



GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$5.60

WINDHOEK - 16 August 2024

No. 8417

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General Notice

NAMIBIA POST LIMITED

No. 458

2024

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 2024 as set out in the Schedule hereto.

F. F. HANGULA
CHIEF EXECUTIVE OFFICER

Windhoek, 11 July 2024

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	2024/2025
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	6.60
	Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm	19.20
Printed Matters		
Rolled or enveloped (open at a corner) and plastic wrapped addressed newspapers and booklets.	Up to 250gr	19.20
	251gr up to 500g	27.20
	501gr up to 750g	32.10
	701gr to 1kg	39.70
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)	59.60
	Cancelation or change in trade charges	33.00
P. O. Box Rentals		
Postal Addresses	Small Boxes - up to 20dm (Windhoek Post Office)	490.70
	Small Boxes - up to 20dm Rest of Namibia	445.80
	Large Boxes - up to 30dm (Windhoek Post Office)	795.80
	Large Boxes - up to 30dm Rest of Namibia	725.50
	Pensioners Boxes - Windhoek Post Office	390.60
	Pensioners Boxes - Rest of Namibia	390.60
	Farmers Private Bag	461.60
	Business Private Bags	1,270.70
	GRN & Public Enterprises Private Bags	1,532.50
Redirection of Mail		
The redirection of mail items to an alternative address for the first 3 months of service	Domestic	195.20
	South Africa	299.20
Information Mail		
Unenveloped, unaddressed information/advertising item comprising one sheet of paper folded to A5 size	Pamphlets	1.10
Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVD's.	Brochures	1.10
An unaddressed booklet. May not be bigger than 120mm x235mm, may not weigh more than 50g and may not be thicker than 5mm.	Household Circulars	1.10
Photocopy Charges		
	A4 Loose Paper	1.70
Fax, Scan & Email Rates		
	Scan & Email Per A4 page	11.90

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	43.80
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	87.60
Confirmation that a postal article was delivered	Advice of Delivery of Postal Article	19.30
Storage of parcels	Storage fee per day after 14 days of notification.	7.00
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.		996.10
	Custom Clearance Fee for non-dutable parcels	23.50
	Custom Clearance Fee for dutable parcels	80.40
Stationery		
	Padded Envelope (Small)	7.30
	Padded Envelope (Medium)	11.50
	Padded Envelope (Large)	15.00
Postage-included envelopes are available at all Post Office outlets	Prepaid Envelopes	7.20
	Prepaid Window Envelope (Small)	7.20
	Prepaid Window Envelope (Medium)	7.20
	Prepaid Window Envelope (Large)	21.90
Vault Items (Accessories)		
	Private Bags Lock	270.10
	Private Bag Name Plates	88.50
	P. O. Box Lock & Key	144.00
Postal Order Commission		
	N\$1.00	1.30
	N\$2.00	1.30
	N\$4.00	1.40
	N\$5.00	1.80
	N\$10.00	3.90
	N\$20.00	7.80
	N\$50.00	19.00
	N\$100.00	31.00
	N\$200.00	61.80
Send Money Transactions (PostPay)		
	Transaction Fee	8.40
Money Order Commission		
Namibia	N\$1-500	75.00
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	126.30
	N\$1001-1500	177.50
	N\$1501-2000	228.80

Money Order Commission		
Lesotho, Swaziland, RSA, Botswana	N\$1-500	93.80
	N\$501-1000	153.20
	N\$1001-1500	212.40
	N\$1501-2000	271.50
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	300.90
	N\$501-1000	569.10
	N\$1001-1500	833.50
	N\$1501-2000	1,102.10

DOMESTIC POSTAL TARIFFS 2024/2025

Parcels Tariffs

	2025	2025	2025
	Zone A	Zone B	Zone C
	(0 -250Km)	(251 - 700Km)	(Above 700Km)
Parcels (up to)			
1 kg	41.90	58.10	72.70
2 kg	46.10	64.30	76.50
3 kg	70.20	102.50	128.20
4 kg	71.70	104.60	131.80
5 kg	74.40	107.30	134.10
6 kg	79.40	113.00	141.50
7 kg	89.20	127.10	154.80
8 kg	93.50	141.30	163.40
9 kg	105.80	150.90	176.70
10 kg	108.80	162.40	189.90
11 kg	118.60	169.40	197.40
12 kg	122.80	176.40	204.70
13 kg	130.00	183.30	212.10
14 kg	138.30	190.50	217.90
15 kg	144.10	204.70	239.90
16 kg	148.10	211.50	247.30
17 kg	155.20	218.70	253.30
18 kg	162.40	232.70	260.50
19 kg	169.40	239.90	267.90
20 kg	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\$5 000.00			

