

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>				
<p>Close of Pleadings</p>	<ul style="list-style-type: none"> • Originating Claim and Statement of Claim: 20 pages • Reviewing Defence: 13 pages • Reply: 10 pages 	<p>S\$10,000</p>	<p>S\$2,000</p>	<p>\$12,000</p>

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	<p style="text-align: center;">Experts fees for preparation of reports:² S\$40,000</p> <p style="text-align: center;">Others:³ S\$5,000</p>	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	<p style="text-align: center;">Experts' fees for attendance of trial: S\$50,000</p> <p style="text-align: center;">Others: S\$3,000</p>	S\$253,000
Completed interlocutory applications with costs contingent on outcome of proceedings	<p>Application for summary judgment (permission to defend with costs in the cause)</p> <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.