



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$8.00

WINDHOEK - 25 August 2023

No. 8184

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General Notice

NAMIBIA POST LIMITED

No. 497

2023

ALTERATION OF FEES, RATES, CHARGES AND SERVICE FEES IN RESPECT OF POSTAL AND SAVINGS BANK TRANSACTIONS AND SERVICES

Notice is hereby given under the Post and Telecommunications Act, 1992 (Act No. 19 of 1992) that the Board of Directors of Namibia Post Limited by virtue of:

- (a) Section 3(3), has altered the domestic and international rates to be demanded or received in respect of postal services; and
- (b) Sections 18A, has altered the service fees in respect of Savings Bank transactions,

with effect from 1 October 2023 as set out in the Schedule hereto.

F. F. HANGULA
CHIEF EXECUTIVE OFFICER

Windhoek, 4 August 2023

SCHEDULE**DOMESTIC POSTAL TARIFFS 2023/2024**

Postage for postal articles posted in the Republic of Namibia for delivery in Namibia.

Product Group and Description	Product	2023/2024
Letter Mail		
Letter mail refers to any form of written communication or other document, that is addressed to a specific address and is conveyed by other than electronic means.	Standard - up to 50g DL maxi 120 x 235mm	6.20
	Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm	18.20
Printed Matters		
Rolled or enveloped (open at a corner) and plastic wrapped addressed newspapers and booklets.	Up to 250g	18.20
	251g up to 500g	25.90
	501g up to 750g	30.50
	701g to 1kg	37.80
COD Parcels		
The COD option provides for money to be collected for the parcel on the customer's behalf.	N\$5,000 (Maximum trade charge amount)	56.70
	Cancelation or change in trade charges	31.40
P.O. Box Rentals		
Postal Addresses	Small Boxes - up to 20dm (Windhoek Post Office)	467.20
	Small Boxes - up to 20dm Rest of Namibia	424.50
	Large Boxes - up to 30dm (Windhoek Post Office)	757.80
	Large Boxes - up to 30dm Rest of Namibia	690.80
	Pensioners Boxes - Windhoek Post Office	371.90
	Pensioners Boxes - Rest of Namibia	371.90
	Farmers Private Bag	439.50
	Business Private Bags	1,210.00
	Government and Public Enterprises Private Bags	1,459.30
Redirection of Mail		
The redirection of mail items to an alternative address for the first 3 months of service	Domestic	185.80
	South Africa	284.90
Information Mail		
Unenveloped, unaddressed information/advertising item comprising one sheet of paper folded to A5 size	Pamphlets	1.00
Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVD's.	Brochures	1.00

An unaddressed booklet. May not be bigger than 120mm x 235mm, may not weigh more than 50g and may not be thicker than 5mm.	Household Circulars	1.00
Photocopy Charges		
	A4 Loose Paper	1.60
Fax, Scan and Email Rates		
	Scan and Email Per A4 page	11.30
Value Added Services		
The Registered Letter can be used for letters that require a signature on delivery, contain something of value, or important documents which require tracking and tracing from acceptance to delivery.	Registration	41.70
Transfer of Parcels and Parcets from International Mail Centre for collection by Customer at preferred Post Office	Conveyance Fee	-
Registered item not handed in at counter (posted out of course)	Compulsory Registration	83.40
Confirmation that a postal article was delivered	Advice of Delivery of Postal Article	18.30
Storage of parcels	Storage fee per day after 14 days of notification.	6.60
With the BRS, businesses can offer their customer or prospective customers the incentive to reply without having to pay postage.	Business Reply Services	Free
	Enquiry Fees	Free
Business Mail Delivery: Monthly delivery and pick up of mail items on behalf of clients.		948.50
	Custom Clearance Fee for non-dutable parcels	22.30
	Custom Clearance Fee for dutable parcels	76.50
Stationery		
	Padded Envelope (Small)	6.90
	Padded Envelope (Medium)	10.90
	Padded Envelope (Large)	14.20
Postage-included envelopes are available at all Post Office outlets	Prepaid Envelopes	6.80
	Prepaid Window Envelope (Small)	6.80
	Prepaid Window Envelope (Medium)	6.80
	Prepaid Window Envelope (Large)	20.80
Vault Items (Accessories)		
	Private Bags Lock	257.20
	Private Bag Name Plates	84.20
	P.O. Box Lock and Key	137.10

