



Date: 3rd October 2025

Subject: Change of cash related document distribution counter effective from 3rd November 2025

Dear Valued Customer,

Effective from **3rd November 2025**, Standard Chartered Bank (Thai) Public Company Limited ("SCBT") would like to inform you that the location for the outgoing document distribution counter will be changed to **Green Global Network counter at 900/31 SV City Rama 3, Rama 3 Road, Bang Phong Phang, Yan Nawa, Bangkok 10120 at Tel. 02-682-9922.**

This change will affect all documents below :

- Normal LBC with pick up by customer mode.
- Cheque Stub
- Withholding Tax Certificate
- Cheque Book
- Certified documents (i.e. statement, payment advice/confirmation letter)

Except Fast Cheques, which will be distributed through our Corporate Branch at Standard Chartered Bank (Thai) Public Company Limited, 12th Floor, 1st Kian Nguan Building, 140 Wireless Road, Lumpini, Patumwan, Bangkok 10330.

Please note that this change only affects **the outgoing document distribution place**. All incoming documents can still be dropped at the CMS counter, SCBT site, as per the existing process.

Should you have any questions or need further information, please do not hesitate to contact our Client Service team at Tel. 02 106 1553 or straight2bank.th@sc.com.

Yours sincerely,

Standard Chartered bank (Thai) Public Company Limited

***** This computer-generated letter requires no signature *****