INTERNATIONAL POSTAL TARIFFS 2024/2025

Airmail Tariffs

Rest of the world - day of posting plus 5 days

Product	Category	2024/2025
Letters per 10g		
SADC except Madagascar	Zone A	10.60
Rest of Africa & Europe	Zone B	12.10
Rest of the World	Zone C	14.00
Printed Matter per 10g		
	Zone A	10.40
	Zone B	12.90
	Zone C	12.90
Aerogram and Postcard		
	Zone A	11.80
	Zone B	11.80
	Zone C	11.80
Small Packages per 100g		
	Zone A	63.10
	Zone B	70.80
	Zone C	88.30
Parcels		
Zone A		
For the first	250g	369.00
each additional	250g	46.40
Zone B		
For the first	250g	451.20
each additional	250g	87.90
Zone C		
For the first	250g	575.00
each additional	250g	202.80

EXPRESS MAIL SERVICE (EMS)

ZONES	2024/2025		
	A	B	C
	SADC	West Africa and Europe	Rest of World
Documents			
0.5 kg	378	482	504
Merchandise (Parcels)			
1 kg	543	689	816
2 kg	608	796	979
3 kg	682	897	1,105
4 kg	766	1,009	1,241
5 kg	861	1,131	1,395
6 kg	1,056	1,388	1,709
7 kg	1,186	1,560	1,922
8 kg	1,332	1,751	2,159

9 kg	1,497	1,968	2,426
10 kg	1,683	2,212	2,724
11 kg	1,883	2,478	3,053
12 kg	2,110	2,775	3,417
13 kg	2,363	3,105	3,827
14 kg	2,646	3,480	4,286
15 kg	2,961	3,896	4,802
16 kg	3,318	4,364	5,379
17 kg	3,715	4,886	6,023
18 kg	4,161	5,473	6,745
19 kg	4,661	6,129	7,554
20 kg	5,220	6,864	8,462
21 kg	5,844	7,688	9,477
22 kg	6,547	8,611	10,614
23 kg	7,332	9,645	11,887
24 kg	8,211	10,802	13,314
25 kg	9,196	12,099	14,912
26 kg	10,299	13,550	16,700
27 kg	11,533	15,177	18,704
28 kg	12,918	16,997	20,947
29 kg	14,468	19,036	23,462
30 kg	16,204	21,320	26,277

NAMPOST SAVINGS BANK FEES 2024/2025

TRANSACTION FEE DESCRIPTION	Fee Proposed 2024/2025 incl VAT
CALL ACCOUNT	
First N\$2000 cash deposit per month	no charge
Cash Deposit fee (> N\$2000) N\$1.40/100 excl vat	N\$1.78/100 max N\$3,450
Investment statement fee other than normal monthly	N\$1 per page
SWIFT PAYMENTS	
Outward payments	N\$550 or 1% of value, whichever is the highest.
Inward payments	N\$550 or 1% of value, whichever is the highest.
SMART CARDS	
CARD FEES	
First issue of card	Free
Lost/Damaged Card Admin Fee	N\$141.24
CLOSE ACCOUNTS	
All Card accounts	Free
Account closures - Estate	N\$129.21
MANAGEMENT FEE (MONTHLY)	
Traderoot Monthly Fee	N\$22.43
Unmigrated SAP Monthly Management Fee*	N\$35.00
STATEMENT (OTHER THAN NORMAL)	N\$1 per page
CASH DEPOSIT FEES	
Individuals	
Cash deposit fee (N\$1 - N\$1000)	N\$0.80/N\$100
Cash deposit fee (N\$1,000 - More)	N\$1.58/N\$100 max N\$3,450

BUSINESS ACCOUNTS	
Cash deposit fee	N\$2.14/N\$100 max N\$5,750
CASH WITHDRAWAL FEES	
Cash withdrawal fee (In Branch)	2.3% of amount with a min. of N\$19.42 and max of N\$300
OTHER SERVICES	
Internal Debit Order (Loan Deduction)	N\$12.95
Stop Orders	N\$12.38
Debit Orders	N\$25.90
NAMPOST ACCOUNT TO NAMPOST ACCOUNT	
Internal Account Payment	N\$15.28
TRANSFERS	
Transfer between Savings and Transactional accounts	N\$4.00
Transfer between Transactional and Savings accounts	Free
3RD PARTY ACCOUNT PAYMENTS	
3rd Party Account Payments @ NP Branches (SBN- Host-2-Host)	N\$25.89
(The above includes transfers from NamPost Investment Accounts to other commercial bank's account for interest payments and other EFT transfers)	
Beneficiary Payments (Digital Channels)	
Monthly fee	Free
Beneficiary and 3rd Party Account Payments	N\$9.50
SALE TRANSACTION FEE	
Transaction Fee On Sales (POS/SWIPE)	N\$5.75
CashBack Transactions	N\$6.00
ENQUIRIES	
Balance enquiry at NamPost branches	N\$1.50
Mini Statement at NamPost branches	N\$1.50
Bank Confirmation Letter Business	N\$10.00
Bank Confirmation Letter Individual	N\$5.00
ATM TRANSACTIONS	
Withdrawal at own ATM	NA
Withdrawal at other bank's ATM	N\$5.60 + N\$13.70 per N\$500 with a maximum of N\$35 excluding VAT
NON-FINANCIAL TRANSACTIONS	
Balance enquiry at other bank's ATM	N\$4.30
WAGE FEE	
Processing fee (Salary & Others)	N\$23.85
Pensioners	N\$15.16