



Republic of Namibia
Annotated Statutes

REGULATIONS

REGULATIONS SURVIVING IN TERMS OF

Posts and Telecommunications Act 19 of 1992

section 54

Postal Regulations

SA Government Notice R.550 of 1960

[\(SA GG 6420\)](#)

came into force on date of publication: 14 April 1960

These regulations were originally made in terms of sections 2(4) and (3) of the South African Post Office Act 44 of 1958, which was repealed by the Posts and Telecommunications Act 19 of 1992.

Pursuant to section 54 of the Posts and Telecommunications Act 19 of 1992, these regulations are deemed to have been made under that Act.

Note that regulation 52(4) repeals SA GN 1600/1937.

as amended by

SA Government Notice R.939 of 1960 [\(SA GG 6479\)](#)

came into force on 1 July 1960 (SA GN R.939/1960)

SA Government Notice R.1791 of 1960 [\(SA GG 6567\)](#)

came into force on 14 February 1961 (SA GN R.1791/1960)

SA Government Notice R.287 of 1961 [\(SA GG 6633\)](#)

came into force on 14 February 1961 (SA GN R.287/1961)

SA Government Notice R.682 of 1961 [\(SA GG 6678\)](#)

came into force on date of publication: 5 May 1961

RSA Government Notice R.1125 of 1961 [\(RSA GG 124\)](#)

came into force on 1 December 1961 (RSA GN R.1125/1961)

RSA Government Notice R.1252 of 1961 [\(RSA GG 141\)](#)

came into force on 2 January 1962 (RSA GN R.1252/1961)

RSA Government Notice R.515 of 1962 [\(RSA GG 213\)](#)

came into force on 1 April 1962 (RSA GN R.515/1962)

RSA Government Notice R.1247 of 1962 [\(RSA GG 304\)](#)

came into force on 1 August 1962 (SA GN R.1247/1962)

RSA Government Notice R.1543 of 1962 [\(RSA GG 337\)](#)

came into force on 1 October 1962 (SA GN R.1543/1962)

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

- RSA Government Notice R.1645 of 1963** ([RSA GG 645](#))
came into force on 1 November 1963 (SA GN R.1645/1962)
- RSA Government Notice R.221 of 1965** ([RSA GG 1039](#))
came into force on 1 February 1965 (RSA GN R.221/1965)
- RSA Government Notice R.1456 of 1965** ([RSA GG 1234](#))
came into force on 1 October 1965 (RSA GN R.1456/1965)
- RSA Government Notice R.2025 of 1965** ([RSA GG 1319](#))
came into force on 1 January 1966 (RSA GN R.2025/1965)
- RSA Government Notice R.233 of 1966** ([RSA GG 1376](#))
came into force on 1 March 1966 (RSA GN R.233/1966)
- RSA Government Notice R.1978 of 1966** ([RSA GG 1610](#))
came into force on 1 January 1967 (RSA GN R.1978/1966)
- RSA Government Notice R.1746 of 1967** ([RSA GG 1882](#))
came into force on 1 January 1968 (RSA GN R.1746/1967)
- RSA Government Notice R.2135 of 1967** ([RSA GG 1934](#))
came into force on 1 January 1968 (RSA GN R.2135/1967)
- RSA Government Notice R.12 of 1968** ([RSA GG 1944](#))
came brought into force on 1 April 1968 (RSA GN R.12/1968)
- RSA Government Notice R.494 of 1968** ([RSA GG 2027](#))
came into force on 1 March 1968 (RSA GN R.494/1968)
- RSA Government Notice R.1513 of 1968** ([RSA GG 2154](#))
came into force on 1 April 1968 (RSA GN R.1513/1968)
- RSA Government Notice R.1558 of 1968** ([RSA GG 2157](#))
came into force on 1 November 1968 (RSA GN R.1558/1968)
- RSA Government Notice R.1936 of 1968** ([RSA GG 2198](#))
came into force on 1 December 1968 (RSA GN R.1936/1968)
- RSA Government Notice R.2038 of 1968** ([RSA GG 2210](#))
came into force on 1 November 1968 (RSA GN R.2038/1968)
- RSA Government Notice R.2261 of 1968** ([RSA GG 2234](#))
came into force on 1 December 1968 (RSA GN R.2261/1968)
- RSA Government Notice R.172 of 1969** ([RSA GG 2279](#))
came into force on 1 February 1969 (RSA GN R.172/1969)
- RSA Government Notice R.1042 of 1970** ([RSA GG 2740](#))
came into force on date of publication: 26 June 1970
- RSA Government Notice R.1043 of 1970** ([RSA GG 2740](#))
came into force on 1 July 1970 (RSA GN R.1043/1970)
- RSA Government Notice R.432 of 1971** ([RSA GG 3028](#))
came into force on 1 April 1971 (RSA GN R.432/1971)
- RSA Government Notice R.1102 of 1971** ([RSA GG 3163](#))
came into force on 1 July 1971 (RSA GN R.1102/1971)
- RSA Government Notice R.1522 of 1971** ([RSA GG 3241](#))
came into force on 15 September 1971 (RSA GN R.1522/1971)
- RSA Government Notice R.495 of 1972** ([RSA GG 3434](#))
came into force on 1 April 1972 (RSA GN R.495/1972)
- RSA Government Notice R.886 of 1972** ([RSA GG 3522](#))
came into force on 1 June 1972 (RSA GN R.886/1972)
- RSA Government Notice R.887 of 1972** ([RSA GG 3522](#))
came into force on 1 June 1972 (RSA GN R.887/1972)
- RSA Government Notice R.1862 of 1972** ([RSA GG 3682](#))
came into force on 1 November 1972 (RSA GN R.1862/1972)
- RSA Government Notice R.2296 of 1972** ([RSA GG 3735](#))
came into force on 1 January 1973 (RSA GN R.2296/1972)
- RSA Government Notice R.663 of 1973** ([RSA GG 3869](#))
came into force on 1 May 1973 (RSA GN R.663/1973)
- RSA Government Notice R.1441 of 1973** ([RSA GG 3999](#))

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

- came into force on 1 September 1973 (RSA GN R.1441/1973)
- RSA Government Notice R.1512 of 1973** (RSA GG 4005)
 came into force on 1 September 1973 (RSA GN R.1512/1973)
- RSA Government Notice R.1752 of 1973** (RSA GG 4031)
 came into force on 1 October 1973 (RSA GN R.1752/1973)
- RSA Government Notice R.234 of 1974** (RSA GG 4164)
 came into force on 1 April 1974 (RSA GN R.234/1974)
- RSA Government Notice R.135 of 1975** (RSA GG 4569)
 came into force on 1 February 1975 (RSA GN R.135/1975)
- RSA Government Notice R.402 of 1975** (RSA GG 4601)
 came into force on 1 April 1975 (RSA GN R.402/1975)
- RSA Government Notice R.1178 of 1975** (RSA GG 4749)
 came into force on 1 July 1975 (RSA GN R.1178/1975)
- RSA Government Notice R.1596 of 1975** (RSA GG 4824)
 came into force on 1 September 1975 (RSA GN R.1596/1975)
- RSA Government Notice R.2384 of 1975** (RSA GG 4932)
 came into force on 1 January 1976 (RSA GN R.2384/1975)
- RSA Government Notice R.2 of 1976** (RSA GG 4946)
 came into force on 1 January 1977 (RSA GN R.2/1976)
- RSA Government Notice R.72 of 1976** (RSA GG 4959)
 came into force on 1 April 1976 (RSA GN R.72/1976)
- RSA Government Notice R.217 of 1976** (RSA GG 4985)
 came into force on 1 April 1976 (RSA GN R.217/1976)
- RSA Government Notice R.242 of 1976** (RSA GG 4985)
 came into force on 1 April 1976 (RSA GN R.242/1976)
- RSA Government Notice R.650 of 1977** (RSA GG 5516)
 came into force on date of publication: 22 April 1977
- RSA Government Notice R.2134 of 1977** (RSA GG 5779)
 came into force on 1 October 1977 (RSA GN R.2134/1977)
- RSA Government Notice R.2316 of 1977** (RSA GG 5800)
 came into force on 1 January 1978 (RSA GN R.2316/1977)
- RSA Government Notice R.2317 of 1977** (RSA GG 5800)
 came into force on 1 January 1978 (RSA GN R.2317/1977)
- RSA Government Notice 823 of 1979** (RSA GG 6705)
 came into force on 1 February 1980 (RSA GN 823/1979)
 This amendment was made after the relevant date of transfer,
 but made specifically applicable to South West Africa.
- RSA Government Notice R.2330 of 1979** (RSA GG 6706)
 came into force on 1 February 1979 (RSA GN R.2330/1979)
 This amendment was made after the relevant date of transfer,
 but made specifically applicable to South West Africa.
- Government Notice AG 30 of 1981** (OG 4408)
 came into force on date of publication: 18 March 1981
- Government Notice AG 31 of 1981** (OG 4409)
 came into force on date of publication: 19 March 1981
- Government Notice AG 2 of 1982** (OG 4587)
 came into force on date of publication: 15 January 1982
- Government Notice AG 3 of 1982** (OG 4587)
 came into force on date of publication: 15 January 1982
- Government Notice AG 5 of 1982** (OG 4590)
 came into force on date of publication: 1 February 1982
- Government Notice AG 6 of 1982** (OG 4590)
 came into force on date of publication: 1 February 1982
- Government Notice AG 48 of 1982** (OG 4613)
 came into force on date of publication: 1 April 1982
- Government Notice AG 49 of 1982** (OG 4615)

