

THERE'S NO PLACE LIKE (A NEW) HOME

 plusconcept

HELLO!

We're thrilled to share some exciting news with you! As part of our ongoing commitment to enhancing Myposte, we are relocating our Digital PO Box service to a brand-new, larger more efficient, and better branded facility.

Our new location has been carefully chosen to improve our services and to keep the ever-rising cost in check further. A transition is not an easy decision, especially for a PO Box Service, but we like to make the transition from our 5-year home on Purvis Street to our new long-term location as smooth as possible.

Your @Myposteteam

THE NEW HOME

Our new processing center is already up and running 500m away from our current one at very the iconic Gateway (The Gateway East) on Beach Road.

WE APPRECIATE YOUR SUPPORT IN THIS TRANSITION

Your<Name> | <Business>

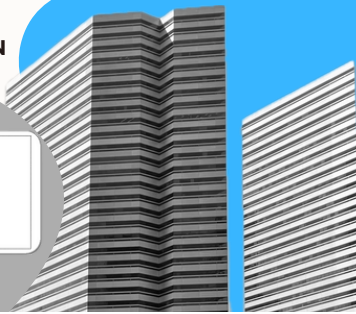
152 Beach Road #02-08

Mypostebox xxxx

Singapore 189721




GUIDE



UPDATE ADDRESS*



WE WILL MANAGE MOST OF THE TRANSITION FROM OUR END, BUT HELP US TO CHANGE THE **FORWARDING** AND **REGISTERED** ADDRESSES BY **NOVEMBER 2ND**.



152 BEACH ROAD #02-08
MYPOSTEBOX XXXX
SINGAPORE 189721

PO BOX NUMBER

XXXX = YOUR CURRENT MAILBOX NUMBER

PO BOX IDENTIFIER

USE **MYPOSTEBOX**, **MYPOSTE**, **MPB** OR **PO BOX**
COMPANY ACCOUNTS / REGISTERED COMPANIES
MAY USE **UNIT** OR **SUITE** AS WELL - YOU CHOOSE

EXAMPLES

NAME
152 BEACH ROAD #02-08
MYPOSTEBOX 2788
SINGAPORE 189721

COMPANY
152 BEACH ROAD #02-08
UNIT 1500
SINGAPORE 189721

NAME
152 BEACH ROAD #02-08
MBP 2788
SINGAPORE 189721

NAME / COMPANY
152 BEACH ROAD #02-08
MYPOSTE 2788
SINGAPORE 189721

COMPANY
152 BEACH ROAD #02-08
SUITE 035
SINGAPORE 189721

NAME / COMPANY
152 BEACH ROAD #02-08
PO BOX 575
SINGAPORE 189721

*CHANGE YOUR FORWARDING ADDRESS AS YOU GO TO AVOID SERVICE ISSUES. COMPANY ADDRESS CHANGES CAN BE DONE EASILY VIA ACRA/SINGPASS OR FOR FREE IN MOST CASES VIA YOUR CORP SEC PROVIDER.

QUESTIONS



Can we visit the new location?

Our new location is a secure data scanning and processing center and for privacy and security reasons unfortunately only accessible to members of the Plusconcept Myposte Team.

Can we still self pick-up our mail?

During the transition, we will operate via our scan features and mail forwarding as the choice of delivery. We recommend a monthly bulk forward or whenever you have a suitable amount of letters. Of course, we also forward single letters as usual.

We will potentially implement a system, where you may request a pick-up before 11amon workdays to be placed outside our restricted processing location. This will be in the authorized secure area of The Gateway East and you may sign in with the security and access the floor to collect the prepared items. We highly recommend the forwarding option.

Can we receive parcels?

As a digital PO Box provider, we continue to focus on letters and address use with occasional parcels being the exception. We will be able to provide a parcel dropbox outside our facility for courier and parcel services to drop the items. This will be a contactless dropoff within the secure area of Gateway East.

Will you offer extra services?

We are happy to announce that with the change in location, we are also able to assist you with corporate secretarial services, Immigration, and work pass services as well as accounting services directly under Plusconcept at very good rates.

More questions?

You can always reach our @Myposteteam via the usual channels and chat. As always we are happy to help and as always we will keep things evolving to maximize the Myposte experience.

**WE ARE LOOKING FORWARD TO
WELCOME YOU TO YOUR NEW LOCATION
VIRTUALLY AND DIGITALLY**