



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$2.20

WINDHOEK - 1 October 2002

No.2822

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General Notice

NEW POSTAL RATES

PERIOD: 2002/2003

DOMESTIC POSTAL TARIFFS

No. 278

2002

DOMESTIC POSTAL TARIFFS

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DOMESTIC POSTAL TARIFFS

RATES OF POSTAGE FOR POSTAL ARTICLES POSTED IN THE REPUBLIC OF NAMIBIA FOR DELIVERY IN NAMIBIA :

CLASS OF MAIL	ENVELOPE SIZE	RATES	
		Excl VAT	Incl VAT
Postal Articles (Letters) :			
a) <i>Ordinary Mail</i>	Standardised	1.10	1.10
	Non-Standardised	3.85	3.85
b) <i>Bulk/Government/Business Mail</i> :			
Standardised	Any size up to DL DL (Maxi) 120X235mm	1.45	1.45
Non-Standardised	Min C5 – 229X162 mm Max B4 – 353X250mm	4.00	4.00
# Any postal item larger than a B4 envelope or heavier than 1 kg will be considered as a parcel			
AEROGRAMS Prepaid		2.75	2.75
PARCELS	Up to 1 Kg	14.30	14.30
	Above 1 Kg up to 2 Kg	16.50	16.50
	Above 2 Kg up to 3 Kg	19.80	19.80
	Above 3 Kg up to 4 Kg	23.10	23.10
	Above 4 Kg up to 5 Kg	26.40	26.40
	Above 5 Kg up to 6 Kg	29.70	29.70
	Above 6 Kg up to 7 Kg	33.00	33.00
	Above 7 Kg up to 8 Kg	36.30	36.30
	Above 8 Kg up to 9 Kg	39.60	39.60
	Above 9 Kg up to 10 Kg	42.90	42.90
ROLLED ADDRESSED NEWSPAPERS AND PRINTED MATTER			
<i>Newspapers</i> <i>Domestic only</i>	Up to 250 g	2.30	2.30
	250g up to 500g	3.15	3.15
	501g up to 1Kg	5.80	5.80
<i>- Printed Matter :</i>	Up to 250 gr	4.00	4.00
	251 up to 500 gr	5.50	5.50
	501 up to 750 gr	7.15	7.15
	751 up to 1 Kg	8.80	8.80
# Any printed matter heavier than 1 Kg will be considered a parcel			
		Excl VAT	Incl VAT
INSURANCE FEES FOR PARCELS			
	Max. Compensation		
	N\$ 250	7.70	10.00
	N\$ 500	13.20	15.85
	N\$ 1000	25.30	29.10
	N\$ 1500	38.50	44.30
	N\$ 2000	49.50	56.90

FEEES FOR PRIVATE POST OFFICE BOXES AND PRIVATE POST BAGS		Excl VAT	Incl VAT
Small Boxes (up to 20 dm)		100.00	115.00
Medium Boxes (above 20 dm up to 30 dm)		165.00	189.75
Farmers Private Bags		165.00	189.75
All private Post Bags		286.00	328.90

NB : The fees prescribed in this schedule are calculated to 30 September each year, any portion of a calendar quarter being considered as a full quarter. Please ensure that pro-rata amounts are charges for the applicable periods.

REDIRECTION OF MAIL		Excl VAT	Incl VAT
(For the first three months of service)	Domestic	50.00	50.00
	International	80.00	80.00

The re-direction service can be continued for further periods of three months beyond the initial period, on payment of further fees

FEE FOR SAFEKEEPING OF ITEMS	100.00	115.00
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POSTAGE REBATE	Discount	
	<u>Standardised</u>	<u>Non-standardised</u>
Nature of service		
Consignment : minimum 100 articles		
- Only pre-sorted consignments qualify for rebate		
Direct bundles sorted in towns	3% = N\$ 1.40	3% = N\$3.90
Direct bundles sorted in town & box numbers	5% = N\$ 1.35	5% = N\$3.80

DISTRIBUTION OF PAMPHLETS, BROCHURES, TRADE SAMPLES AND HOUSEHOLDER CIRCULARS:

Rates are for local services only (within Post Office region) and payable per item.