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

- came into force on 1 April 1982 (AG GN 49/1982)
- Government Notice AG 70 of 1983** (OG 4762)
 came into force on 1 April 1983 (AG GN 70/1983)
- Government Notice AG 52 of 1984** (OG 4884)
 came into force on 1 April 1984 (AG GN 52/1983)
- Government Notice AG 135 of 1984** (OG 4976)
 came into force on date of publication: 13 November 1984
- Government Notice AG 64 of 1986** (OG 5188)
 came into force on 1 April 1986 (AG GN 64/1986)
- Government Notice AG 40 of 1987** (OG 5335)
 came into force on 1 April 1987 (AG GN 40/1987)
- Government Notice AG 104 of 1987** (OG 5390)
 came into force on 1 July 1987 (AG GN 104/1987)
- Government Notice AG 76 of 1988** (OG 5534)
 came into force on 1 May 1988 (AG GN 76/1988)
- Government Notice AG 4 of 1989** (OG 5693)
 came into force on 1 April 1989 (AG GN 4/1989)
- Government Notice AG 21 of 1989** (OG 5706)
 came into force on 1 May 1989 (AG GN 21/1989)
- Government Notice 95 of 1990** (GG 126)
 came into force on 1 January 1991 (GN 95/1990)
- Government Notice 13 of 1992** (GG 350)
 came into force on 1 February 1992 (GN 13/1992)
- General Notice 23 of 1993** (GG 614)
 came into force on 1 April 1993 (GN 23/1993)
- General Notice 53 of 1994** (GG 831)
 came into force on 2 April 1994 (GN 53/1994)
- General Notice 63 of 1995** (GG 1047)
 came into force on 1 April 1995 (GN 63/1995)
- General Notice 33 of 1996** (GG 1267)
 came into force on 1 April 1996 (GN 33/1996)
- General Notice 58 of 1997** (GG 1520)
 came into force on 1 April 1997 (GN 58/1997)
- General Notice 60 of 1998** (GG 1822)
 came into force on 1 April 1998 (GN 60/1998)
- General Notice 227 of 1998** (GG 1950)
 came into force on 1 October 1998 (GN 227/1998)
- General Notice 254 of 1999** (GG 2183)
 came into force on 1 October 1999 (GN 254/1999)
- General Notice 220 of 2000** (GG 2410)
 came into force on 1 October 2000 (GN 220/2000)
- General Notice 323 of 2000** (GG 2447)
 came into force on 1 October 2000 (GN 323/2000)
- This notice is marked as an “addition” to General Notice 220/2000.
- General Notice 274 of 2001** (GG 2623)
 came into force on 1 October 2001 (GN 274/2001)

ARRANGEMENT OF REGULATIONS

[The capitalisation of the headings and subheadings is reproduced as it appears in the various *Government Gazettes*. All of the subheadings are formatted as in the original regulation set, even though the formatting in some of the more recent amendments is inconsistent.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

Part I - Definitions

1. Definitions

Part II - General

2. Hours of Attendance
3. Rates of postage and classes of mail matter
4. Covers for postal articles / Space for address, postage and service instructions
5. Postage Franking Machines
6. *Reserved*
7. Perforation of Postage Stamps
8. Mutilated or Soiled Postage stamps
9. Exchange of Postage Stamps, etc.
10. Business Reply Service
- 10A. Freepost Service
11. Prepayment of postage in money
12. Postage rebate: Bulk posting: Unsorted articles / Pre-sorted articles
13. Householder circulars
- 13A. Postal articles addressed to "The Occupier", etc.
14. Postal Articles: Time of Posting
15. Limits of Mass and Size May Not be Exceeded
16. Adequate Packing Essential
17. Perishable Biological Substances
18. Unauthorised Enclosures
19. **[deleted]**
20. **[deleted]**
- 20A. Fresh Meat and Poultry
21. Postal Articles from and to Places Abroad Subject to Customs Treatment
22. Plants: Despatch by Post
23. Persons Under Sixteen: Postal Matter For
24. Insolvent Persons, Postal Matter For
25. Poste Restante: Postal Articles Addressed to
[spelling error in subheading corrected here]
26. Deficient postage
27. Enquiry regarding a postal item and a C.O.D trade charge, and application for the payment of compensation
28. Postal Articles Subject to Provisions of Conventions, etc.
29. Services which cannot be required of officers
30. Rates of payment for mails conveyed by sea
31. Masters of Vessels: Forms to be Completed by
32. Private Posting Boxes: Stampvending Machines

Part III - Private Post Bags

33. Postmaster-General may Arrange Service / Bags Made Up at More than One Office / Responsibility for Charges Due / Discontinuation of Service

Part IV - Private Boxes

34. Lease of Private Boxes / Rental / Two or More Persons may not Normally Rent a Box Jointly / Postmaster-General not obliged to let a Private Box to any Person and may Cancel

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

Lease / Additional Keys / Loss of Keys / Only to be Used for Articles which have Passed through the Post

Part IVbis - Letters

[Part IVbis, comprising regulation 34bis, is inserted by RSA GN R.2025/1965 and deleted by RSA GN R.2261/1968.]

34bis. [deleted]

Part IVA - Self-Service Delivery Centres

[Part IVA, comprising regulation 34A, is inserted by RSA GN R.135/1975.]

34A. Allocation of post boxes / Keys / Loss of keys / Disclosure of names and addresses of post box holders

Part V - Postcards

35. Conditions / Privately manufactured postcards / Postcards not complying with requirements

Part VI - Newspapers

36. Registration of Newspapers

[Parts VII-IX, comprising regulations 37-39, are deleted by RSA GN R.2330/1979.]

Part X - Literature for the Blind

40. Articles Accepted for Free Transmission and Conditions / Articles Accepted Specially

Part XI - Delivery of Postal Articles at Street Addresses

41. Delivery: New Services / Special Delivery Areas / Delivery at Residences / Delivery at Hotels, etc. / Delivery to Residential Flats / Delivery to Firms Accommodated in Business Blocks / Delivery Through Private Boxes and Private Bags

Part XII - Redirection of Mail Matter

42. Conditions under which Mail Matter is Redirected / Collection of Additional Postage

Part XIII - Undelivered Postal Articles

[The heading of Part XIII is substituted by RSA GN R.135/1975.]

