MINISTRY OF LAW | Public Trustee's Office

SINGAPORE

PUBLIC TRUSTEE'S OFFICE (PTO)

Approval of Solicitor and Client Costs

User Guide for E-Service Submission

https://eservices.mlaw.gov.sg/pto

Last updated on 16 Jun 2022

Approval of Solicitor and Client Costs

MINISTRY OF LAW | Public Trustee's Office
SINGAPORE

General Information

1) The application to the Public Trustee's Office for the approval of solicitor and client cost is via an online E-Service. There will be an application fee required at the end of the submission process. Payment is via eNETS or Credit Card.

2) Please ensure that you access the E-Service using the latest versions of Chrome, Microsoft Edge or Safari.

3) You may click the **Save** button to save your application for up to 7 calendar days. You may also click on the left menu item to navigate to the specific page.

4) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.

5) You may input a date field using the 📅 Calendar icon to select a date.

6) Upon the successful submission, you will receive an acknowledgement via email. Thereafter, you can login to check on the application status in the **Dashboard** page under the **Processing** tab.

Approval of Solicitor and Client Costs

To begin, click **Motor Accident** and select **Approval for Solicitor and Client Cost**.

Approval of Solicitor and Client Costs

Proceed to log in with your selected log-in option.

If you do not have Singpass, please click on the 'Register' button to sign up for an account i.e. business user / individuals / foreign individuals. Otherwise, you will not be able to proceed with the online application.

Approval of Solicitor and Client Costs

MINISTRY OF LAW | Public Trustee's Office
SINGAPORE

Provide permission for Singpass to retrieve and pre-fill information for the online application by clicking **I Agree**.
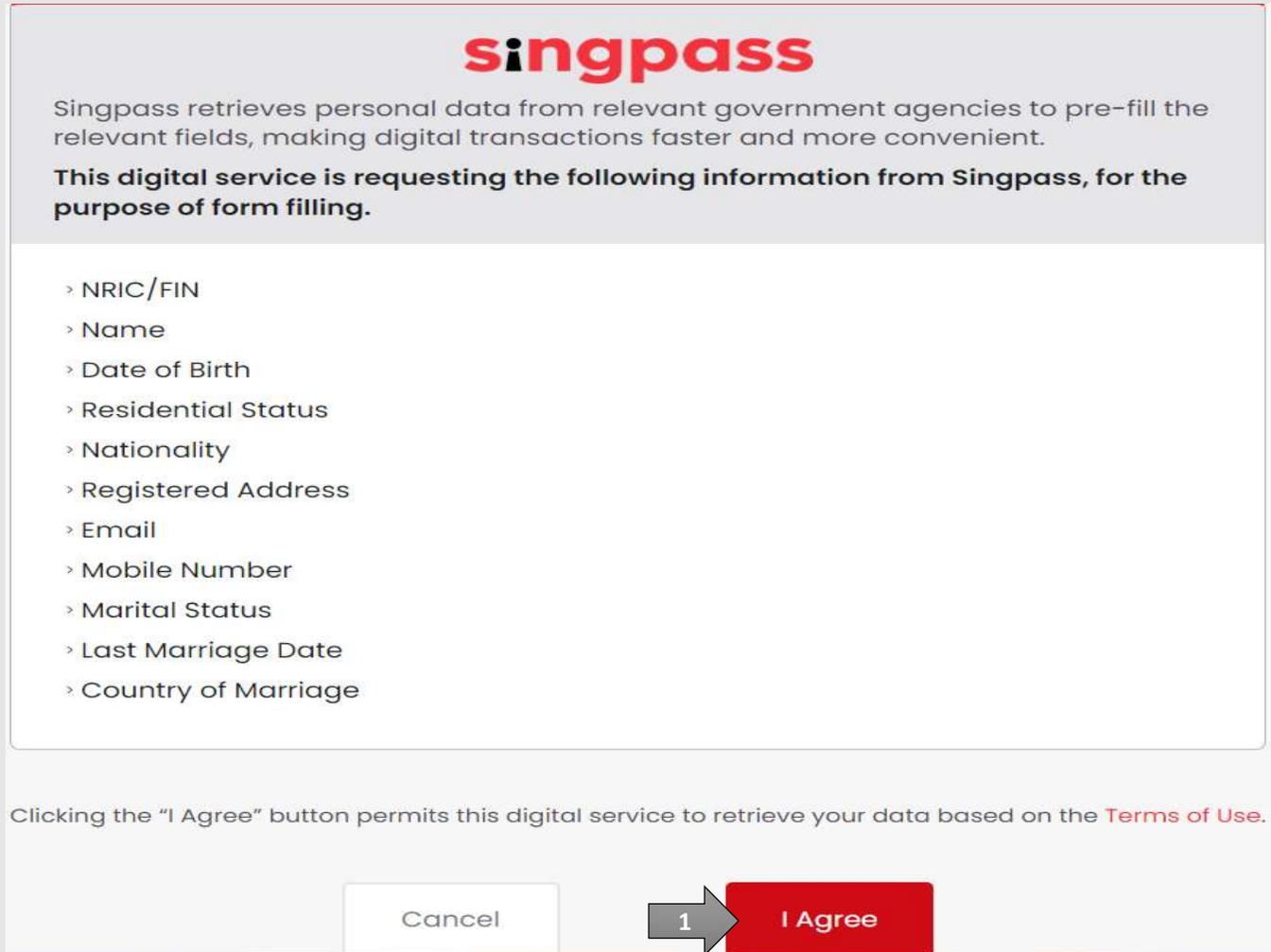
singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of form filling.

