

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

## Scope of Service

**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.

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

Branch / Trade Counter	Location Points
Ang Mo Kio Branch	53 Ang Mo Kio Avenue 3 #03-01/27 AMK Hub, Singapore 569933
Aperia Branch	12 Kallang Avenue, #01-24 Aperia, Singapore 339511
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
Bukit Timah Branch	1 Jalan Anak Bukit #01-19/20 Bukit Timah Plaza, Singapore 588996
Buona Vista Corporate Branch	Blk 43 Holland Dr #01-55, Singapore 270043
Choa Chu Kang Branch	Blk 304 Choa Chu Kang Avenue 4 #01-657/659, Singapore 680304
Clementi Branch	Blk 450 Clementi Avenue 3 #01-293/295, Singapore 120450
Harbourfront Branch	1 Maritime Square Harbourfront Centre #02-122/123, Singapore 099253
Hougang Branch	Blk 204 Hougang St 21 #01-107/111, Singapore 530204
Jurong Gateway Trade Counter *	10 Toh Guan Road Level #04-11 Jurong Gateway Singapore 608838
Jurong Point Branch *	Jurong Point Shopping Centre, 63 Jurong West Central 3, #B1-47 - 50, Singapore 648331
Marina Bay Financial Centre Trade Counter (MBFC) *	DBS Asia Central 12 Marina Boulevard #12-01 Marina Bay Financial Centre Tower 3 Singapore 018982
Parkway Parade Branch	80 Marine Parade Road #01-12 Parkway Parade, Singapore 449269
Plaza Singapura Branch	68 Orchard Road #B1-25 Plaza Singapura, Singapore 238839
Queensway Branch	Blk 123 Bukit Merah Lane 1 #01-78 Alexandra Village, Singapore 150123
Raffles City Branch	252 North Bridge Road #02-26A/B Raffles City Shopping Centre, Singapore 179103
Raffles Place Branch	22 Malacca St #01-00 Royal Brothers Building, Singapore 048980
Serangoon Gardens Branch	1 Maju Avenue #01-02, Singapore 556679
South Bridge Branch	Blk 531 Upper Cross St #01-51 Hong Lim Complex, Singapore 050531
Suntec City Branch	3 Temasek Boulevard #02-709/710/711 Suntec City Mall, Singapore 038983
Thomson Branch	301 Upp Thomson Rd #01-45 Thomson Plaza, Singapore 574408
Toa Payoh Branch	520 Toa Payoh Lorong 6 #02-50 HDB Hub, Singapore 310520
Towner Trade Counter *	Blk 101 Towner Road #01-238 (2 <sup>nd</sup> storey), Singapore 322101
Westgate Branch	3 Gateway Drive #04-36 Westgate Mall Singapore 608532
Woodlands Branch *	900 South Woodlands Drive #02-01 Woodlands Civic Centre, Singapore 730900

\*You can also make arrangements to pick up your trade documents from any of these selected trade counters or branches. Please refer to [www.dbs.com](http://www.dbs.com) 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.