall be arranged in the following separate volumes:

(i) Volume I – Judgment or grounds of decision and the engrossed order of Court of judgment appealed from.

(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 Court below, 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 Court below.

(b) Where there are no exhibits or documents referred to in sub-paragraph (2)(a)(iv) above, Volume IV need not be produced, and Volume V shall be renumbered as Volume IV.

(c) If any volume exceeds 300 pages, then that volume shall 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 shall 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.

(d) The following additional directions shall apply to the form of the Record of Appeal:

- (i) The documents in Volumes I, II, and III shall be arranged strictly in the order stated in sub-paragraph (2)(a) above.
- (ii) The documentary exhibits in Volume IV shall be arranged in the most convenient way for the use of the Court, as the circumstances of the case require. The documents shall, as far as suitable, be arranged in chronological order, mixing plaintiff's and defendant's documents together when necessary (for example, in a series of correspondence). If proceedings in a suit other than the one under appeal appear as exhibits, then these shall be kept together. However, the documents from each suit shall be arranged in the chronological order of the suits.
- (iii) Each document in Volume IV shall show its exhibit mark and whether it is the plaintiff's or the defendant's document, unless this is clear from the mark.

*Pagination in soft copy*

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

- (a) The first page of each volume shall 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 shall start at page 1 and every page shall be numbered consecutively. If separator sheets are used, these shall also be numbered.

*Table of contents*

(4) 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 shall be placed at the beginning of Volume I, immediately after the first title page in the manner and form set out in Form 22 of Appendix B of these Practice Directions.
- (b) Each volume and, if any, parts thereof, shall also contain its own index of the contents.
- (c) Items in the table of contents shall 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 shall have a sub-table of contents of the evidence of each witness, and the number and name of each witness shall be shown in such sub-table.
- (e) If an exhibit consists of a bundle of documents, then the documents in the bundle shall 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 PDF version of the appeal records. The description of each bookmark shall correspond with the description of that item in the table of contents or sub-table of contents, unless an abbreviated description is appropriate.

### *Spacing*

(5) The line spacing on every page of the records of which the original is type-written (e.g., notice of appeal) shall be double-spaced.

### *Core bundles – Order 57, Rule 9(2A) of the Rules of Court*

(6) The documents to be included in the core bundle are stipulated in Order 57, Rule 9(2A) of the Rules of Court. The contents of the core bundle shall be arranged in the following separate volumes:

- (a) Volume I – a copy of the grounds of the judgment or order, the judgment or order appealed from and an index of the documents included therein.

- (b) Volume II – all other documents referred to in Order 57, Rule 9(2A), and an index of the documents included therein.

Each volume of the core bundle shall begin at page 1, every page shall be numbered and the page number of the core bundle shall correspond to the page number of the Portable Document Format (PDF) version.

(6A) The indexes of the core bundle and supplemental core bundle shall correspond with the indexes of documents found in the form of core bundle and form of supplemental core bundle filed under paragraph 145(3) of these Practice Directions. Any document listed in the indexes should 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 and Party B.

Parties should avoid the use of generic description 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”.

*Responsibility for good order and completeness of appeal records*

(7) The counsel 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 that counsel shall personally satisfy himself as to the good order and completeness of every copy of the appeal records lodged in Court in accordance with ~~the above directions~~ these Practice Directions, paragraph 148A included, and shall personally bear responsibility for any errors or deficiencies.

*Superfluous, ~~and~~ irrelevant and duplicate documents*

(8) With regard to the inclusion of documents, counsel's attention is drawn to the provisions of Order 57, Rules 9(2), (2A), ~~and~~ (3) ~~as well as Order 57, Rules 9A(2A) and 5(C)~~ of the Rules of Court. Only documents which are relevant to the subject matter of the appeal, or, in the case of Core Bundles ~~and Supplemental Core Bundles~~, will be referred to in the Cases, shall be included in the appeal records.

