How to use the Business Reply Envelope (BRE)

Step 1
Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.

Step 2
Enclose your documents within the sleeve created in Step 1.

Step 3
Seal the edges with clear tape to secure your documents inside.

Postage will be paid by addressee. For posting in Singapore only.

Please ensure
- Lower portion of billing statement is enclosed together with cheque
- Payment amount per card account is indicated clearly
- Card number is indicated on the back of cheque
- Cheque is signed and date is correct
- Cheque is not post-dated
- Words and figures tally on the cheque
- Paper clip or staple is not used
- No cash is sent by post