



Heritage Hold Mail Services

Heritage Hold Mail Services has developed a first-rate reputation among the wealth management and private banking community in Singapore and Hong Kong for providing safe, reliable and discreet handling and storage of client mail.

The Services is offered to clients who wish to have their correspondence, financial statements and other mail received and held for them at a secure location. Access to all Mail Boxes is secured by 24-hour CCTV cameras.

1. How it Works	You will be assigned a personal reference number and address which can be used for the receipt of all correspondence. Mail received at this address will be kept secure and confidential. We will act according to your instructions regarding the collection, delivery or destruction of mail.
2. Benefits	<ul style="list-style-type: none"> • Securely kept and confidential • Central storage for all incoming mail • Convenient for collection • Mail alerts upon request
3. What if you don't have Hold Mail?	Confidential information might be exposed to the public and unintended parties.
4. Frequency of Redirection / Collection	<ul style="list-style-type: none"> • Monthly • Quarterly • Other Frequencies upon request • Any uncollected mail will be destroyed after six months (you will be alerted beforehand).
5. Rates	USD\$500 per client company per year. USD\$50 per additional box/space. <i>Note:</i> Negotiable upon volume and customized Service Agreements.
6. How to Apply	<p>Please contact any of our Hold Mail Services Managers.</p> <p>Eve Tay: (65) 6324 9470 Celine Yeoh: (65) 6324 9551</p> <p>David Lee: (65) 6324 9559 Email: info@heritagetg.com</p>
7. Other Features	<ul style="list-style-type: none"> • Self Collection by Authorised Person • Redirect to Designated Address • Volume discounts

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