Postal Order Commission		
	N\$1.00	1.20
	N\$2.00	1.20
	N\$4.00	1.30
	N\$5.00	1.70
	N\$10.00	3.70
	N\$20.00	7.40
	N\$50.00	18.00
	N\$100.00	29.50
	N\$200.00	58.80
Money Order Commission		
Namibia	N\$1 - 500	71.40
A money order is a payment order for a pre-specified amount of money. Because it is required that the funds be prepaid for the amount shown on it.	N\$501 - 1000	120.20
	N\$1001 - 1500	169.00
	N\$1501 - 2000	217.80
Money Order Commission		
Lesotho, Swaziland, RSA, Botswana	N\$1 - 500	89.30
	N\$501 - 1000	145.80
	N\$1001 - 1500	202.20
	N\$1501 - 2000	258.50
Money Order Commission		
Malawi, Mozambique, Zambia, Zimbabwe, Kenya, Mauritius, Sri Lanka, Canada, Switzerland, St. Helena, India, Malaysia, Ireland, Netherland, Italy, Germany, USA, Brazil, and Singapore	N\$1 - 500	286.50
	N\$501 - 1000	541.90
	N\$1001 - 1500	793.70
	N\$1501 - 2000	1,049.50

DOMESTIC POSTAL TARIFFS 2023/2024

Parcels Tariffs

	2024	2024	2024
	Zone A	Zone B	Zone C
	(0 - 250Km)	(251 - 700Km)	(Above 700Km)
Parcels (up to)			
1kg	39.90	58.10	72.70
2kg	44.00	64.30	76.50
3kg	70.20	102.50	128.20
4kg	71.70	104.60	131.80
5kg	74.40	107.30	134.10
6kg	79.40	113.00	141.50
7kg	89.20	127.10	154.80
8kg	93.50	141.30	163.40
9kg	105.80	150.90	176.70
10kg	108.80	162.40	189.90
11kg	118.60	169.40	197.40
12kg	122.80	176.40	204.70

13kg	130.00	183.30	212.10
14kg	138.30	190.50	217.90
15kg	144.10	204.70	239.90
16kg	148.10	211.50	247.30
17kg	155.20	218.70	253.30
18kg	162.40	232.70	260.50
19kg	169.40	239.90	267.90
20kg	183.30	247.00	282.50
Add / Kg	9.30	12.30	13.60
Note : Insurance			
1. Insurance to be 2% of value for items with value up to N\$5,000 and 4% for items with value above N\$5,000			

INTERNATIONAL POSTAL TARIFFS 2023/2024

Airmail Tariffs

Rest of the world - day of posting plus 5 days

Product	Category	2023/2024
Letters per 10g		
SADC except Madagascar	Zone A	10.03
Rest of Africa and Europe	Zone B	11.45
Rest of the World	Zone C	13.30
Printed Matter per 10g		
	Zone A	9.81
	Zone B	12.20
	Zone C	12.20
Aerogram and Postcard		
	Zone A	11.20
	Zone B	11.20
	Zone C	11.20
Small Packages per 100g		
	Zone A	60.00
	Zone B	67.40
	Zone C	84.00
Parcels		
	Zone A	
For the first	250g	351.30
each additional	250g	44.10
	Zone B	
For the first	250g	429.60
each additional	250g	83.70
	Zone C	
For the first	250g	547.50
each additional	250g	193.10

EXPRESS MAIL SERVICE (EMS)