> NRIC/FIN
> Name
> Date of Birth
> Residential Status
> Nationality
> Registered Address
> Email
> Mobile Number
> Marital Status
> Last Marriage Date
> Country of Marriage

Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use.

Cancel   1 ➤ I Agree

Approval of Solicitor and Client Costs

Read the Terms of Use for the agreement when using the online application.

1. Click on the **checkbox** to indicate that you have read and are agreeable to the terms and conditions.

2. Click on the **Submit** button.

Approval of Solicitor and Client Costs

1. After you have logged in to the **PTO E-Service Portal**:

   From the top menu, click on **NEW APPLICATION** and select the **Approval of Solicitor and Client Costs** menu item.

   Note: Page is not applicable for users who login the first time.

Approval of Solicitor and Client Costs

2. From the **Dashboard** page, select **I would like to** and select **Submit Approval of Solicitor and Client Costs**.

Note: Page is not applicable for users who login the first time.

Approval of Solicitor and Client Costs

3. Read the notes carefully.

   AND

   Click on the **Proceed** button.

Welcome, Janice Lee

NEW APPLICATION ⌄   MY ACCOUNT ⌄

Logout

Approval of Solicitor and Client Costs

This is an online application to the Public Trustee to administer the approval of solicitor and client cost.

Please note the following:

1. You need to ensure the following before making an application:
   a. All party and party cost and disbursements have been agreed or taxed.
   b. All current and previous solicitors have agreed on the apportionment of costs and disbursements.
2. You do not need to submit an application if both your solicitor and client costs and disbursement have been taxed.
3. If you have a related case arising from the same motor accident, please submit a separate application for the solicitor and client costs involved in the related case.
4. You can save your draft application(s) for up to 7 calendar days, after which the record(s) will be deleted.

With complete information on hand, it should take about 15 minutes to complete this application.

You will need the cost details for your submission.

Maximum file size submitted must not exceed 5 MB individually.

APPLICATION FORM
Submit or edit your application form.

1   Proceed →

Approval of Solicitor and Client Costs

4. Enter the **File Reference Number**.

AND

Click on the **Proceed** button.

Approval of Solicitor and Client Costs

5. In **Cost Details** page, review the Question(s) and select either **Yes** or **No**.

Approval of Solicitor and Client Costs

6. Continue to enter the **Cost Details** information.

Total Damages and Interest	
Party and Party Costs (Excluding Disbursement and Public Trustee's Fees)	0.00
GST	0.00
Allocator Fees (if Party and Party Costs is taxed)	0.00
GST	0.00
Disbursements for Party and Party Costs (Including Public Trustee's Fees)	0.00
GST	0.00
Costs of Appeal	0.00
GST	0.00

Approval of Solicitor and Client Costs

7. Continue to enter the **Cost Details** information.

Disbursements for Solicitor and Client Costs (Including Public Trustee's Fees)

| 0.00 |

Note: Please include Disbursements for Party and Party Costs and Allocator Fees (if Party and Party Costs is taxed) as part of Solicitor and Client Costs and Disbursements for Solicitor and Client Costs.

GST

| 0.00 |

Solicitor and Client Costs for Appeal

| 0.00 |

GST

| 0.00 |

Disbursements for Solicitor and Client Costs of Appeal

| 0.00 |

GST

| 0.00 |

Total Solicitor and Client Costs and Disbursements

| 0.00 |

Approval of Solicitor and Client Costs

8. For **Disbursement for Solicitor and Client Costs at S$ 100 more than Disbursement for Party and Party Costs**, turn on the option **Add Disbursements for Solicitor and Client Costs** to enter **Disbursement** record.

   AND

   Click on the **Add** button.

