

MINISTRY OF LAW

LAW

Public Trustee's  
Office

S I N G A P O R E

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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 27 Dec 2021*

## 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**.

The screenshot shows the Public Trustee's Office E-Services portal. At the top, there is a navigation bar with the Ministry of Law logo and 'Public Trustee's Office SINGAPORE' on the left, and a search icon, a menu icon, and 'LOGIN' on the right. Below the navigation bar is a dark red header with the text 'Public Trustee's Office E-Services'. Underneath the header, there are three tabs: 'Public Trustee's Office', 'Motor Accident', 'General', and 'ALL'. The 'Motor Accident' tab is selected and highlighted with a grey arrow labeled '1'. Below the tabs, there are four service cards. The first card is 'Motor Accident Compensation Settlement' with a car icon and an estimated completion time of 30 minutes. A grey arrow labeled '2' points from this card to the second card, 'Approval for Solicitor and Client Cost', which has a scales of justice icon and an estimated completion time of 15 minutes. The third card is 'Submit Requested Information, Supporting Documents and Forms' with a document icon and an estimated completion time of 5 minutes. The fourth card is 'Submit Supporting Documents' with a document icon and an estimated completion time of 10 minutes. At the bottom left, there is a fifth card, 'Submission of Bank Account / PayNow Details' with a bank account icon and an estimated completion time of 5-10 minutes.

# 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.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Public Trustee's Office

Q ≡ LOGIN


### Business Users

[Log in with singpass](#)

[Register](#)

### Individuals

Scan with Singpass app to log in



[singpass](#)

Use password login instead

Don't have the Singpass app?  
[Download now](#)

[Register](#)

### Foreign Individuals

[Register](#)

# Approval of Solicitor and Client Costs

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

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.**

The screenshot shows the PTO E-Service Portal interface. At the top, there is a navigation bar with the Ministry of Law logo and the text 'Public Trustee's Office'. A grey arrow labeled '1' points to the 'NEW APPLICATION' dropdown menu. The dropdown menu is open, showing a list of application types under three categories: 'Trust Cases', 'Motor Accident Cases', and 'Other'. The 'Approval of Solicitor and Client Costs' option is highlighted under the 'Motor Accident Cases' category. The background shows a dashboard with a 'Dashboard' header, a search bar, and a 'My Applications' section with a table for 'File Reference Number' and 'Activity'.

# Approval of Solicitor and Client Costs

- 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.**

The screenshot shows the dashboard of the Ministry of Law Public Trustee's Office. The user is logged in as Janice Lee. The dashboard has a red header with the text 'Dashboard'. Below the header, there is a navigation bar with 'NEW APPLICATION' and 'MY ACCOUNT' links. The main content area is divided into sections. The first section is 'I would like to', which has a dropdown menu. An arrow labeled '1' points to the dropdown. The dropdown menu is open, showing a list of options. An arrow labeled '2' points to the 'Submit Approval of Solicitor and Client Costs' option. The options in the dropdown are: 'Trust Cases:' (Submit Application to Administer Deceased's Un-nominated CPF, Baby Bonus, Edusave, PSEA Monies; Submit Application to Administer Deceased's Estate; Submit Application for Maintenance Allowance; View Statement of Account for Held-in-Trust Case), 'Motor Accident Cases:' (Submit Application for Motor Accident Compensation Settlement; Submit Approval of Solicitor and Client Costs), and 'Other:' (Submit Supporting Documents). Below the dropdown is a section titled 'My Applications' with a 'For your action' indicator showing '0'. Underneath is a table with a header 'File Reference Number' and an empty body.

# Approval of Solicitor and Client Costs

3. Read the notes carefully.  
AND  
Click on the **Proceed** button.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Home NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee 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.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee

Logout

## Approval of Solicitor and Client Costs

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

### Case Details

File Reference Number

AC - 000000 - YYYY -

Back to Dashboard

2 Proceed →

# Approval of Solicitor and Client Costs

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

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

## Approval of Solicitor and Client Costs

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

Cost Details Confirmation

### Cost Details

Public Trustee File Reference Number	AC-000113-2021-P
Name of Victim	Accident Victim
Solicitor File Reference Number	AC

### Question(s)

Does your proposal on Solicitor and Client Costs include all previous solicitors' costs?

Yes  No

### Settlement Sum

General Damages (after Liability)	<input type="text"/>
Special Damages (after Liability)	<input type="text"/>
Interest Claimed on Damages	<input type="text"/>

# Approval of Solicitor and Client Costs

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

Total Damages and Interest	<input type="text"/>
<hr/>	
Party and Party Costs (Excluding Disbursement and Public Trustee's Fees)	<input type="text" value="0.00"/>
GST	<input type="text" value="0.00"/>
<hr/>	
Allocator Fees (if Party and Party Costs is taxed)	<input type="text" value="0.00"/>
GST	<input type="text" value="0.00"/>
<hr/>	
Disbursements for Party and Party Costs (Including Public Trustee's Fees)	<input type="text" value="0.00"/>
GST	<input type="text" value="0.00"/>
<hr/>	
Costs of Appeal	<input type="text" value="0.00"/>
GST	<input type="text" value="0.00"/>
<hr/>	

# 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)	<input type="text" value="0.00"/>
<small>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.</small>	
GST	<input type="text" value="0.00"/>
Solicitor and Client Costs for Appeal	<input type="text" value="0.00"/>
GST	<input type="text" value="0.00"/>
Disbursements for Solicitor and Client Costs of Appeal	<input type="text" value="0.00"/>
GST	<input type="text" value="0.00"/>
<b>Total Solicitor and Client Costs and Disbursements</b>	<input type="text" value="0.00"/>

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

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

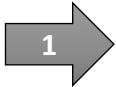

AND

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	<a href="#">Action</a> ▾

Add Disbursements for 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

## 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



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.