ZONES	2023/2024		
	A	B	C
	SADC	West Africa and Europe	Rest of World
Documents			
0.5 kg	360	459	480
Merchandise (Parcels)			
1 Kg	517	656	777
2 Kg	579	758	932
3 Kg	650	854	1,052
4 Kg	730	960	1,182
5 Kg	820	1,077	1,329
6 Kg	1,006	1,322	1,627
7 Kg	1,130	1,485	1,830
8 Kg	1,269	1,667	2,056
9 Kg	1,425	1,874	2,310
10 Kg	1,603	2,106	2,594
11 Kg	1,793	2,360	2,907
12 Kg	2,010	2,642	3,254
13 Kg	2,250	2,957	3,644
14 Kg	2,520	3,313	4,082
15 Kg	2,820	3,710	4,572
16 Kg	3,160	4,156	5,123
17 Kg	3,538	4,653	5,736
18 Kg	3,962	5,211	6,423
19 Kg	4,438	5,836	7,193
20 Kg	4,971	6,536	8,058
21 Kg	5,565	7,321	9,025
22 Kg	6,235	8,200	10,108
23 Kg	6,982	9,185	11,320
24 Kg	7,819	10,287	12,679
25 Kg	8,757	11,522	14,201
26 Kg	9,808	12,903	15,903
27 Kg	10,983	14,452	17,811
28 Kg	12,301	16,186	19,948
29 Kg	13,778	18,127	22,343
30 Kg	15,431	20,303	25,023

NAMPOST SAVINGS BANK FEES 2023/2024

TRANSACTION FEE DESCRIPTION	Fee 2023/2024 incl VAT
CALL ACCOUNT	
First N\$2,000 cash deposit per month	no charge
Cash Deposit fee (> N\$2,000)	N\$1.78 / 100 maximum N\$3,000 (Excl. VAT)
Investment statement fee other than normal monthly	N\$1 per page
SWIFT PAYMENTS	
Outward payments	0.50% of amount with a minimum of N\$110 and maximum of N\$550
Inward payments	0.50% of amount with a minimum of N\$100 and maximum of N\$500
SMART CARDS	
CARD FEES	
First issue of card	free
Lost/Damaged Card Admin Fee	N\$132.00
CLOSE ACCOUNTS	
All Card accounts	Free
Account closures- Estate	N\$120.75
MANAGEMENT FEE (MONTHLY)	
Traderoot Monthly Fee	N\$20.96
SAP Monthly Management Fee	N\$20.96
MONTHLY STATEMENT	N\$1 per page
CASH DEPOSIT FEES	
Individuals	
Cash deposit fee (N\$1 - N\$1,000)	N\$0.80 / N\$100
Cash deposit fee (N\$1,000 - More)	N\$1.58 / N\$100 maximum N\$3,000 (Excl. VAT)
BUSINESS ACCOUNTS	
Cash deposit fee	N\$2.14 / N\$100 maximum N\$5,000 (Excl. VAT)
CASH WITHDRAWAL FEES	
Cash withdrawal fee (In Branch)	2.2% of amount with a minimum of N\$18.15 and maximum of N\$250
OTHER SERVICES	
Internal Debit Order	N\$12.09
Stoporders	N\$11.57
Debit orders	N\$24.20
NAMPOST ACCOUNT TO NAMPOST ACCOUNT	
Money Transfer Fee	N\$9.26
3RD PARTY ACCOUNT PAYMENTS	
3rd Party Account Payments at NamPost Branches	N\$15.69
(The above includes transfers from NamPost Investment Accounts to other commercial bank's account for interest payments and other EFT transfers)	

TRANSFERS	
Transfer between Savings and Transactional accounts	N\$8.41
SALE TRANSACTION FEE	
Transaction Fee on Sales (POS/SWIPE)	N\$5.75
ENQUIRIES	
Balance enquiry at NamPost branches	N\$1.40
Mini Statement at NamPost branches	N\$1.40
ATM TRANSACTIONS	
Withdrawal at other bank's ATM	N\$5.60 plus N\$13.70 per N\$500 with a maximum of N\$35 (Excl. VAT)
Non-Financial Transactions	
Balance enquiry at other bank's ATM	N\$4.00
OTHER	
Declined Cash request - (Insufficient Funds Code 51)	N\$4.14
(No charge if system is unavailable)	
Invalid PIN	N\$4.14
Excess PIN tries	N\$4.14
Expired card	N\$4.14
Invalid transaction	N\$4.14
SALARY PROCESSING FEE	
Processing fee (Salary and Others)	N\$22.30
Pensioners	N\$14.17