

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

**SINGAPORE INTERNATIONAL COMMERCIAL COURT
PRACTICE DIRECTIONS**

AMENDMENT NO. 4 OF 2021

It is hereby notified that amendments have been made to Parts II and XXII and Appendix B of the Singapore International Commercial Court Practice Directions. These amendments are summarised below:

- a) amendments to paragraph 14, on urgent applications during office hours;
- b) amendments to paragraph 16, on interpreters and translation;
- c) an amendment to paragraph 149, on skeletal arguments for appeals before the Court of Appeal;
- d) the deletion of paragraph 149A, on costs scheduling; and
- e) the introduction of new Form 2AA of Appendix B (to be inserted immediately after Form 2 of Appendix B), on request for urgent hearing before Judge.

2 The amendments will take effect on 2 August 2021 and will be reflected at <https://www.supremecourt.gov.sg/rules/practice-directions/singapore-international-commercial-court-practice-directions> from 2 August 2021.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions.

Dated this 23rd day of July 2021.



TEH HWEE HWEE
REGISTRAR
SUPREME COURT

**Singapore International Commercial Court Practice Directions
(Amendment No. 4 of 2021)**

14. Urgent applications during office hours

(1) There may be occasions when applications for interim injunctions or interim preservation of subject matter of proceedings, evidence and assets to satisfy judgments need to be heard on an urgent basis. To request the urgent hearing of such applications, the applicant may attend before the Registrar on duty during the Court's operating hours regarding the fixing of a suitable hearing date or for directions. Alternatively, the applicant may contact the SICC Registry to arrange for a teleconference or video conference with the Registrar on duty.

(2) Before the applicant attends before the Registrar on duty to request an urgent hearing before a Judge of any application, the applicant should complete (as far as possible) and file Form 2AA of Appendix B of these Practice Directions. A copy of Form 2AA should be served on each respondent to the application at the time of filing, unless the application is an *ex parte* application and service of Form 2AA would or might defeat the purpose of the application.

(3) The applicant should prepare skeletal submissions for the urgent hearing before the Judge, and file the skeletal submissions at the same time as Form 2AA. 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 *ex parte* application 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 Registrar on duty whether the skeletal submissions will be filed and served by the time of the urgent hearing before the Judge.

(4) If, due to urgency, the applicant is unable to file or serve Form 2AA and/or the skeletal submissions before attending before the Registrar on duty, the applicant should provide a copy each of Form 2AA and the skeletal submissions to each respondent to the application when the parties attend before the Registrar. Each such copy of Form 2AA or the skeletal submissions must be a hard copy, if the parties attend before the Registrar on duty physically, or in soft copy, if the parties attend before the Registrar on duty by live video or live television link. Thereafter, Form 2AA 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 Registrar on duty, unless the Court directs otherwise. If any respondent does not attend before the Registrar on duty, Form 2AA and the skeletal submissions should be served on that respondent as soon as possible after the hearing before the Registrar, and, in any event, before the urgent hearing before the Judge, unless the Court directs otherwise.

(5) 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 Registrar on duty 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.

(6) 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.

(7) 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 and backing 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
- (d) every page must have a margin on all 4 sides, each of at least 35 mm in width.

~~(2)~~(8) Paragraph 54 of these Practice Directions will apply to hearings of such urgent applications.

16. **Interpreters and translation**

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(11) Requests for translation 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~~ must be filed through the Electronic Filing Service at least 4 weeks before the date the translations are required, ~~unless there are exceptional reasons justifying non-compliance~~. Failure to comply with the directions set out in this sub-paragraph may result in the translations not being available or provided by the date they are required.

(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.

(13) Litigants in person may submit their requests for interpretation services or translation of documents for proceedings in the Court using the respective forms available on the SICC website.

149. **Skeletal arguments for appeals before the Court of Appeal**

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(4) Skeletal arguments are abbreviated notes of the arguments that will be presented. Skeletal arguments are not formal documents and do not bind parties. They are a valuable tool to the Judges and are meant to expedite the hearing of the appeal. These notes should comply with the following requirements:

(a) they should contain a numbered list of the points proposed to be argued, stated in no more than one or 2 sentences;

(b) each listed point should be accompanied by a full reference to the material to which counsel will be referring, i.e., the relevant pages or passages in authorities, the record of appeal, the bundle of documents, affidavits, transcripts and the judgment under appeal;

(ba) the final paragraph(s) should contain the parties' submissions on costs, stating (with reasons) the appropriate costs order and the quantum (including the disbursements incurred) that should be awarded by the Court;

(c) all pages should be paginated, with the first page (not including any cover page) numbered as "Page 1";

(d) the minimum font size to be used is Times New Roman 12 or its equivalent;

(e) the print of every page shall be double-spaced; and

(f) every page shall have a margin on all 4 sides, each of at least 35mm in width.

...

149A. **Costs scheduling (deleted)**

~~(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.~~

Form 2AA

Para 14

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)	(Plaintiff/ 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. Mareva 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 <i>ex parte</i> application?	
Does paragraph 107 of the Singapore International Commercial Court Practice Directions apply?	(If yes, please state whether the directions set out in paragraph 107 have been complied with. If the directions under paragraph 107(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. If the said directions have not been complied with, please state whether and when notice will be given and, if not, the reasons for not giving notice.)
Has/Have the Applicant(s) notified the Respondent(s) of the attendance before the Registrar on Duty?	(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.)
Skeletal Submissions* (please select the applicable option):	
<input type="checkbox"/> I confirm that the skeletal submissions have been filed together with this Form. <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 Registrar on duty, unless the Court directs otherwise. <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.	

Signature of Counsel for Applicant or of Applicant:

Name:

Date:

** The skeletal submissions must comply with the requirements stated in paragraph 14 of the Singapore International Commercial Court Practice Directions.*