43. Articles regarded as undeliverable / Disposal of certain undelivered postal articles

Part XIV - Registration

44. Addresses to be Written in Ink or Indelible Pencil / Registered Articles to be Handed to an Officer / Articles Received in Private Bags / Postage to be Fully Prepaid / Numbering of

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

Articles / Advice of Delivery / Compulsory Registration / Acquittance to be Furnished upon Delivery / Delivery through medium of Private Box / Identification of Recipient / Undelivered Registered Articles / Charges

Part XV - Compensation for Loss of Registered Articles

45. Limit of Compensation / Conditions

Part XVI - Certified Mail Service

[The original Part XVI was renumbered as Part XVII by RSA GN R.432/1971, which also inserts a new Part XVI.]

46. Nature of Service / Certification Fee / Address / Label / Posting / Acknowledgement of Posting / Advice of Delivery / Receipt to be Furnished upon Delivery / Undelivered Certified Items / Compensation Not Payable

Part XVII - Parcels

[The original "Part XVII - Agricultural Parcel Post", comprising regulation 47, after being amended by RSA GN R.494/1968, RSA GN R.1513/1968 and RSA GN R.1558/1968, was deleted by RSA GN R.432/1971. The original Part XVI, comprising regulation 46, was renumbered as Part XVII, and regulation 46 was renumbered as regulation 47, by RSA GN R.432/1971.]

47. Label / Particulars on Cover / Where to be Handed In / Irregular Enclosures / Redirection Charges / Stoppage of Parcels in Transit / Diversion of Parcels for the Police or Defence Force, or the Diplomatic Corps / Return of Undelivered Parcels / Demurrage on Parcels / Wharfage on Parcels Ex Overseas / Delivery from other than Money Order Offices not Obligatory / Street Delivery / Compensation

Part XVIII - Insured Parcel Post

48. Parcels may be Insured Against Loss or Damage / Handing in and Addressing / Numbering of Insured Parcels / Compulsory Insurance / Packing of Insured Parcels / Refusal if Conditions not Met / To be Insured for Full Value / Advice of Delivery / Articles not Permissible / Articles which may be Insured Against Loss Only / Redirection of Insured Parcels / Conditions for Compensation

Part XIX - Received Parcels

[The heading of Part XIX is substituted by RSA GN R.432/1971.
Part XIX is deleted by AG GN 3/1982.]

49. [deleted]

Part XX - Cash on Delivery Parcel Service

50. Cash on Delivery Parcels / Trade Charge / Cash on Delivery Fee / Special Label and Trade Charge Card / Advice of Arrival / Opening of Parcels Not Permitted / Reduction or Cancellation of Trade Charge / Compensation for Total Loss of C.O.D. Parcels

Part XXI - Railway Letter Post

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

51. Where to be Handed In / Time of Handing In / Letters to be Called for at Railway Stations / Letters for Delivery at Places other than Railway Stations / Items not Eligible for Transmission as Railway Letters / Treatment of Items Irregularly Accepted

Part XXII - Express Delivery

52. Charges and Excepted Articles / Conditions / Delivery of Articles Received After Hours Prescribed for Express Delivery

Part XXIII - Priority Mail Service

[Part XXIII, comprising regulation 53, is inserted by RSA GN R.72/1976.]

53. [no subheadings]

SCHEDULE A - Limits of Mass and Size of Postal Items

SCHEDULE B - Rates of postage for postal items posted in the republic for delivery within the Republic

SCHEDULE C

SCHEDULE D - Rates at which Payment is made for the Conveyance of Mails by Sea

SCHEDULE E

[This Schedule was originally Schedule F. The original Schedule E is deleted by RSA GN R.432/1971, which then renames the original Schedule F as "Schedule E".]

[Schedules G-J are deleted by RSA GN R.432/1971.]

[The words "Postmaster-General" and "South-West Africa" appear in both hyphenated and unhyphenated versions and have been reproduced throughout as they appear in the *Government Gazette*.]

PART I
DEFINITIONS

Definitions

1. In these regulations, unless the context otherwise indicates, -

"special service fees" means fees which must be paid in addition to the postage;

"the Act" means the Post Office Act, 1958 (Act No. 44 of 1958). as amended; and any word or expression to which a meaning has been assigned in the Act shall bear that meaning;

"the Republic" means the Republic of South Africa including South West Africa.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

[Regulation 1 is substituted by RSA GN R.432/1971. The definition of “the Republic” is subsequently substituted by RSA GN R.1752/1973.]

PART II
GENERAL

Hours of Attendance

2. The hours during which post offices shall be open for, the conduct of the various classes of public business shall be as determined and notified from time to time by the Postmaster-General.

Rates of postage and classes of mail matter

3. (1) The rates of postage payable for the transmission of postal articles through the post, and the special service fees in this connection, are as set forth in Schedule B to these regulations.

- (2) For tariff purposes, postal articles are divided into the following classes:
- (a) Standardised postal articles, i.e. articles posted in rectangular sealed envelopes the dimensions of which are at least 90 x 140 mm and not more than 120 x 235 mm, that are not more than 5 mm thick and have a total mass not exceeding 50 g;
 - (b) non-standardised postal articles, i.e. articles posted in envelopes or other wrappers that conform to the maximum and minimum dimensions prescribed in Schedule A, but that do not conform to all the requirements with regard to dimensions or mass prescribed for standardised postal articles;
 - (c) postcards;
 - (d) aerograms;
 - (e) registered newspapers posted in terms of regulation 36 (7); and
 - (f) parcels.

[Regulation 3 is amended by RSA GN R.432/1971 and substituted along with its heading by RSA GN R.2330/1979.]

Covers for postal articles

4. (1) With the exception of postcards and aerograms, all postal articles must be posted in wrappers or envelopes.

Space for address, postage and service instructions

(2) At least the whole of the right-hand half of the address side of a postcard and of the wrapper, envelope or tie-on label of any other postal article shall be reserved exclusively for the name and address of the addressee and for the postage stamps and service instructions or labels that may be necessary.

[Regulation 4 is substituted by RSA GN R.2261/1968 and by RSA GN R.2330/1979.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

Postage Franking Machines

5. The Postmaster-General may licence the use of approved postage meters or franking machines for impressing upon postal articles the sign of the postage or stamp values, subject to such conditions as he may deem necessary.

6. *Reserved*

[Regulation 6 is amended by SA GN R.1791/1960 and substituted, along with its heading, by RSA GN R.88/1972. RSA GN R.887/1972 then substitutes "6. Reserved" for the heading and the text of this regulation.]

Perforation of Postage Stamps

7. (1) Subject to the written approval of the Postmaster-General, postage stamps may be perforated with initials. Such perforated stamps may be used for any purpose of the Post Office Act except for extending the value of postal orders.

(2) Perforated postage stamps shall not be re-purchased or exchanged for other stamps.

Mutilated or Soiled Postage Stamps

8. Postage stamps mutilated or soiled so as to make it a matter of doubt whether they have been previously used for any purpose whatsoever shall not be used for the payment of any postal charges.

Exchange of Postage Stamps, etc.

9. Any denomination of postage stamps, envelopes, cards, or other articles embossed or impressed with postage values of the Republic of South Africa may be exchanged for any other denomination of the same article at the discretion of the Postmaster-General and upon payment of the prescribed charge.

[Regulation 9 is amended by RSA GN R.432/1971.]

Business Reply Service

[The heading of regulation 10 is substituted by RSA GN R.432/1971.]

10. (1) The Postmaster General may, on such conditions as he may deem necessary and subject to the provisions of this regulation, issue a licence to any person to receive from clients in the Republic and in South-West Africa cards or envelopes, issued by the licensee, upon which postage has not been prepaid.