Reasons for Your Proposal

Reason for proposing Disbursements for Solicitor and Client Costs at S$ 100 more than **Disbursements for Party and Party Costs.**

Add Disbursements for Solicitor and Client Costs

1

Items

Amount (S$)

0.00

Details

2 Add

Approval of Solicitor and Client Costs

9. Verify the added **Disbursements for Solicitor and Client Costs** record.

   AND

   Turn on the option **Add Disbursements for Solicitor and Client Costs** to add more disbursement.

Reasons for Your Proposal

Reason for proposing Disbursements for Solicitor and Client Costs at S$ 100 amount more than Disbursements for Party and Party Costs.

No.	Items	Amount (S$)	Details	
1	Disbursement	10.00	Disbursement details	Action ▼

Add Disbursements for Solicitor and Client Costs   1 ➡ ☐✕
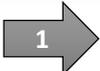
Approval of Solicitor and Client Costs

10. For **Solicitor and Client Costs at more than 15% above the Party and Party Costs**, enter the **Number of attendances at Court Dispute Resolution (CDR)**.

AND

Answer the other questions.

Reasons for Your Proposal

Reason for proposing Solicitor and Client Costs at more than 15% above the Party and Party Costs. Liability

Number of attendances at Court Dispute Resolution (CDR):

Is liability settled?

○ Yes   ○ No

When was liability settled?

○ Before set down of trial / hearing date
○ After set down of trial / hearing date

○ Before trial   ○ During trial

Estimated number of hours spent getting up case leading to a settlement.

○ Less than 10 hours
○ From 10 to 19 hours
○ From 20 to 29 hours
○ 30 hours or more

Approval of Solicitor and Client Costs

11. Continue to answer the questions.

Quantum

Number of attendances at Assessment of Damages Court Dispute Resolution (ADCDR):

Is quantum settled?

○ Yes ○ No

Was quantum settled at the same time as liability?

○ Yes ○ No

When was quantum settled?

○ Before set down of trial / hearing date
○ After set down of trial / hearing date

○ Before trial ○ During trial

Estimated number of hours spent getting up case leading to a settlement.

○ Less than 10 hours
○ From 10 to 19 hours
○ From 20 to 29 hours
○ 30 hours or more

Approval of Solicitor and Client Costs

12. Continue to answer the questions.

Trial & AD hearing

Number of attendances at Pre-Trial Conferences

Was there a trial?

○ Yes   ○ No

Please indicate number of days for trial

Was there an AD hearing?

○ Yes   ○ No

Please indicate number of days for AD hearing

Getting up time leading up to and for trial (if applicable) and AD hearing (if applicable)

○ Less than 10 hours
○ From 10 to 19 hours
○ From 20 to 29 hours
○ 30 hours or more

Approval of Solicitor and Client Costs

13. Enter the other reasons of your proposal.

   AND

   Click on the **Upload Document** button.

Any other reasons which would justify the Solicitor and Client Costs being higher than Party and Party Costs (for example, complexity of case, language communication issues and foreign client who has returned home).

> Up to 1,000 characters

🔗 **Supporting Documents**

Other Supporting Documents   **1** ➡️   Upload Document

Back to Dashboard   Back   💾 Save   Proceed
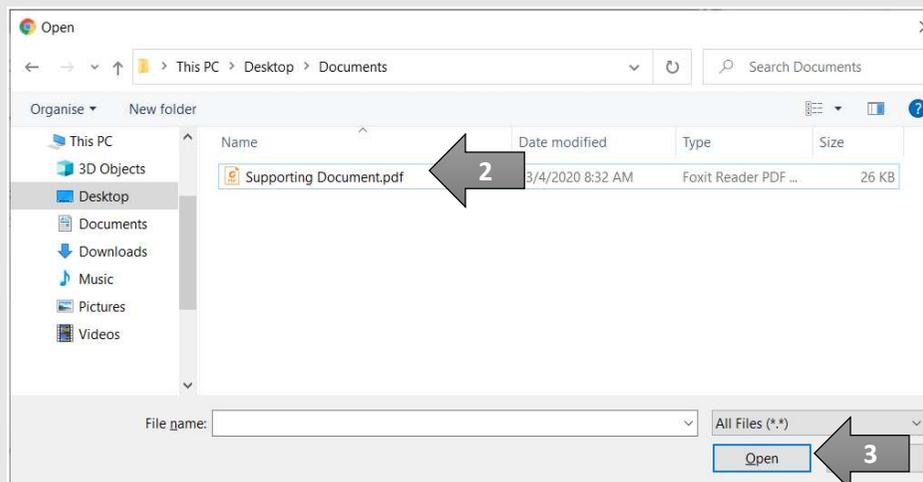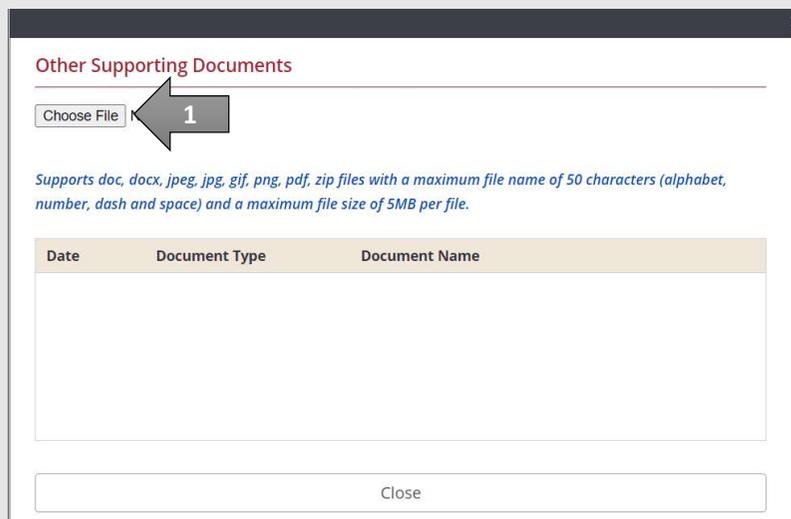
Approval of Solicitor and Client Costs