(9) Parties are reminded not to exhibit duplicate documents in their Supplemental Core Bundle if such documents are already included in a Core Bundle or Supplemental Core Bundle that has been filed earlier. Documents shall not appear more than once in the records, even if exhibited to different affidavits.

(10) ~~Further, such relevant documents should not appear more than once in the appeal records.~~ The Court of Appeal may impose costs or other sanctions ~~against the relevant person~~ in cases in which it is of the opinion that costs have been wasted by the inclusion of superfluous, ~~or~~ irrelevant ~~or duplicate~~ documents.

#### **148A. Inclusion in appeal bundles of documents ordered to be sealed or redacted**

- (1) This paragraph applies only where certain documents tendered before the court below have been ordered to be sealed or redacted.
- (2) Counsel should carefully consider whether it is necessary to include in the record of appeal, core bundle or supplemental core bundle (collectively known as “appeal bundles”) any document that has been ordered to be sealed or redacted, having regard to paragraph 148(8) 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 should do so by complying with the following directions:
  - (a) All documents subjected to a redaction order should 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 should be stated (for example, “This information has been redacted pursuant to SIC/ORC 1/2017 made on 3 January 2017”).
  - (c) When tendering the appeal bundles, the parties should also tender a separate bundle, consisting only of documents subjected to a redaction order. These documents should be included in this bundle in their unredacted form (the “Bundle of Documents Subjected to Redaction Order” or “BDSRO”).
  - (d) The BDSRO should be tendered in both hard copies and soft copies. Where hard copies are concerned, parties should tender the number of copies as provided in paragraph 147(2) of these Practice Directions. Where soft copies are concerned, the BDSRO may be included in the CD-ROM mentioned in paragraph 147(3) of these Practice Directions and should be named in the format provided in paragraph 147(4) of these Practice Directions.

- (e) The BDSRO should contain a table of contents. The format of the table of contents should comply with that provided in paragraph 148(4) of these Practice Directions.
- (f) The pagination of the documents in the BDSRO should 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 the appeal bundles and the BDSRO, they should by way of a letter to the Legal Registry: (i) inform the Legal Registry that the BDSRO contains redacted information, (ii) specify the basis for the redaction; and (iii) request that the Legal Registry seal the BDSRO in the electronic case file and keep the hard copies from public inspection.

(4) Counsel are reminded of their responsibility under paragraph 148(7) to personally satisfy themselves as to the good order of the appeal records. At the time the appeal bundles and BDSRO are tendered, the counsel having conduct of the appeal shall provide an undertaking to the Court that he has satisfied himself that the appeal bundles do not contain any document ordered to be redacted in its unredacted form. This undertaking shall be in Form 23 of Appendix B to 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 should do so by complying with the following directions:

- (a) All documents subjected to a sealing order should 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 should be stated across each holding page (for example, “The affidavit of Tan filed on 30 December 2016 has been sealed pursuant to SIC/ORC 1/2017 made on 3 January 2017”); and (ii) the cross-references required under sub-paragraph (5)(f) should be indicated (for example, “Reference: BDSSO – Pages 1-10”).

- (c) When tendering the appeal bundles, the parties should also tender 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 should be tendered both in hard copies and soft copies. Where hard copies are concerned, parties should tender the number of copies as is provided in paragraph 147(2) of these Practice Directions. Where soft copies are concerned, the BDSSO may be included in the CD-ROM mentioned in paragraph 147(3) of these Practice Directions and should be named in the format provided in paragraph 147(4) of these Practice Directions.
- (e) The BDSSO should contain a table of contents. The format of the table of contents should comply with that provided in paragraph 148(4) 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 should 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 the appeal bundles and the BDSSO, they must by way of a letter to the Legal Registry: (i) inform the Legal Registry that the BDSSO contains documents ordered to be sealed, (ii) specify the basis for the sealing; and (iii) request that the Legal Registry seal the BDSSO in the electronic case file and keep the hard copies from public inspection.