[Subregulation (1) is substituted by RSA GN R.432/1971.]

(2) The licence shall not cover the use of any such cards or envelopes which do not conform to specifications prescribed by the Postmaster-General and complete printed proofs of such cards or envelopes must be submitted by the licensee to the Postmaster-General before being used.

[Subregulation (2) is amended by RSA GN R.432/1971.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

(3) The licensee must make and maintain a deposit with the Postmaster-General of an amount sufficient to cover the charges which the Postmaster-General estimates will accrue in respect of such articles during such period as he may determine; provided that the amount so deposited shall not be less than one Rand.

[Subregulation (3) is amended by SA GN R.1791/1960.]

(4) The appropriate postage rates and special service fee as prescribed in Schedule B to these regulations shall be payable by the licensee.

[Subregulation (4) is amended by RSA GN R.432/1971.]

(5) In all other respects the cards or envelopes shall be subject to the general postal regulations.

[Subregulation (5) is amended by RSA GN R.432/1971.]

(6) The licence may be revoked by the Postmaster-General by notice in writing of such a period as may have been determined by him for the purpose of subregulation (3); provided that if the licensee fails to comply with any of the conditions of the licence, it may be revoked forthwith.

FREEPOST SERVICE

10A. (1) The Postmaster General may, subject to such conditions as he may deem necessary and upon payment of the licence fee prescribed in Schedule B to these regulations, issue to any person a licence authorising him to use in his correspondence or advertising material an approved address to which customers may post postal articles without prepayment of postage.

(2) The licensee must make and maintain a deposit with the Postmaster General of an amount sufficient to cover the charges which the Postmaster General estimates will accrue in respect of such articles during such period as he may determine: Provided that the amount shall not be less than one rand.

(3) The appropriate postage rates and special service fees as prescribed in Schedule B to these regulations shall be payable by the licensee.

[Subregulation (3) is substituted by RSA GN R.2330/1979.]

(4) Articles posted in terms of the freepost service shall in all other respects be subject to the general postal regulations.

(5) The licence may be revoked by the Postmaster General by notice in writing of such a period as may have been determined by him for the purpose of subregulation (2): Provided that if the licensee fails to comply with any of the conditions of the licence it may be revoked forthwith.

[Regulation 10A is inserted by RSA GN R.2316/1977.]

Prepayment of postage in money

11. At such offices as may be determined by the Postmaster General prepayment of postage may be made in money instead of in postage stamps when one person or firm hands in

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

for transmission at least 100 articles simultaneously. The articles must be made up in faced bundles. Articles on which postage has been prepaid in money shall not be accepted for posting on public holidays.

[Regulation 11 is amended by RSA GN. R.1456/1965 and substituted along with its heading by RSA GN R.2330/1979.]

Postage rebate: Bulk posting: Unsorted articles

12. (1) Whenever at least 100 standardised articles, postcards or non-standardised surface-mail articles with a mass not exceeding 500 g each are handed in simultaneously at a post office counter by one person or firm, a discount of 20 per cent will be allowed on the total amount of the postage payable, provided that -

- (a) the consignment is made up in bundles of 100 articles and that the postage payable on each article in the relative bundle is the same;
- (b) the articles are provided with postcodes;
- (c) the articles are faced; and
- (d) the consignment is handed in before 13h00 on Mondays to Fridays and before 11h00 on Saturdays (public holidays excepted).

Pre-sorted articles

(2) Subject to the conditions mentioned below, a discount of 30 per cent will be allowed on the total amount of the postage on standardised articles, postcards or non-standardised surface-mail articles with a mass not exceeding 500 g each that are pre-sorted according to the requirements of the Post Office:

- (a) A minimum of 5 000 addressed articles must be posted simultaneously.
- (b) All the articles comprising a consignment must originate from the same sender, must be identical in shape, size and mass and the nature of the contents of the articles should be the same.
- (c) The articles must be provided with postcodes.
- (d) The articles must be handed in before 13h00 on Mondays to Fridays and before 11h00 on Saturdays (public holidays excepted) at a specific post office to which at least 24 hours prior notice must be given.
- (e) The articles must be intended for delivery within the Republic and South West Africa.
- (f) Postage on the articles must be prepaid in cash and the articles must bear the words 'Postage Paid' and the name of the post office of posting in the upper right-hand corner of their envelopes or wrappers.
- (g) The sender must sort the articles into routes/ destinations/suburbs/boxes/streets according to the requirements of the local post office. Where ten or more such articles are available, they must be securely tied in faced bundles of convenient size.

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

Each bundle must be properly labelled. Where the quantity of the articles for a single destination justifies it, the bundles can be required to be enclosed in a properly labelled bag.

- (h) Articles handed in from 13 December to 5 January (both dates inclusive) will qualify for a discount of only 20 per cent.

[Regulation 12 is amended by SA GN R.287/1961, RSA GN. R.1456/1965, RSA GN R.1042/1970, RSA GN R.1043/1970, RSA GN R.432/1971 (which also substitutes its heading) and RSA GN R.432/1971, and substituted along with its heading by RSA GN R.2330/1979.]

Householder circulars

13. (1) Subject to the conditions mentioned below, standardised articles, postcards and non-standardised surface-mail articles with a mass not exceeding 100 g addressed merely to 'The Householder', 'The Box Renter' or in any other similar manner, with or without the place of delivery, will be accepted for delivery in the Republic and South West Africa at the appropriate postage rate less a discount of 20 per cent.

(2) The service indication 'Householder Circular' and 'Postage Paid' must be prominently printed or hand-stamped in the upper right-hand corner of the address side of each article.

(3) At least 100 articles must be posted by the same person or firm at the same time and the articles must be handed in at a post office counter before 13h00 on Mondays to Fridays and before 11h00 on Saturdays (public holidays excepted) from the 5th to the 20th of the month, both dates inclusive.

(4) Consignments must be assigned to towns, districts, etc. as may be required by the Post Office and must be tied in faced bundles of 100 articles for convenient handling. Articles of a bulky nature or awkward shape that cannot conveniently be tied in bundles will not be accepted as householder circulars.

(5) Articles not having the place of delivery indicated on them may be tied in bundles of 100 articles, each with a label attached bearing the name of the town in which it is desired that delivery should be effected. In the absence of such a label the town of posting will be understood to be the place of delivery.

[Regulation 13 is amended by SA GN R.287/1961, SA GN R.682/1961, RSA GN. R.1456/1965, RSA GN R.172/1969, RSA GN R.1042/1970, RSA GN R.1043/1970 and RSA GN R.432/1971, and substituted by RSG GA R.2330/1979]

Postal articles addressed to "The Occupier", etc.

13A. (1) Subject to the conditions mentioned below, parcels and other postal articles merely addressed to "The Occupier", "The Box Renter" or in any other similar manner for delivery within the Republic or South West Africa will be accepted at the applicable prescribed postage rate.

(2) The service indication "Postage Paid" must be prominently printed or hand-stamped in the upper right-hand corner of the address side of each postal article.

(3) At least 100 postal articles must be handed in simultaneously and the articles forming a consignment must be identical as regards size and mass.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

(4) Consignments must be handed in at a post office counter before 15h00 on Mondays to Fridays and before 12h00 on Saturdays (public holidays excepted).

(5) No discount shall be allowed on the postage.

[Regulation 13A is inserted by RSA GN R.432/1971 and substituted by RSA GN. R.2330/1979.]

Postal Articles: Time of Posting

14. The time up to which postal articles may be posted for despatch by any particular mail shall be determined and notified by the Postmaster-General who may also, as he may deem fit, make arrangements for the inclusion in any mail of articles posted after the time so determined on payment of the prescribed fees.

Limits of Mass and Size May Not be Exceeded

15. No postal article shall exceed the prescribed limits of mass or dimensions except without the express authority of the Postmaster-General obtained prior to posting.

