



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

Marina Bay Financial Centre Trade Counter (MFBC)	DBS Asia Central 12 Marina Boulevard #12-01 Marina Bay Financial Centre Tower 3 Singapore 018982	9 am to 6 pm (Weekdays)
DBS Woodlands Branch	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)
Towner Trade Counter	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)
Jurong Gateway Trade Counter	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)

DBS Thomson Branch	301 Upper Thomson Road #01-45 Thomson Plaza Singapore 574408	Mon – Fri: 10.00 am – 6.00 pm, Sat: 10.00 am – 2.30 pm Document drop-off time: By 4 pm (Weekdays)
DBS Ang Mo Kio Central Branch	BLK 712A Ang Mo Kio Avenue 6 #01-4066 Singapore 560712	Mon – Fri: 8.30 am – 4.30 pm, Sat: 8.30 am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
DBS Toa Payoh Branch	520 Toa Payoh Lorong 6 #02-50 HDB Hub Singapore 310520	Mon – Fri: 8.30 am – 4.30 pm, Sat: 8.30 am – 1.00 pm Document drop-off time: By 4pm (Weekdays)
DBS Parkway Parade Branch	80 Marine Parade Road #01-12 Parkway Parade Singapore 449269	Mon – Fri: 10.00 am – 6.00 pm, Sat: 10.00 am – 2.30 pm Document drop-off time: By 4 pm (Weekdays)
DBS Kovan Branch	BLK 204 Hougang Street 21 #01-107/111 Singapore 530204	Mon – Fri: 8.30 am - 4.30 pm, Sat: 8.30 am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
POSB Buona Vista Branch	Blk 43, #01-59 Holland Drive Singapore 270043	Mon – Fri: 8.30 am – 4.30 pm, Sat: 8.30 am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
DBS Choa Chu Kang Branch	Blk 304 Choa Chu Kang Avenue 4 #01-657/659 Singapore 680304	Mon – Fri: 8.30 am – 4.30 pm, Sat: 8.30am – 1.00 pm Document drop-off time: By 4 pm (Weekdays)
DBS Bukit Timah Branch	1 Jalan Anak Bukit Bukit Timah Plaza#01-19/20 Singapore 588996	Mon – Fri: 8.30 am – 4.30 pm, Sat: 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.