(6) Counsel are reminded of their responsibility under paragraph 148(7) to personally satisfy themselves as to the good order of the appeal records. At the time the appeal bundles and BDSSO are tendered, the counsel having conduct of the appeal shall provide an undertaking to the Court that he has satisfied himself that the appeal bundles do not contain any document ordered to be sealed. This undertaking shall be in Form 23 of Appendix B to these Practice Directions.

(7) For the avoidance of doubt, documents that have been ordered to be expunged should not in any event be tendered to the Court of Appeal in any form.

**149A. Costs scheduling**

(1) Each party to the appeal shall be required to file a costs schedule using Form 24 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.

(2) The relevant costs schedule will be taken into account for the purpose of assessing the quantum of costs to be awarded for the appeal.

(3) The costs schedule for the proceedings shall be filed together with the parties' skeletal arguments.

152. **General**

(1) The costs of and incidental to any application or proceedings shall be in the discretion of the Court and the Court shall have the full power to determine by whom and to what extent the costs are to be paid.

(2) In assessing costs, the Court:

- (a) shall have regard to Order 110, Rule 46(1) of the Rules of Court, which provides that the reasonable costs of any application or proceeding in the SICC be borne by the unsuccessful party to that application or proceeding unless the Court orders otherwise; and
- (b) may, **in particular, as set out in Order 110, Rule 46(1):**
  - (i) apportion costs between the parties if the Court determines that the apportionment is reasonable, taking into account the circumstances of the case;
  - (ii) take into account such circumstances as the Court considers relevant, including the conduct of the case;
  - (iii) order costs to be paid by counsel personally, or by a person who is not a party to the application or proceeding;
  - (iv) order interest on costs; or
  - (v) make any ancillary order, including the time and manner of payment.

(3) In relation to sub-paragraph (2)(b)(ii) above, the circumstances which the Court may take into consideration in ordering reasonable costs of any application or proceeding under Order 110, Rule 46(1) of the Rules of Court include:

- (a) the conduct of all parties, including in particular –
  - (i) conduct before, as well as during the application or proceeding;
  - (ii) whether it was reasonable for a party to raise, pursue or contest a particular allegation or issue; and
  - (iii) the manner in which a party has pursued or contested a particular allegation or issue;

- (b) the amount or value of any claim involved;
- (c) the complexity or difficulty of the subject matter involved;
- (d) the skill, expertise and specialised knowledge involved;
- (e) the novelty of any questions raised;
- (f) the time and effort expended on the application or proceeding.

(4) Costs may be dealt with by the Court at any stage of the proceedings or after the conclusion thereof. In particular, the Court may require parties to provide a costs schedule to be submitted with closing submissions, or to submit cost estimates or budgets in the course of the proceedings. **A sample costs schedule is set out in Form 24 of Appendix B.**

(5) The Court may take into account any payment of money into court; **or offer to settle and the conduct of the parties in relation to that payment into court or offer to settle.**

## APPENDIX A

Para 2

### SERVICE BUREAU

#### Addresses and contact details for the Service Bureau

##### **LawNet & CrimsonLogic Service Bureau (Supreme Court)**

1 Supreme Court Lane  
Level 1, Supreme Court Building  
Singapore 178879  
Tel: (65) 6337 9164  
Fax: (65) 6337 9980  
Email: [supremesb@crimsonlogic.com.sg](mailto:supremesb@crimsonlogic.com.sg)

##### **LawNet & CrimsonLogic Service Bureau (Chinatown Point)**

133 New Bridge Road  
#19-01/02 Chinatown Point  
Singapore 059413  
Tel: (65) 6538 9507  
Fax: (65) 6438 6350  
Email: [apollosb@crimsonlogic.com.sg](mailto:apollosb@crimsonlogic.com.sg)

#### Operating hours of the Service Bureau

<b>Operating Hours</b>	<b>For filing</b>	<b>For collection</b>
<b>Mondays to Fridays (excluding Public Holidays)</b>	<b>9 a.m. to 5 p.m.</b>	<b>9 a.m. to 5 p.m.</b>
<b>Saturdays (excluding Public Holidays)</b>	<b>9 a.m. to 12.30 p.m.</b>	<b>9 a.m. to 12.30 p.m.</b>
<b>Sundays and Public Holidays</b>	<b>Closed</b>	<b>Closed</b>

The operating hours of the Service Bureau may be found on the eLitigation's website at <https://www.elitigation.sg>.