[Regulation 15 is amended by RSA GN R.432/1971.]

Adequate Packing Essential

16. (1) The contents of every postal article must be packed and secured by the sender in such a manner as to afford adequate protection to the contents thereof and to other postal articles as well as to postal officials dealing with the mails. Any article which, in the opinion of the Postmaster-General, does not comply with this requirement may be refused acceptance, or may be intercepted and detained in the course of transmission.

(2) The sender of a postal article which causes damage to other articles of mail, may be held liable for the amounts the Postmaster-General in his discretion pays as compensation in terms of these regulations.

[Regulation 16 is amended by RSA GN R.2025/1965 to insert subregulation (2).]

Perishable Biological Substances

17. (1) Notwithstanding the provisions of section ninety-five of the Post Office Act, any perishable biological substance may be sent through the post provided the succeeding provisions of this regulation are complied with.

(2) (a) Perishable biological substances consisting of living pathogenic micro-organisms or of living pathogenic viruses shall be enclosed in a bottle or tube of thick glass or plastic material, well stoppered, or in a sealed phial. This container shall be impermeable and hermetically sealed. It shall be surrounded with a thick and absorbent material (absorbent cotton wool, swan's down cloth or flannelette) wrapped round the container several times and bound both above and below it so as to form a sort of cocoon. The container so wrapped shall be placed in a solid, well-fastened, metal box. The absorbent material placed between the inner container and the metal box shall be of sufficient quantity to absorb, in the case of breakage, all the liquid contained, or capable of being formed, in the inner container. The metal box shall be made and fastened in such a way as to make any contamination of the

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

outside of the box impossible. The metal box itself shall be wrapped in cotton wool or spongy material and enclosed in its turn in a protective box in such a way as to prevent any movement. This outer protective box shall be hollowed out from a block of solid wood, or shall be of metal, or may be of a material and construction of equivalent strength, and furnished with a well fitting lid fastened so that it cannot open in course of transmission. Special provision, such as drying by freezing or packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes in atmospheric pressure, makes it necessary that the packing shall be strong enough to withstand these variations in pressure. Moreover, the outer box (as well as the outer wrapping if there is any) shall have on the side which bears the name and address of the addressee and of the sender, a violet coloured adhesive label with a special symbol and the indication "Perishable biological substances. Dangerous: Not to be opened in transit" as provided by the department.

- (b) Perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner impermeable container with an outer protective container and with absorbent material placed either in the inner container or between the outer and inner container; this material shall be of sufficient quantity to absorb, in the case of breakage, all the liquid contained, or capable of being formed, in the inner container. Moreover, the contents of the inner as well as of the outer container shall be packed in such a way as to prevent any movement. Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes of atmospheric pressure, makes it necessary if the substances are packed in sealed phials or well stoppered bottles, that these containers shall be strong enough to withstand variations in pressure. The outer container, as well-as the outer wrapping of the item, shall have affixed to it on the side which bears the name and address of the addressee and of the sender, a violet coloured adhesive label bearing a special symbol and the indication mentioned in sub-regulation(2)(a).

(3) Every postal article referred to in sub-regulation (2) which is accepted for transmission through the post shall bear on or have attached to its cover, in addition to the violet coloured label mentioned in sub-regulation (2)(a), a declaration signed by the sender, in such form as may be required by the Postmaster General.

- (4) Any postal article referred to in sub-regulation (2) shall not exceed 3 kg in mass.

[Regulation 17 is substituted by RSA GN R.2025/1965 and amended by RSA GN R.432/1971.]

Unauthorised Enclosures

18. (1) Nothing sent through the post may contain an enclosure which is directed to a name and address different from the name and address appearing on the cover.

(2) Any postal article found to contain any enclosure contrary to this regulation shall, without prejudice to any penalty which may be imposed upon the sender in terms of the Act, be surcharged on delivery with an amount equal to double the postage which would have been payable upon each such irregular enclosure had it been posted separately.

[Regulation 18, including its heading, is substituted by RSA GN R.1862/1972. It is then substituted by RSA GN R.1512/1973, amended by RSA GN R.1596/1975, and again substituted by RSA GN R.2384/1975.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

19.

[Regulation 19 is deleted by RSA GN R.2330/1979.]

20.

[Regulation 20 is substituted by RSA GN R.1685/1963 and deleted by RSA GN R.2330/1979.]

Fresh Meat and Poultry

20A. Save as provided in regulation 17, fresh meat and poultry, in any form, may not be sent through the post.

[Regulation 20bis is inserted by RSA GN R.1746/1967
and renumbered as regulation 20A by RSA GN R.432/1971.]

Postal Articles from and to Places Abroad Subject to Customs Treatment

21. (1) Postal articles addressed to or received from any place beyond the borders of the Republic and of South-West Africa shall be subject to the Customs law in force for the time being, and shall be accompanied by such forms duly completed by the sender or receiver as may be required by the Postmaster-General.

[Subregulation (1) is amended by RSA GN R.432/1971.]

(2) Every postal item for delivery within the Republic containing articles liable to customs duty or which may reasonably be believed to contain such articles shall be cleared through the Customs by the Postmaster General, and shall be subject upon delivery to the clearance fee applicable for the time being. Postal articles containing jewellery or enclosures of intrinsic value, and articles the declared value of which may appear to be understated, shall be liable to detention until proof of their value shall have been adduced to the satisfaction of the Commissioner of Customs.

[Subregulation (2) is amended by RSA GN R.432/1971.]

Plants: Despatch by Post

22. The despatch by post of plants or parts of plants, such as cuttings, roots, tubers, bulbs, fruit, or other vegetable matter, and the delivery of similar articles shall be subject to the approval of the Secretary for Agricultural Technical Services. The cost of any steps which may be taken in connection with the examination or fumigation of any such articles by direction of the Secretary for Agricultural Technical Services shall be borne by the sender in the case of postal articles handed in at a post office within the Republic and by the addressees in the case of articles received from beyond the borders of the Republic for delivery within the Republic.

[Regulation 22 is amended by RSA GN R.432/1971.]

Persons Under Sixteen: Postal Matter For

23. Where directions, in writing, have been given to the Postmaster-General by a parent or guardian of a person under sixteen years of age having the custody of that person, the Postmaster-General may at his discretion deliver all postal articles addressed to such person in accordance with the directions so given. Notwithstanding such directions, however, the

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

Postmaster-General may, if he so deems fit, deliver to any person under sixteen years of age any postal article addressed to that person. In the absence of such directions postal articles addressed to a minor shall be delivered in accordance with the ordinary regulations governing the delivery of postal articles.

Insolvent Persons, Postal Matter For

24. If, in the event of the insolvency of any person or dissolution of any business partnership, and in the absence of any order by a competent court, any person concerned gives notice to the Postmaster-General not to deliver any postal articles addressed to such insolvent or business partnership except to the person giving such notice, the Postmaster-General may refuse to deliver all articles so addressed until an agreement is arrived at between the interested parties, and in default of such agreement being arrived at within thirty days from the date of the said notice, the Postmaster-General may cause such articles to be endorsed with the words "in dispute" and treated as undeliverable.

Poste Restante: Postal Articles Addressed to

[The word "Addressed" is misspelt in the *Government Gazette*, as reproduced above.]

25. The treatment of postal articles addressed to a poste restante or to be called for at any post office shall be subject to such conditions as may from time to time be framed by the Postmaster-General, who may at his discretion deliver any such article at the addressee's place of business or private residence, or, if the addressee is a renter of a private post office box at such post office into such box.

Deficient postage

26. (1) The amount payable in respect of the deficient postage on any unpaid or insufficiently prepaid postal article, other than a registered article or a parcel, shall be equal to double the amount of such deficiency; provided that a similar penalty shall be payable in respect of any deficient postage on any registered article or any parcel posted otherwise than as prescribed.