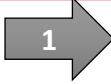
Any other reasons which would justify the Solicitor and Client Costs being higher than Party and Party Costs (for example, complexity of case, language communication issues and foreign client who has returned home).

Up to 1,000 characters

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 **Supporting Documents**

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Other Supporting Documents  **Upload Document**

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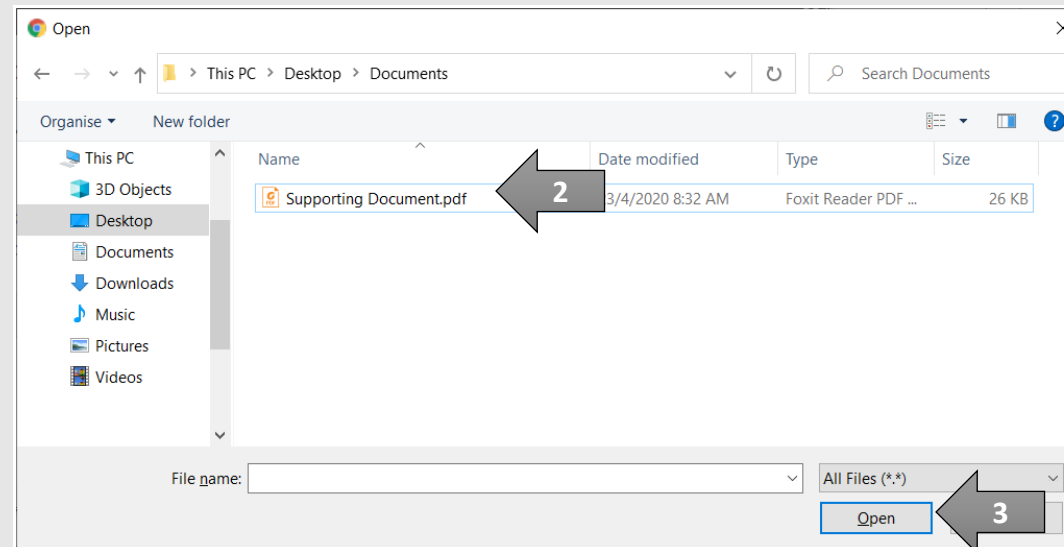
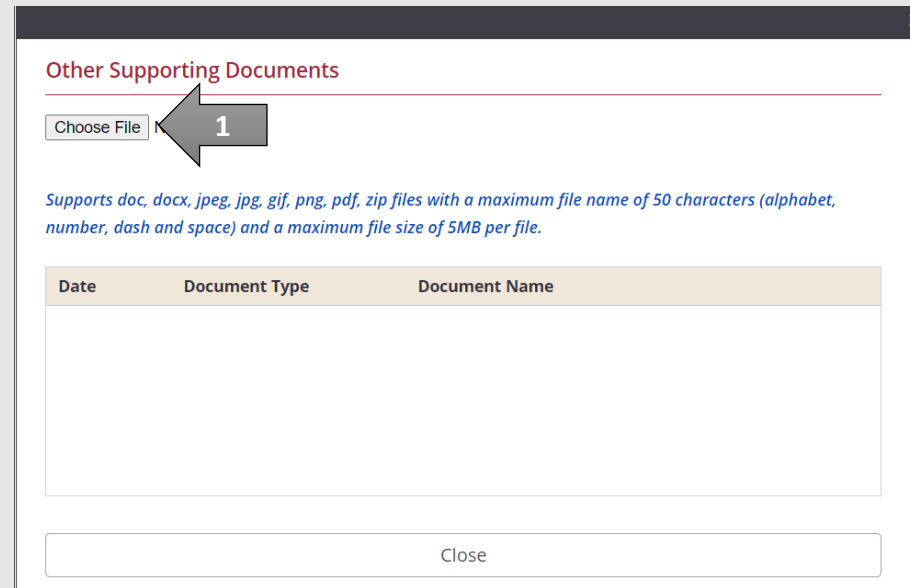
[Back to Dashboard](#)

# 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.

The screenshot shows a web interface for managing supporting documents. At the top, there is a header "Supporting Documents" with a speech bubble icon. Below this is a table with the following columns: "No.", "Date", "Document Type", and "Document Name". The table contains one row with the following data: "1", "17/11/2021", "Other Supporting Documents", and "Supporting Documents.pdf". To the right of the document name is a blue "Action" dropdown menu. Below the table, there is a green checkmark icon followed by the text "Other Supporting Documents" and a grey "Upload Document" button. At the bottom of the interface, there are four buttons: "Back to Dashboard", "Back", a red button with a document icon and the number "1" (with a grey arrow pointing to the right), and a red "Proceed" button.

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

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.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee

NEW APPLICATION MY ACCOUNT Logout

## Approval of Solicitor and Client Costs

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

Cost Details

Confirmation

### Cost Details [Edit](#)

Public Trustee File Reference Number	AC-000113-2021-P
Name of Victim	Accident Victim
Solicitor File Reference Number	AC
Does your proposal on Solicitor and Client Costs include all previous solicitors' costs?	Yes
<b>Settlement Sum</b>	
General Damages (after Liability)	
Special Damages (after Liability)	
Interest Claimed on Damages	
Total Damages and Interest	

## 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 (ADC DR):

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



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

AND

Click on the **Submit** button 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.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Welcome, Janice Lee

Logout

## Approval of Solicitor and Client Costs

1. Validation 3. Application Form 3. Confirmation 4. Acknowledgement

Thank you for using our eService

Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Your File Reference Number: AC-000113-2021-P  
Date of Submission: 17/11/2021

1 Back to Dashboard Print