TYPE	DESCRIPTION	ITEMS Examples	SIZE & MASS	Excl VAT	Incl VAT
1) PAMPHLETS	An unenveloped, unaddressed information/advertising item comprising of one sheet of paper folded to A5 size (210mm X 148mm)	Ordinary notices, sales, etc	Not thicker than 2mm and weigh more than 5gr	0.17	0.20
2) BROCHURE	An unenveloped, unaddressed rolled or folded information / advertising item	Just Adds & Wonder Packs	6-50gr	0.33	0.30
			51-100gr	0.60	0.60
			101-200gr	1.20	1.20
			201-300gr	1.50	1.50
3) TRADE SAMPLE	An unaddressed sample of a product	Sample of goods	May not exceed 353mm X 250mm, 200 gr in mass	0.33	0.30
4) HOUSE HOLDER CIRCULAR		Game: Sale leaflets, Friendly Grocers : Sale leaflets (usually delivered at homes)	May not exceed 120mm X 235mm in size, 50g in mass and 5 mm in thickness	0.33	0.30

ADDRESS LISTS

Compiling of address lists (per 100 items or part thereof)
 Checking of address lists (per 100 items or part thereof)

(Requests for lists should be in writing, no telephone requests must be accommodated)

	Excl VAT	Incl VAT
Compiling of address lists (per 100 items or part thereof)	100.00	115.00
Checking of address lists (per 100 items or part thereof)	50.00	57.50

PHOTOCOPY CHARGES

A4 copy for loose pages or part thereof
 A4 copy for pages binded in book form or part thereof

(Postmaster have the discretion to change rate according to market situation)

	Excl VAT	Incl VAT
A4 copy for loose pages or part thereof	0.60	0.70
A4 copy for pages binded in book form or part thereof	0.77	0.90

FAX RATES

Charges for units (per metering unit)
 Charges for paper (per A4 page or part thereof)
 Charges for receiving (per a4 page or part thereof)
(Postmaster have the discretion to change rate according to market situation)

	Excl VAT	Incl VAT
Charges for units (per metering unit)	0.88	1.00
Charges for paper (per A4 page or part thereof)	2.86	3.30
Charges for receiving (per a4 page or part thereof)	2.86	3.30

	Excl VAT	Incl VAT
TELEPHONE RATES :		
Automatic exchange per unit (per unit) 88c as fax units	0.90	1.05
(Postmaster have the discretion to change rate according to market situation)		
SPECIAL SERVICE FEES FOR POSTAL ARTICLES POSTED IN THE REPUBLIC OF NAMIBIA		
Registration of postal article	10.00	11.50
Compulsary registration of a postal article posted out of course	17.60	20.25
Certification of a postal article	5.50	6.35
Acknowledgement of posting a certified postal article	4.40	5.10
Advice of delivery of a registered or certified postal article or of an insured parcel	4.95	5.70
- Acceptance of a postal article after closing of mail :		
<i>Ordinary postal article</i>	4.40	5.10
<i>Registered postal article and parcels</i>	6.60	7.60
Interception of any postal article during transmission through the post and it's delivery from the office at which it is intercepted	13.20	15.20
- Delivery of a postal article to the licensee in accordance with the provisions of the business reply service or freepost service (per article + postage)	0.88	0.90
- Enquiry regarding a postal article	5.50	6.35
- Tracing of the payment of a trade charge to the sender of a COD parcel	5.50	6.35
- Exchange of one denomination of postage stamp or postal stationery article for another (5% of the value, minimum charge of)	2.20	2.20
- Treatment of a COD (N\$.. + usual parcel postage)	17.60	20.25
- Reduction or cancellation of a trade charge or alteration of addressee after a COD parcel has been posted	8.80	10.15
- Customs clearance fee for a parcel or any other postal article on which Customs is levied	21.45	24.70
- For pre-payment of import and other charges i.r.o. outgoing foreign parcels	6.60	7.60
- Refund for the value of spoilt or erroneous franking machine impressions (N\$... for each 20 impressions or part thereof)	4.40	5.10
- Savings Bank Withdrawals	1.74	2.00
- Savings Bank Deposit's	0.87	1.00
- Monthly Savings Bank Savings Account Service Fee	1.31	1.50

STATIONERY TARIFFS:	Excl VAT	Incl VAT
Carton Boxes (B74 – B74A)	8.00	9.20
Registered Envelopes "S" (C6)	1.43	1.65
Pre-Paid Envelopes – Inland (C9)	1.75	1.75
POSTCARDS Pre-paid	2.00	2.00
Padded Envelopes P1 (C10)	3.00	3.45
Padded Envelopes P4 (C11)	4.50	5.20
Padded Envelopes P6 (C12)	6.00	6.90
Pre-Paid window envelopes (Gecko) – Inland (C14 small)	1.65	1.65
Pre-Paid window envelopes (Gecko) – Inland (C15 medium)	2.20	2.20
Pre-Paid window envelopes (Gecko) – Inland (C16 large)	4.55	4.55