(2) When any amount due in respect of the deficient postage on any postal article, is paid at the time of delivery of the article, the delivery officer shall affix to the article a special stamp, or stamps, provided for the purpose and of a value equal to the amount paid, and shall cancel the stamp or stamps with an impression of the datestamp of the delivery office. The payment of any such amount after delivery of an unpaid or insufficiently prepaid postal article must be accounted for by means of a postage stamp, or stamps, of a corresponding value which must be affixed to a special card and cancelled as the Postmaster General may direct.

(3) If the correctness of a surcharge on a postal article is disputed, the matter must be represented to the postmaster of the office of delivery, to whom the surcharged article must be produced before being opened.

[Regulation 26 and its heading are substituted by RSA GN R.1752/1973.]

*Enquiry regarding a postal item and a C.O.D trade charge, and
application for the payment of compensation*

[The heading of regulation 27 is amended by RSA GN R.432/1971
and substituted by RSA GN R.1102/1971.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

27. (1) (a) Enquiry regarding a postal item must be instituted within one year from the day following the date on which the item was posted.
- (b) Under no circumstances shall an application for compensation, where applicable, be entertained if not made within the period prescribed in subregulation (1)(a).

[Subregulation (1) is inserted by RSA GN R.1102/1971, which directs that the previous subregulations (1) and (2) will become subregulations (2) and (3).]

(2) When an enquiry is instituted by the Postmaster-General at the request of either the sender or the addressee in regard to any postal article said to have been posted, the Postmaster-General may require the applicant to make a declaration in support of the information furnished by him in such form as may be decided by the Postmaster-General, and except where an advice of delivery of a registered or certified item, or an insured parcel, has been paid for may further require the applicant to pay the fee prescribed in Schedule B to these regulations.

[A new subregulation (2) is inserted by RSA GN R.432/1971, which directs that the original text of regulation 27 (as amended by RSA GN R.432/1971) will become subregulation (1). RSA GN R.1102/1971 inserts a new subregulation (1) above and directs that previous subregulations (1) and (2) will become subregulations (2) and (3).]

(3) The sender of a cash on delivery parcel may, subject to such conditions as the Postmaster General may deem necessary, and to payment of the search fee prescribed in Schedule B to these regulations, obtain information regarding disposal by the department of the trade charge collected from the addressee of such parcel. The search fee may be refunded should it be found that as a result of default on the part of the department. the trade charge had not been paid to the sender of the parcel at the time the enquiry was instituted.

[As noted above, the subregulations are renumbered by RSA GN R.1102/1971, with the previous subregulation (2) becoming subregulation (3).]

Postal Articles Subject to Provisions of Conventions, etc.

28. Postal articles addressed to or received from any country beyond the borders of the Republic and of South-West Africa shall be subject to the provisions of any convention or agreement in regard to the transmission of such articles through the post in force for the time being between the Government and the postal authority of such country and to the provisions of any contract for the conveyance of mails by sea in force for the time being between the Government and any company or person or body of persons.

[Regulation 28 is amended by RSA GN R.432/1971.]

Services which cannot be required of officers

29. Officers are not required to give or demand change, or to affix postage stamps to postal items brought to the post office.

[Regulation 29, including its heading, is substituted by RSA GN R.1862/1972.]

Rates of payment for mails conveyed by sea

30. The rates of payment for the conveyance of mails by sea shall be as prescribed in Schedule D to these regulations.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

[Regulation 30, including its heading, is substituted by RSA GN R. 2134/1977.]

Masters of Vessels: Forms to be Completed by

31. The master or person in charge of any vessel arriving at any port in the Republic must, in accordance with section *forty-three* of the Post Office Act, complete one or other of the forms prescribed in Schedule E to these regulations.

[Regulation 31 is amended by RSA GN R.432/1971.]

Private Posting Boxes: Stampvending Machines

32. (1) The collection by the Post Office of articles posted in a private posting box or in a posting box hired from the department shall be subject to such conditions as the Postmaster-General may deem necessary and to payment at the rate prescribed in Schedule C to these regulations.

(2) The Postmaster-General may, subject to such conditions as he may deem necessary and to payment at the rates prescribed in Schedule C to these regulations, let a stamp-vending machine to any person.

[Subregulation (2) is amended by RSA GN R.432/1971.]

PART III
PRIVATE POST BAGS

Postmaster-General may Arrange Service

33. (1) The Postmaster-General may enter into arrangements with any person for the use of a private post bag for the transmission of postal articles between the residence or place of business of such person and any post office considered by the Postmaster-General to be convenient for the purpose, subject to such conditions as the Postmaster-General may deem expedient, and to payment by the said person of the prescribed fee.

Bags Made Up at More than One Office

(2) In the event of any such bag being used between the residence of any such person and more than one post office, the said fee shall be payable in respect of each such post office.

Responsibility for Charges Due

(3) Where any such bag is used by more than one person, the person responsible for the payment of the aforesaid fee shall be responsible for all charges which may be due upon all postal articles forwarded at any time in such bag and for the return to the proper post office of all receipts duly signed by the addressees in connection with all classes of parcels and registered and certified postal items as well as of all undeliverable or missent articles enclosed in such bags.

[Subregulation (3) is amended by RSA GN R.432/1971. The word "undeliverable" is misspelt in the *Government Gazette*, as reproduced above.]

Discontinuation of Service

**REGULATIONS
Posts and Telecommunications Act 19 of 1992**

Postal Regulations

(4) In the event of any breach of these regulations or of any condition laid down by the Postmaster-General respecting the use of a private post bag, or where in his opinion any such bag is being or is intended to be used for any improper purpose, the use thereof may forthwith be discontinued.

**PART IV
PRIVATE BOXES**

Lease of Private Boxes

34. (1) The Postmaster-General may, in his discretion, and subject to such conditions as he may deem necessary, let to any person a private post office box at any post office for the delivery of postal articles addressed to the lessee thereof.

Rental

(2) The rental to be charged for such box may not exceed the maximum prescribed in Schedule C to these regulations.

Two or More Persons may not Normally Rent a Box Jointly

(3) Two or more persons, unless in business partnership, shall not jointly rent one private box and persons or firms trading under two or more designations may be required to rent a box for each designation. Under this subregulation any group of companies having a joint management may be required to rent a separate box for each company.

Postmaster-General not obliged to let a Private Box to any Person and may Cancel Lease

(4) The Postmaster-General may refuse to let a private post office box to any person without assigning any reason for such refusal, and may cancel the lease of any such box at any time without notice if it appears to him that any of the conditions of the lease have been infringed or if in his opinion the box is intended to be or is being used for objectionable purposes.

Additional Keys

(5) Two keys shall be supplied for each such box when let, but if the renter requires an additional key he shall be required to pay the cost thereof at the prescribed rate.

Loss of Keys

(6) If any renter of a private post office box loses a key belonging to such box he shall pay to the Postmaster-General the charge prescribed for the supply of a new lock.

Only to be Used for Articles which have Passed through the Post

(7) Private post office boxes shall be used exclusively for the reception of correspondence which has passed through the post.

**PART IVbis
LETTERS**

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

[Part IVbis, comprising regulation 34bis, is inserted by RSA GN R.2025/1965 and deleted by RSA GN R.2261/1968.]

PART IVA
SELF-SERVICE DELIVERY CENTRES

[Part IVA, comprising regulation 34A, is inserted by RSA GN R.135/1975.]

Allocation of post boxes

34A. (1) The Postmaster General may, in his discretion and subject to such conditions as he may deem necessary, allocate to any person a post box at a self-service delivery centre, for the delivery therein of postal articles, except parcels and registered and certified postal articles, addressed to the holder of such post box.

Keys

(2) Two keys shall be supplied for each such post box upon payment of the fee prescribed in Schedule C to these regulations, but if the post box holder requires an additional key he shall pay the cost thereof at the prescribed rate.