**Form 2A**

Para 16(3)

**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  
(Fax No. 6337 9450)  
(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 : \_\_\_\_\_  
(Plaintiff 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(ies) 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 immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/facsimile transmission/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.

*[The Plaintiff/Defendant or the counsel for the Plaintiff/Defendant as the case may be]*

## Form 18

Para 144(1)

### Appeals Information Sheet

<b>Case Number(s)</b>	
<b>Name(s) of Party / Parties</b>	
<b>Name(s) of Lead Counsel</b>	

### Important or Significant Questions of Law on Appeal

Please specify any question of law on appeal that is of public importance or jurisprudential significance. This includes, but is not limited to, any questions 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. Please include the relevant case citations with pinpoint references if possible.

--

### Related Matters

Please state any proceedings (pending or concluded) in the High Court or the Court of Appeal which are related to this appeal.

--

### Availability Dates

Are there any days, within the sitting for which this appeal is fixed, that you will not be able to attend court for the appeal hearing?

Yes       No

If “Yes”, please provide details.

Date(s) Unavailable	Reason(s)

### Applications

Do you have any applications (*ie* Court of Appeal summonses) to make in this appeal?

Yes       No

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 <sup>1</sup>

---

<sup>1</sup> See sections 30 and 36 of the Supreme Court of Judicature Act (Cap 322).

### **Possible Alternative Dispute Resolution**

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**

## **APPEALS INFORMATION SHEET**

~~Case Number:~~

~~Names of Lead Counsel:~~

### **~~Subject Matter of the Appeal~~**

~~Please indicate the subject matter of the appeal (tick one or more boxes):~~

- ~~Arbitration~~
- ~~Building and Construction, Shipbuilding or Complex Technical matter~~
- ~~Company, Insolvency or Trusts~~
- ~~Employment~~
- ~~Finance, Securities, Banking, or Complex Commercial matter~~
- ~~Intellectual Property or Information Technology~~

- ~~Shipping and Insurance~~
- ~~Tort Claims~~
- ~~Others (please specify the subject matter of the appeal):~~

**Questions of Law on Appeal**

~~Please specify the critical questions of law on appeal, including but not limited to any questions of law which may give rise to substantial consideration and/or potential distinguishing/overruling of existing precedent cases. Please include the relevant case citations with pinpoint citations if possible.~~

~~Please specify whether there has been an order granting leave to dispense with proof of foreign law under Order 110, Rule 25 of the Rules of Court, and if so, what are those questions of foreign law for which dispensation has been granted?~~

**Appeal Hearing**

~~How long do you estimate the appeal hearing will take?~~

~~\_\_\_ days \_\_\_ hours \_\_\_ minutes~~

~~Are there any days when you will not be able to attend court for the appeal hearing?~~

~~Yes  No~~

~~If "Yes", please provide details~~

Date(s) unavailable	Reason(s)
---------------------	-----------


**Applications**

Do you have any applications (i.e. Summonses before the Court of Appeal) to make in this appeal?

Yes  No

If “Yes”, state the nature of the application (eg, application to strike out the appeal, application to adduce new evidence, application for judge(s) to be recused, etc).

<b>Application</b>	<b>Brief Description of Application</b>	<b>Number of Judges required to hear the application<sup>2</sup></b>

**Possible Alternative Dispute Resolution**

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 other party/parties to the appeal?