		Excl VAT	Incl VAT
VAULT ITEM TARIFFS :			
Private Bags – Medium (C41)		220.00	253.00
Private Bags Locks (C88)	N\$	77.00	88.55
Private Bag name plates (P1/10)	N\$	22.00	25.30
Private Post Office Box locks & keys (B160)	N\$	38.50	43.70

POSTAL ORDER TARIFFS

This Schedule to the Postal Order Regulations is hereby amended by the substitution for the Postal Order Tariff of the following Postal Order Tariff :

1. COMMISSION TARIFFS : POSTAL ORDERS

<u>Denomination</u>	Excl VAT	Incl VAT
N\$ 1.00	0.27	0.35
N\$ 2.00	0.38	0.45
N\$ 4.00	0.55	0.65
N\$ 5.00	0.82	0.95
N\$ 10.00	1.10	1.25
N\$ 20.00	2.20	2.55
N\$ 50.00	5.50	6.35
N\$ 100.00	8.80	10.10
N\$ 200.00	17.60	20.25

2. FEES FOR EXTENSION OF CURRENCY AND REFUNDS

For the extension of the currency of a postal order, or for the refund of the principal sum of a lost or mutilated postal order, an extension of currency fee or a refund fee equal to the commission on a postal order of the denomination concerned shall be payable except in cases where the enquiry fee prescribed in paragraphe is payable.

3. ENQUIRY FEE

In respect of an enquiry regarding the payment of a particular postal order or any enquiry regarding a postal order that has been lost or destroyed or mutilated to such an extent that the serial numbers are illegible, a fee of N\$ per postal order shall be payable.	5.50	6.35
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INLAND TELEGRAPH RATES :**BASIC RATES FOR INLAND TELEGRAMS:**

SERVICE	Excl VAT	Incl VAT
Public Telegrams		
Ordinary telegrams (per word)	0.77	0.90
Urgent telegrams (per word)	1.54	1.80
NB. The foregoing rates are increased by 100% for the telegrams accepted on a Sunday, Good Friday, Ascension Day and Christmas Day		
Additional Charges		
Alike telegrams (surcharge for each address)	1.10	1.30
Acknowledgement of acceptance of a telegrams	0.55	0.65
..... per telegram when such acknowledgement is requested after acceptance	2.20	2.55
Ledger Fees		
Printergrams (per telegram/address) 65c	0.55	1.40
Phonograms (per telegrams/address)	2.20	2.55
Handling fee per telegrams (applicable to all classes of telegrams excluding telegraphic money-orders)	6.60	7.60
Miscellaneous Charges		
Inspection of original telegram (per telegrams)	2.20	2.55
Submission of telegram in accordance with a summons (per telegram)	2.20	2.55
Standard copying fees :	2.42	2.80
For each certified copy or copy for other purpose (for first 50 word or fewer)		
Search fee (for each 100 telegram forms)	2.20	2.55
Paid service advises (per advice)	7.15	8.25
Repetition of telegrams (minimum charge)	7.15	8.22
Registered Telegraphic addresses		
Registration of telegraphic address	27.50	31.65
Annual charge for telegraphic address	55.00	63.25
Registration of telegraphic address that have been suspended	27.50	31.65
Change of particulars of telegraphic address	27.50	31.65
Service of Post Office operator (per hour)	38.50	44.30
Service of Post Office messenger (per hour)	27.50	31.65

MONEY ORDER COMMISSION : TABLE OF RATES**Money order issued for payment in:**

a) Namibia

b) Lesotho, Swaziland,
RSA, Bophuthatswana,
Ciskei, Transkei and
Vendac) Malawi, Mozambique,
Zambia, Zimbabwe,
Botswana, Kenya, Mauritius,
Sri Lanka, Canada,
Switzerland, St. Helena,
India, Malaysia, Ireland,
Netherlands, Italy, Germany,
USA, Brazil and SingaporeTelegraphic
(Rate code 042)Telegraphic (Rate code
042)
New (Rate code 059)Telegraphic (Rate code
075)

Money order range : (N\$)	Commission payable	Commission payable	Commission payable
1-500	N\$ 25.30	N\$ 31.50	N\$ 101.50
501 - 1000	N\$ 25.30	N\$ 31.50	N\$ 101.50
1001 - 1500	N\$ 59.80	N\$ 71.50	N\$ 281.50
1501 - 2000	N\$ 77.05	N\$ 91.50	N\$ 371.50

