



# Trade Documents Drop-Off / Pick-Up Service Information Sheet

**Trade Documents Drop-Off / Pick-Up Service** is a fast and convenient way for you to submit or collect your trade documents at any of our designated DBS Trade Counters or branches near your office. No registration is required. Please submit your documents in your business envelopes.

## Document Drop-Off and Pick-Up Points

<b>Marina Bay Financial Centre Trade Counter (MFBC)</b>	DBS Asia Central 12 Marina Boulevard #12-01 Marina Bay Financial Centre Tower 3 Singapore 018982	9 am to 6 pm (Weekdays)
<b>DBS Woodlands Branch</b>	900 South Woodlands Drive #02-01 Woodlands Civic Centre Singapore 730900	Document drop-off time: By 4 pm (Weekdays) Document collection time: After 10.30 am (Weekdays)
<b>Towner Trade Counter</b>	Blk 101 Towner Road #01-238 (2nd Storey) Singapore 322101	Operating hours: 9 am to 6 pm (Weekdays) 12 pm – 1 pm (Closed for lunch) Document drop-off time: By 5 pm (Weekdays) Document collection time: After 10.30 am (Weekdays)
<b>Jurong Gateway Trade Counter</b>	10 Toh Guan Road Level #04-11 Lobby C Jurong Gateway Singapore 608838	9 am to 6 pm (Weekdays)

## Document Drop-Off Points (for submission of trade documents only)

<b>DBS Thomson Branch</b>	301 Upper Thomson Road #01-45 Thomson Plaza Singapore 574408	<b>Mon – Fri:</b> 10.00 am – 6.00 pm, <b>Sat:</b> 10.00 am – 2.30 pm Document drop-off time: By 4 pm (Weekdays)
<b>DBS Ang Mo Kio Central Branch</b>	BLK 712A Ang Mo Kio Avenue 6 #01-4066 Singapore 560712	<b>Mon – Fri:</b> 8.30 am – 4.30 pm, <b>Sat:</b> 8.30 am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
<b>DBS Toa Payoh Branch</b>	520 Toa Payoh Lorong 6 #02-50 HDB Hub Singapore 310520	<b>Mon – Fri:</b> 8.30 am – 4.30 pm, <b>Sat:</b> 8.30 am – 1.00pm Document drop-off time: By 4pm (Weekdays)
<b>DBS Parkway Parade Branch</b>	80 Marine Parade Road #01-12 Parkway Parade Singapore 449269	<b>Mon – Fri:</b> 10.00 am – 6.00 pm, <b>Sat:</b> 10.00 am – 2.30 pm Document drop-off time: By 4 pm (Weekdays)
<b>DBS Kovan Branch</b>	BLK 204 Hougang Street 21 #01-107/111 Singapore 530204	<b>Mon – Fri:</b> 8.30 am - 4.30 pm, <b>Sat:</b> 8.30 am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
<b>DBS Choa Chu Kang Branch</b>	Blk 304 Choa Chu Kang Avenue 4 #01-657/659 Singapore 680304	<b>Mon – Fri:</b> 8.30 am – 4.30 pm, <b>Sat:</b> 8.30am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
<b>DBS Bukit Timah Branch</b>	1 Jalan Anak Bukit Bukit Timah Plaza#01-19/20 Singapore 588996	<b>Mon – Fri:</b> 8.30 am – 4.30 pm, <b>Sat:</b> 8.30 am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)

This service is subject to DBS' prevailing conditions and procedures, and DBS reserves the right to add, vary and modify the terms and conditions governing this service at any time at its discretion without notice. For more details, please contact your Relationship Manager or call DBS BusinessCare at 1800 222 2200.