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Annex A - Board of Review - Transcription Request Form

Case Information	
Date of Request	
Hearing Dates	
Case Number(s)	
Hearing Type (*Delete as appropriate)	Income Tax Board of Review / Goods and Services Tax Board of Review / Valuation Review Board

Fee Schedule for Transcription Service (English)	Unit Price (SGD)
14 working days turnaround	\$0.036 Per Word

I/we undertake and understand the following:

- To pay Epiq the requisite fees for the services and transcript requested.
- To supply Epiq with speakers' list and supporting documents (soft copy in PDF version) pertaining to the case matter for transcription reference (the service level timelines may delay until supporting documents are furnished).
- The 14 working days turnaround is for a first draft of the uncertified Transcript(s) to be sent to the Board of Review for review and directions on certification. Epiq can only release to ordering party/parties the certified transcript after receiving written instruction from the Board of Review.
- Not to reproduce or transmit in any form the transcript supplied to me/us, except for the purposes of litigation.

I/We have read and understood the fee schedule stated above and will undertake to make full payment for the service rendered prior to the release of the transcript/s.

Application for Transcript	Appellant	Respondent
Name of Party		
Name of Individual Applying for transcript		
Signature (electronic signature is acceptable)		
Name and address of Law Firm / Accountancy Firm / Organisation representing the Party (where applicable)		
Contact Person		
Email Address (Note: this email address will be used to deliver the soft copy transcript)		
Office Number		
Mobile Number		