NB

- Commission is calculated on the greater number in the number range (e.g. 500 in 1-500)
- For Namibia, Telegram charges of N\$ are added to the commission before VAT is calculated
- For money order ranges above N\$ 2000, an additional new money order should be completed
- The maximum amount of a single money order is N\$ 2000
- Only telegraphic money orders will be issued
- For lower denomination advise customer to use Postal Orders for the following countries :
 - Namibia
 - RSA
 - Lesotho
 - Malawi
 - Swaziland
 - Zimbabwe
 - Botswana
- Private message with a maximum of 12 words
- Telegram charge of N\$ 11-50 is added to the commission for International Money Orders
- VAT payable on Namibian money orders (15%)
- No VAT is payable for International money orders

SCHEDULE

MONEY ORDER TARIFF

		New price	Vat incl price
1	For the issue of a duplicate money order. Telegram charge	N\$ per money order	7.70 8.85
2	For the reinstatement of a void money order in respect of countries mentioned in item 1 (a), (b), (c), (d) and (e) respectively.	N\$ per money order plus handling charge and commission in item 1(a), (b), (c), (d)	7.70 8.85
3	For a correction advice, stopping or payment or the issue of an advise of payment in respect of an ordinary money order.	N\$ per money order	7.70 8.85
4	For a telegraphic advice of payment, correction advice, transfer of payment, repayment, stoppage of payment or any other official telegram sent in connection with a money order on behalf of the remitter or payee.	The tariff charge for these services plus :- 1) in the case of Namibia; N\$ per telegram 2) in the case of other countries; the telegraph charge per word applicable to such countries	4.95 5.70
5	For the searching through of accounts in respect of each money order office if the remitter or payee desires information with regard to the issue or payment of a money order but cannot furnish the date of issue of the relative money order.	N\$ per money order for each month's accounts examined	5.50 6.35
6	For information regarding the issue or payment of a money order where full details are furnished by either the remitter or the payee.	N\$ per money order	5.50 6.35
7	Telegram charges are included in tariffs:	Namibia : N\$ All other countries : N\$	7.70 8.85 12.65 14.55
8	Money orders are valid for 12 month only, expired/void money orders to be refunded by Money Transfer services department (Savings Bank)		

INTERNATIONAL POSTAL TARIFFS

AIRMAIL RATES

Letters per 10 g
 Printed matter per 10 g
 Aerograms each (postage paid)
 Postcards each (postage paid : minerals)
 Telegrams
 Small packets per 100 g (maximum weight 2000g) ø

Zone A	Zone B	Zone C
Vat Inc	Vat Inc	Vat Inc
2.45	2.85	3.10
2.20	2.65	2.85
2.75	2.75	2.75
2.75	2.75	2.75
1.55	3.00	3.30
24.20	28.60	30.80

SURFACE MAIL RATES (South Africa included)

Letters :

Up to : - 50 g
 - 100 g
 - 250 g
 - 500 g
 - 1 000 g *

Postcards each :
 (Surface and sea mail)

Small packets per 100 g
 (maximum weight 2000g) ø

Zone A	Zone B	Zone C
Vat Inc	Vat Inc	Vat Inc
4.40	4.60	4.95
5.50	7.15	8.25
7.70	10.45	11.55
16.50	19.80	20.90
28.60	34.10	36.30
2.40	2.40	2.40
12.10	16.50	19.80

* Items with a higher mass will be considered as a parcel.

ø The maximum mass differs from country to country. Please enquire at your local Postmaster.

Printed matter :

Up to :	-	50 g
	-	100 g
	-	250 g
	-	500 g
	-	1 000 g
	-	2 000 g
	*2 001 -	3 000 g
	*3 001 -	4 000 g
	*4 001 -	5 000 g

Zone A		Zone B		Zone C
Vat Incl		Vat Inc		Vat Inc
4.40		4.95		5.50
4.75		6.05		7.15
7.90		9.00		11.00
14.30		19.80		20.90
24.20		33.00		36.30
44.00		49.50		53.90
55.00		71.50		77.00
66.00		93.50		101.20
77.00		116.60		127.90

* Applies only to items containing books.

PARCELS TO SOUTH AFRICA (For tariffs to other international countries please see detailed list)

SURFACE MAIL

	Zone A
	Vat Incl
Up to 1 Kg	44.00
Above 1 Kg up to 2 Kg	47.30
Above 2 Kg up to 3 Kg	49.50
Above 3 Kg up to 4 Kg	55.00
Above 4 Kg up to 5 Kg	71.50
Above 5 Kg up to 6 Kg	77.00
Above 6 Kg up to 7 Kg	82.50
Above 7 Kg up to 8 Kg	88.00
Above 8 Kg up to 9 Kg	99.00
Above 5 Kg up to 10 Kg	110.00

International telephone calls (automatic exchanges) -
N\$1.00 per unit.