

# THE LAW SOCIETY OF SINGAPORE

## PRACTICE DIRECTION 3.7.3

[Formerly PDR 2013, para 99; PDR 1989, chap 7, paras 32 and 32(a)]

### TELEX AND FACSIMILE CHARGES

Members of the bar are informed that the Council has ruled that IDD, telex and facsimile expenses can only be recovered as 'disbursements'. Please note that no surcharge introduced on any of these items is allowed as a disbursement.

The Council feels that there is a need to standardise charges for faxes especially in the case of overseas faxes because:

- (a) Overseas faxes are charged on the basis of IDD telephone rates applied to the time the IDD line is occupied in making the fax. SingTel's measurement of such time, however, often varies with the sender's estimates.
- (b) The cost of sending a fax varies in accordance with the time the fax is sent.
- (c) SingTel's bill for each calendar month is sent out about halfway through the following month and identifying each fax charge in the bill and marrying it to the relevant file is a tedious and time-consuming business.
- (d) There is a need for a legal practitioner to be able to cost a fax quickly. Only a standard fixed charge will enable him/her to do so.

The Council has, upon the request of members, reviewed this Practice Direction and made the following recommendations:

- (a) For local and overseas faxes:

<b>Black and white or colour faxes</b>	<b>Paper size</b>	<b><u>Local</u> Recommended fax charge per page (ie, side)</b>	<b><u>Overseas</u> Recommended fax charge per page (ie, side)</b>
Black and white fax	A4	\$0.15	50% of SingTel's published rate
Colour fax	A4	\$1.00	

- (b) Should any legal practitioner wish to charge at the actual amounts as invoiced by SingTel, he/she is always entitled to do so.
- (c) The aforesaid fax charges may be recovered as disbursements.

Date: 31 January 2019

**THE COUNCIL OF THE LAW SOCIETY OF SINGAPORE**