Loss of keys

(3) If any post box holder loses a key of the post box, he shall pay to the department the charge prescribed for the supply of a new lock.

Disclosure of names and addresses of post box holders

(4) The Postmaster-General reserves the right to disclose to any person the name and address of the holder of a post box at a self-service delivery centre and to furnish such particulars for publication in any list or directory.

[Regulation 34A is inserted by RSA GN R.135/1975.]

PART V
POSTCARDS

Conditions

35. (1) A postcard issued or sold by the Postmaster General may be posted without a cover or wrapper. Except for the postage stamp or stamps for the prepayment of the postage due and any service fees that may be payable and the service label or labels that may be necessary for its transmission, nothing may be attached thereto.

Privately manufactured postcards

(2) Postcards of private manufacture are allowed for transmission by post at the postage rate prescribed for postcards, provided that they conform to the conditions contained in subregulation (1) and Schedule A and the special requirements and conditions prescribed and notified by the Postmaster General.

Postcards not complying with requirements

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

(3) A postal article purporting to be a postcard that does not comply with the prescribed conditions shall be surcharged upon delivery with double the deficient postage at the non-standardised rate.

[Regulation 35 is amended by SA GN R.939/1960, RSA GN R.2025/1965 and RSA GN R.2261/1968, and substituted by RSA GN R.2330/1979.]

PART VI
NEWSPAPERS

Registration of Newspapers

36. (1) Subject to the requirements of subregulation (7) publications which are registered with the Postmaster General as newspapers shall be eligible for transmission by post at the publishers' rate of postage prescribed in item 4 of Schedule B to these regulations.

[Subregulation (1) is amended by RSA GN R.2330/1979.]

(2) In order to qualify for registration with the Postmaster General as a newspaper, a publication must meet the following requirements:

- (a) It must consist of political or other news, or of articles relating thereto or to other current topics, with or without engravings, prints or lithographs or any other sort of picture and with or without advertisements: Provided that the aggregate news and article content of the publication and its supplements shall not occupy less than one third of the total printing space of such publication and supplements.
- (b) For the purposes of subregulation (a), information presented in tabular or list form unless such information forms an integral part of a news report or an article, shall not be regarded as news. A publication which depends primarily upon information about the arrivals and departures of ships and aircraft, or about debtors, or other similar information presented in tabular or list form for its circulation shall not qualify for registration as a newspaper even though the news or article content may exceed one third of the total printing space of such publication and its supplement.
- (c) It must be printed on paper.
- (d) It must be printed and published in its entirety within the Republic and must be published at intervals of not more than one month.
- (e) The full title and date of publication must be printed at the top of the first page thereof and the whole or part of the title and the date of publication on every subsequent page: Provided that such particulars may be omitted from an inner page wholly printed in colour if they are printed on the reverse side of such page.
- (f) The words 'Registered as a newspaper at the Post Office' must be printed on the first, last or penultimate page.
- (g) It must not be distributed primarily for the purpose of advertising the products or wares of any one person or of otherwise furthering his own business interests.
- (h) If it contains a supplement, the supplement must meet the following requirements:

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

- (i) It must consist of matter similar to that of a newspaper or of advertisements.
- (ii) It must be printed on paper.
- (iii) It must be printed in its entirety within the Republic.
- (iv) The whole or part of the title and the date of the newspaper, preceded or followed by "Supplement to" or "Supplement" must be printed on every page thereof or on every sheet or side on which any illustration or other printing appears: Provided that these particulars may be omitted from an inner page wholly printed in colour if they are printed on the reverse side of such page: Provided further that if the title or part thereof and the date of more than one newspaper appear on a page of a supplement, at least one-third of the total printing space of that supplement must be occupied by political or other news or articles relating thereto or to other current topics, with or without engravings, prints or lithographs or any other sort of picture.

[Subparagraph (iv) is substituted by RSA GN R.1178/1975.]

- (v) All the supplements to a newspaper must be grouped together in or with the newspaper in one place. For the purpose of this subregulation a page of advertising matter which does not bear the indication 'Supplement to' or 'Supplement' and which is gummed or stitched into a publication, shall not be regarded as a supplement.

- (i) A publication and its supplement may not contain -

- (i) more than one loose card or envelope - such card or envelope may be a business reply card or envelope - originating from the publisher and bearing his printed name and address; and
- (ii) more than one card originating from an advertiser in respect of each of his advertisements in such a publication or its supplement: Provided that in the case of an advertiser. such card either forms an integral part of the advertisement or is bound in with the page on which the advertisement appears. The card must otherwise comply with such conditions as may be determined and notified by the Postmaster General.

[Paragraph (i) is substituted by RSA GN R.650/1977.]

(3) The publisher of every publication registered as a newspaper with the Postmaster General shall send to the Postmaster General or to an officer designated by the Postmaster General free of charge a copy of each issue of such publication including any supplement within 24 hours of posting thereof.

(4) The proprietor, printer or publisher of any publication that is not registered with the Postmaster General, who prints or permits or causes to be printed on such publication the words 'Registered at the Post Office as a newspaper or any other wording to this effect shall be guilty of an offence and liable upon conviction to a penalty not exceeding R10 for every such offence.

(5) The fee for the registration of a publication as a newspaper with the Postmaster General is prescribed in Schedule B to these regulations.

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

(6) A registered newspaper posted to the editor of any other such newspaper in terms of section 13(5)(c) of the Act shall be enclosed in an envelope or wrapper clearly marked "Exchange Copy", addressed to the editor in his capacity as such and shall be handed to the post office direct from the office of the publisher together with newspapers posted in terms of subregulation (7).

(7) Subject to the following requirements publications registered as newspapers in terms of section 17(1) of the Act will be accepted for transmission by post at the publishers' rate of postage:

- (a) Such publications must be posted by the publishers or their duly authorised agents at intervals of not more than one month.
- (b) Save as is provided for in subregulation (c) copies of such publications must be addressed to bona fide subscribers within the Republic. For the purpose of this subregulation a bona fide subscriber shall be deemed to be a person -
 - (i) who has ordered that a publication be sent by post at regular intervals and for a specific period to him, or to a person nominated by him, and who has paid for the publication at the prevailing subscription rates; or
 - (ii) who, by virtue of his membership of or employment by an organisation or association or a movement is entitled to receive a newspaper of such organisation, association or movement at least once a month.
- (c) Notwithstanding anything to the contrary contained in subregulation (b) the Postmaster General may accept for transmission at the publishers' rate, publications which are not addressed to bona fide subscribers, but which do not depend upon advertising as a source of revenue.
- (d) Whenever publications are posted in terms of subregulations (b) and (c) the publishers shall furnish a declaration to the postmaster at the office of posting -
 - (i) to the effect either that all the copies of such publications are addressed to bona fide subscribers, or that the copies are copies of publications registered as newspapers, which do not depend upon advertising as a source of revenue; and
 - (ii) showing the number of single copies having a mass of not more than 250 g and those having a mass of more than 250 g but not more than 500 g.
- (e) Not fewer than 200 copies of the same issue must be posted at the same time.
- (f) Each copy of such publication must be enclosed in a separate envelope or wrapped in such a manner as to facilitate examination.
- (g) The envelope or wrapper must bear the title of the publication and the name and address of the publisher. In addition, the words 'Newspaper postage paid' must appear in the upper righthand corner where postage stamps are normally affixed.
- (h) Not more than five copies of each issue may be sent to any one subscriber.

