

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, Spore 569933
Bedok Branch	Blk 210 New Upper Changi Road #01-707, Spore 460210
Bishan Branch	9 Bishan Place #01-14 Junction 8 Shopping Centre, Spore 579837
Bukit Timah Branch	1 Jalan Anak Bukit #01-19/20 Bukit Timah Plaza, Spore 588996
Choa Chu Kang Branch	Blk 304 Choa Chu Kang Avenue 4 #01-657/659, Spore 680304
Clementi Branch	Blk 450 Clementi Avenue 3 #01-293/295, Spore 120450
Comtech Trade Counter *	60 Alexandra Terrace #05-33 The Comtech, Spore 118502 (Lift lobby D)
DBS Enterprise Banking Ctr @ Holland Dr	Blk 43 Holland Dr #01-55, Spore 270043
Great World City Branch	1 Kim Seng Promenade #02-32 Great World City, Spore 237994
Harbourfront Branch	1 Maritime Square Harbourfront Centre #02-122/123, Spore 099253
Hougang Branch	Blk 204 Hougang St 21 #01-107/111, Spore 530204
IMM Branch	2 Jurong East Street 21 #01-22/22A IMM Building, Spore 609601
Jurong Point Branch *	Jurong Point Shopping Centre, 63 Jurong West Central 3, #B1-47 - 50, Spore 648331
Jurong IMM Trade Counter *	2 Jurong East Street 21 #01-22/22A IMM Building, Spore 609601
Marina Bay Sands	2 Bayfront Avenue, #01-27 The Shoppes at Marina Bay Sands, Spore 018972
Parkway Parade Branch	80 Marine Parade Road #01-12 Parkway Parade, Spore 449269
Plaza Singapura Branch	68 Orchard Road #B1-25 Plaza Singapura, Spore 238839
Queensway Branch	Blk 123 Bukit Merah Lane 1 #01-78 Alexandra Village, Spore 150123
Raffles City Branch	252 North Bridge Road #02-26A/B Raffles City Shopping Centre, Spore 179103
Raffles Place Branch	22 Malacca St #01-00 Royal Brothers Building, Spore 048980
Rochor Trade Counter *	Blk 1 Rochor Road #02-544 Rochor Centre, Spore 180001
Serangoon Gardens Branch	1 Maju Avenue #01-02, Spore 556679
Shenton Way Trade Counter *	6 Shenton Way #13-00 DBS Building Tower One, Spore 068809
South Bridge Branch	Blk 531 Upper Cross St #01-51 Hong Lim Complex, Spore 050531
Suntec City Branch	3 Temasek Boulevard #01-054 Suntec City Mall, Spore 038983
Telepark Branch *	5 Tampines Central 6 #01-24 / 25 Telepark, Spore 529482
Thomson Branch	301 Upp Thomson Rd #01-45 Thomson Plaza, Spore 574408
Toa Payoh Branch	520 Toa Payoh Lorong 6 #02-50 HDB Hub, Spore 310520
Towner Trade Counter *	Blk 101 Towner Road #01-238 (2 nd storey), Spore 322101
Woodlands Branch *	900 South Woodlands Drive #02-01 Woodlands Civic Centre, Spore 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 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 our Corporate Contact Centre at 1800 222 2200. For transactional enquiries, please call our Trade Hotline at 6878-8881 (select 'Option 2')