



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
Jurong Gateway Trade Counter	10 Toh Guan Road Level #04-11 Lobby C Jurong Gateway Singapore 608838
Jurong Point Branch	Jurong Point Shopping Centre 63 Jurong West Central #B1-47 to 50 Singapore 648331
Woodlands Branch	900 South Woodlands Drive #02-01 Woodlands Civic Centre Singapore 730900
Towner Trade Counter	Blk 101 Towner Road #01-238 (2 nd Storey) Singapore 322101

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

Bedok Branch	Blk 210 New Upper Changi Road #01-707 Singapore 460210
Bishan Branch	9 Bishan Place #01-14 Junction 8 Shopping Centre Singapore 579837
Kovan Branch	Blk 204 Hougang Street 21 #01-107/111 Singapore 530204
Raffles Place Branch	22 Malacca Street #01-00 Royal Brothers Building Singapore 048980
South Bridge Branch	Blk 531 Upper Cross Street #01-51 Hong Lim Complex Singapore 050531
Thomson Branch	301 Upper Thomson Road #01-45 Thomson Plaza Singapore 574408

For customers dropping your documents off at any of these six locations, collection can be arranged through any of our five Pick-Up points. Please refer to [our website](#) for the opening hours of DBS branches and trade counters as well as their turnaround time.

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.