**Costs**

---

<sup>2</sup> See sections 30 and 36 of the Supreme Court of Judicature Act (Cap 322).

~~What do you estimate your costs of the appeal incurred to date to be?~~

~~What do you estimate your overall costs of the appeal to be?~~

~~Any Other Matters or Comments~~

## Form 19

Para 145(4)

### Form of Record of Appeal

#### FORM OF RECORD OF APPEAL

The documents itemised below are listed in accordance with paragraph 145(4) 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 57, Rule 9(2) 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 of security for costs	
		Record of proceedings: -	
3.		(a) (to be itemised)	
4.		(b) (to be itemised)	
5.		(c) (to be itemised)	
6.		Affidavit of evidence in chief of X	
7.		Affidavit of evidence in chief of Y	
		Pleadings: -	
8.		(a) [to be itemised]	
9.		(b) [to be itemised]	
		Documents relevant to the matter decided and the nature of the appeal: -	
10.		(a) letter dated dd/mm/yyyy	
11.	To state filing date of affidavit Z	(b) <del>the affidavit of Z</del> Agreement between Y and Z dated dd/mm/yyyy	(Eg pages 12 to 15* of affidavit of Z)
12.		Judgment or order appealed from	

\* 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 145(6) is as follows:-

<b>S/N.</b>	<b>Description of Document</b>	<b>Pages**</b>

\*\* Counsel's attention is drawn to the directions in paragraph 148(3) pertaining to pagination.

## Form 20

Para 145(4)

### Form of Core Bundle

#### FORM OF CORE BUNDLE

The documents itemised below are listed in accordance with paragraph 145(4) 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 57, Rule 9(2A) of the Rules of Court, deemed to be filed.

S/N.	Filing Date	Description of Document	Pages*
1.		Grounds of judgment or order	
2.		Judgment or order appealed from	
		Relevant documents as defined in O 57 r 9(2A)(b) of the Rules of Court: -	
3.	(To state the filing date of AEIC of Z)	(a) <del>(to be itemised)</del> Email correspondence between Y and Z dated dd/mm/yyyy	(Eg pages 4 to 15 of AEIC of Z)
4.		(b) (to be itemised)	

\* *Specific pages must be stated if the party only intends to include in the form of core bundle a portion of a document which is filed or is available in the electronic case file.*

See Form 19 for the format of the separate table of contents under paragraph 145(6).

## Form 21

Para 145(4)

### Form of Supplemental Core Bundle

#### FORM OF SUPPLEMENTAL CORE BUNDLE

The documents itemised below are listed in accordance with paragraph 145(4) 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 57, Rule 9(2A) of the Rules of Court, deemed to be filed.

S/N.	Filing Date	Description of Document	Pages*
		Additional documents as defined in O 57 r 9(2A)(a) of the Rules of Court: -	
1.	(To state the filing date of AEIC of Z)	(a) <del>(to be itemised)</del> Email correspondence between Y and Z dated dd/mm/yyyy	(Eg pages 4 to 15 of AEIC of Z)
2.		(b) (to be itemised)	

*\* Specific pages must be stated if the party only intends to include in the form of core bundle a portion of a document which is filed or is available in the electronic case file.*

See Form 19 for the format of the separate table of contents under paragraph 145(6).

**Form 23**

Para 148A

**Certification that Appeal Bundles Do Not Contain  
Sealed or Unredacted Documents**

(Title as in cause or matter)

I, ..... , counsel for the ..... , certify that the Record of Appeal/ Core Bundle/ Respondent's Supplemental Core Bundle/ Appellant's Supplemental Core Bundle\* does/do\* not contain any document ordered to be sealed from inspection or any document ordered to be redacted in its unredacted form.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

\* Delete as appropriate.