14. Click on the **Choose File** button to select a document to be uploaded and click on the **Open** button to upload the selected file.

AND

Click on the **Close** button.

Approval of Solicitor and Client Costs

15. Verify the uploaded Supporting Documents.

AND

Click on the **Proceed** button.

🔗 Supporting Documents

No.	Date	Document Type	Document Name	
1	17/11/2021	Other Supporting Documents	Supporting Documents.pdf	Action ▾

✓ Other Supporting Documents   Upload Document

Back to Dashboard   Back   💾 1   Proceed

Approval of Solicitor and Client Costs

16. In the **Confirmation** page, review the information entered and click the **Edit** link if the record needs to be updated.

17. Continue to review the application information.

Party and Party Costs (Excluding Disbursement and Public Trustee's Fees)

GST

Allocator Fees (if Party and Party is taxed)

GST

Disbursements for Party and Party Costs (Including Public Trustee's Fees)

GST

Costs of Appeal

GST

Disbursements for Appeal

GST

Total Costs and Disbursements

Total Settlement Sum

Proposal on Solicitor and Client Costs and Disbursements

Solicitor and Client Costs (Excluding Disbursements and Public Trustee's Fees)

GST

Disbursements for Solicitor and Client Costs (Including Public Trustee's Fees)

GST

Solicitor and Client Costs for Appeal

GST

Disbursements for Solicitor and Client Costs of Appeal

GST

Total Solicitor and Client Costs and Disbursements

18. Continue to review the application information.

Reasons for Your Proposal
Reason for proposing Solicitor and Client Costs at more than 15% above the Party and Party Costs.

Liability
Number of attendances at Court Dispute Resolution (CDR):
Is liability settled?
When was liability settled?

Estimated number of hours spent getting up case leading to a settlement.

Quantum
Number of attendances at Assessment of Damages Court Dispute Resolution (ADCDR):

Is quantum settled?
Was quantum settled at the same time as liability?
When was quantum settled?

Estimated number of hours spent getting up case leading to a settlement.

Trial & AD hearing
Number of attendances at Pre-Trial Conferences
Was there a trial?
Please indicate number of days
Was there an AD hearing?
Please indicate number of days
Getting up time leading up to and for trial (if applicable) and AD hearing (if applicable)

19. Continue to review the application information.

Any other reasons which would justify the Solicitor and Client Costs being higher than Party and Party Costs (for example, complexity of case, language communication issues and foreign client who has returned home).

Supporting Documents

No.	Date	Document Type	Document
1	17/11/2021	Other Supporting Documents	Supporting Documents.pdf

Approval of Solicitor and Client Costs

20. After reading the information, turn on the option to make the declaration.

    AND

    Click on the **Submit** button to to proceed with the application submission.

Declaration

1. I declare that all information and documents that I have provided are true, accurate and complete to the best of my knowledge and belief. I have provided such information and documents knowing that the Public Trustee and/or his officers will use, and rely on, the same to perform their duties.

2. I understand that I may be committing an offence of giving false information to a public servant and thereby liable to prosecution under Section 182 of the Penal Code (Cap. 224) for any false declaration and/or material omission. The offence is punishable on conviction with imprisonment for a term of up to two years or a fine or both.

1 ☐✕ I consent

Back to Dashboard   ← **2** Submit →

Approval of Solicitor and Client Costs

21. Click on the **Print** button to view the PDF document of the submitted application. Please save/print a copy of the submitted application as it will not be retrievable.

    You may also click on the **Back to Dashboard** button for the other E-Services.