**Form 24**

Para 149A and 152(4)

*[This sample costs schedule is a template only and can / should be modified as appropriate.]*

**IN THE SINGAPORE INTERNATIONAL COMMERCIAL COURT**

**BETWEEN:**

X

Plaintiff

-and-

Y

Defendant

---

**COSTS SCHEDULE ON BEHALF OF [X]/[Y]**

---

**A. COUNSEL'S FEES**

[A] – S\$? per hour

[B] – S\$? per hour

[C] – S\$? per hour

[D] – S\$? per hour

	<b>A</b> <b>@ S\$? ph</b>	<b>B</b> <b>@ S\$? ph</b>	<b>C</b> <b>@ S\$? ph</b>	<b>D</b> <b>@ S\$? ph</b>	<b>Total</b> <b>S\$</b>
<b>Stage 1 – Commencement of Proceedings/Pleadings</b>					
Sub-total for Stage 1					
<b>Stage 2 – CMC/Interlocutory hearing(s)</b>					
Sub-total for Stage 2					
<b>Stage 3 – Disclosure</b>					
Sub-total for Stage 3					
<b>Stage 4 – Affidavits</b>					
Sub-total for Stage 4					
<b>Stage 5 – Expert Evidence</b>					
Sub-total for Stage 5					

	<b>A</b> <b>@ S\$? ph</b>	<b>B</b> <b>@ S\$? ph</b>	<b>C</b> <b>@ S\$? ph</b>	<b>D</b> <b>@ S\$? ph</b>	<b>Total</b> <b>S\$</b>
<b>Stage 6 – Preparation for hearing(s)</b>					
Sub-total for Stage 6					
<b>Stage 7 – Attending hearing(s)</b>					
Sub-total for Stage 7					

**Sub-total for stages 1 to 7:**

**B. DISBURSEMENTS**

<b>Disbursements</b>	<b>S\$</b>
Court Fees/Disbursements	
Experts (by expert discipline) A: \$X per hour B: \$Y per hour C: \$Z per hour	Sub-total for A: \$### Sub-total for B: \$### Sub-total for C: \$###  <u>Grand-total: \$###</u>

Other Disbursements	
<b><u>Sub-total</u></b>	

## APPENDIX C

Para 16

### LANGUAGES

The Supreme Court's Interpreters Section provides interpretation and translation services for court proceedings in the Supreme Court.

The languages and dialects available for interpretation services are as follows:

<b>Chinese Languages</b>	Mandarin, Hokkien, Teochew, Cantonese, <del>Hakka</del>
<b>Malay Languages</b>	Malay, Javanese, Boyanese
<b>Indian Languages</b>	Tamil, Malayalam

The languages available for translation services are as follows:

English  
Chinese  
Malay  
Tamil

## APPENDIX D

Para. 60

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

<i>No.</i>	<i>Items.</i>	<i>Fees (S\$)</i>	<i>Point of time at which fee must be paid</i>
1.	For each day or part thereof in respect of a particular hearing or matter in which the teleconference and/or videoconferencing equipment installed in a courtroom or chambers is used.	<del>1,000</del> 250	On filing Form 7 of Appendix B of these Practice Directions, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used.
2.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment from the Mobile Infocomm Technology facilities are used.	250	On filing Form 7 of Appendix B of these Practice Directions, save that the Registrar may allow a refund for the fees paid in respect of days on which the Mobile Infocomm Technology facilities were not used.
3.	For each day or part thereof in respect of a particular hearing or matter in which the Mobile Infocomm Technology facilities are used.	100	On filing Form 7 of Appendix B of these Practice Directions, save that the Registrar may allow a refund for the fees paid in respect of days on which the Mobile Infocomm Technology facilities were not used.
4.	Telecommunication charges incurred in using the teleconference and/or videoconferencing equipment installed in a courtroom or Chambers or on using the Mobile Infocomm Technology facilities.	Actual Cost	On receiving a letter from the SICC Registry stating the telephone charges incurred.
5.	Charges incurred in using the video printer.	\$5 per printed sheet	On receiving a letter from the SICC Registry stating the charges incurred.