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

- (i) The publishers must subdivide the newspapers and enclose them in labelled bags or tie them in labelled bundles in accordance with the sorting requirements of the post office.
- (j) The newspapers must be handed in at a specified post office or such other place on fixed days and at fixed times determined by the local postmaster.
- (k) The postage on consignments must be paid in advance and at intervals approved by the local postmaster.
- (l) Publishers must make their lists of bona fide subscribers, their despatch books and their wrapping and despatch departments accessible for inspection by duly authorised officers, whenever required by the Post Office. They must be able to produce documentary proof that subscription moneys are paid.
- (8) (a) Where the combined mass of a newspaper and its supplement exceeds 500 grammes or the newspaper contains an enclosure that does not meet the requirements of subregulations (2)(h) and (2)(i), or where the requirements of subregulations (2)(a) to (g) and (7) are not complied with, postage at the printed papers rate, or, if a higher rate than the printed papers rate is applicable to any such enclosure, such higher rate, shall be payable on the whole packet.
- (b) A publisher shall at the time of posting of a newspaper sign an undertaking to make good any underpayment of postage that may be revealed subsequently.

[Subregulation (8) is substituted by RSA GN R.1596/1975 and by RSA GN R.2384/1975.]

- (9) This Regulation is being withdrawn with effect from 1 January 1984.

[Subregulation (9) is inserted by RSA GN R.2330/1979.]

[Regulation 36 is amended by SA GN R.1791/1960, RSA GN R.1685/1963, RSA GN R.2261/1968, RSA GN R.1042/1970, RSA GN R.1043/1970, RSA GN R.432/1971 and RSA GN R.886/1972, and substituted by RSA GN R.234/1974, prior to the subsequent amendments to the specific subregulations noted above.]

[Parts VII-IX previously comprised regulations 37-39. Regulations 37 and 39 were both amended by SA GN R.939/1960, and regulation 37 was amended by RSA GN R.1252/1961. Then Parts VII-IX (regulations 37-39) were substituted by RSA GN R.2025/1965. Regulation 37 was subsequently amended by RSA GN R.2261/1968, RSA GN R.1441/1973 and RSA GN R.650/1977. Regulation 39 was subsequently amended by RSA GN R.432/1971. Then Parts VII-IX (regulations 37-39) were all deleted by RSA GN R.2330/1979.]

PART X
LITERATURE FOR THE BLIND

Articles Accepted for Free Transmission and Conditions

40. (1) Letters bearing writing used by the blind posted unsealed and plates bearing characters of the writing used by the blind may be sent as literature for the blind. The same applies to sound records and to the special paper intended solely for the use of the blind, provided that they are sent by or addressed to an officially recognised institution for the blind.

(2) Literature for the blind shall be forwarded free of charge by surface mail provided that such articles -

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

- (a) bear on the outside the indication “Literature for the Blind”, and the name and address of the sender;
- (c) are posted either without a cover or in a cover open at both ends which can easily be removed for the purpose of examination; and
- (c) do not exceed 7 kg in mass or the maximum dimensions prescribed for letters in Schedule A to these regulations.

[Regulation 40 is substituted by SA GN R.939/1960 and by RSA GN R.2025/1965, and amended by RSA GN R.432/1971.]

PART XI
DELIVERY OF POSTAL ARTICLES AT STREET ADDRESS

Delivery: New Services

41. (1) The delivery of mail matter at a street address shall be at the discretion of the Postmaster-General and he may impose conditions governing the introduction of a new service or the extension of an existing service.

Special Delivery Areas

(2) The Postmaster-General may declare any town or section thereof, village, place or district in the Republic to be a postal delivery area in which special conditions governing the street delivery of mail matter by postmen will be enforced. Due notice to all concerned will be given by post, or by publication in the local press.

[Subregulation (2) is amended by RSA GN R.432/1971.]

Delivery at Residences

- (3) (a) Postal articles will only be delivered at residences where a letter box is provided at the entrance gate, or, at the discretion of the Postmaster General, in some other prominent position on the street alignment so as to allow postmen to deliver unregistered and uncertified postal articles, except parcels, therein from the street. The house number shall be prominently displayed in close proximity to the letter box.

[Paragraph (a) is amended by RSA GN R.432/1971.]

- (b) Where the main entrance door of a residence is on the street alignment, and a letter box is not provided, an aperture for unregistered and uncertified postal articles, except parcels, shall be provided in such door and the house number shall be prominently displayed on or near the door.

[Paragraph (b) is amended by RSA GN R.432/1971/]

[Subregulation (3) was substituted by RSA GN R.2135/1967 prior to the amendments noted above,]

Delivery at Hotels, etc.

[The subheading of subregulation (4) is substituted by RSA GN R.2135/1967.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

(4) A postal article addressed to a person at an institution, hotel, club, apartment house, lodging-house, or any house at which lodgers are received, or to the care of a firm, company, or other body shall be delivered to the manager, proprietor or caretaker thereof or to his representative at the main entrance on the ground floor, provided that where no one is in attendance unregistered and uncertified articles, other than parcels, may be placed in a suitable receptacle provided for the purpose in the entrance hall on the ground floor.

[Subregulation (4) is amended by RSA GN R.432/1971.]

Delivery to Residential Flats

[The subheading of subregulation (5) is substituted by RSA GN R.2/1976.]

- (5) (i) Unregistered and uncertified postal articles, other than parcels, addressed to persons occupying residential flats in any building shall be placed in letter boxes provided for each, of the tenants on the ground floor near the main entrance or in a communal box in the same position or, if no such letter boxes are provided, delivery shall be made to the caretaker.

[Paragraph (i) is amended by RSA GN R.432/1971.]

Delivery to Firms Accommodated in Business Blocks

- (ii) Unregistered or uncertified postal articles, other than parcels, addressed to persons renting suites or offices in buildings that accommodate business or professional tenants shall be placed in letter boxes provided by the owners of the buildings on the ground floor near the main entrance for each tenant of a suite or an office. The letter boxes shall conform to the following standard requirements:

Inside dimensions.

Height: At least 225 mm.
Width: At least 305 mm.
Depth: At least 450 mm.

The door of each box shall have an aperture that shall be at least 305 mm wide and which is between 30 and 40 mm high. The doors shall be lockable with a reliable lock.

In the case of exceptionally large buildings where security is of vital importance, the boxes can be so designed and positioned that mail can be sorted into them from the back by a postman and removed from them from the front by the tenants. The entrance to the sorting space or the back of the boxes shall have a door or doors that shall be locked by the Department with a special lock supplied by the Department itself.

In all the buildings referred to in this regulation adequate space shall be provided near the boxes where the Department can install a receptacle to store the bag or bags with mail that has to be sorted into the boxes.

[Paragraph (ii) is substituted by RSA GN R.2/1976.]

- (iii) The delivery of unregistered and uncertified postal articles, other than parcels, into letter boxes provided for tenants of flats on the ground floor or firms accommodated

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

in business blocks and the delivery of any postal article to the caretaker of the building shall be deemed delivery to the person addressed.

[Paragraph (iii) is amended by RSA GN R.432/1971.]

Delivery Through Private Boxes and Private Bags

(6) Nothing in this regulation contained shall be constructed as preventing mail matter for any person residing in any postal delivery area being delivered through the medium of a private post box, private post bag, or both, as may be required according to the regulations for such services.

PART XII
REDIRECTION OF MAIL MATTER

Conditions under which Mail Matter is Redirected

42. (1) Requests for the redirection of postal articles must in every case be signed by the sender thereof or the person to whom such articles are addressed, and the currency of any such request is limited to three months from the date of receipt thereof by the department.

(2) No postal article will be redirected from a private address to a poste restante within the same delivery area.

(3) Nothing in these regulations shall be taken to impose upon the Postmaster-General any obligation to redirect any postal article unless the place of business or residence to which such article is addressed is uninhabited for the time being or unless, in the case of postal articles addressed to a private post office box or a private post bag, such box is either temporarily or permanently closed, or the use of such bag is either temporarily or permanently discontinued.

Collection of Additional Postage

(4) If the postage affixed to a redirected postal article is not equal to the charge leviable on a similar article I posted in the country of origin and directly addressed to the country of ultimate destination, a charge shall be levied equal to the difference between the postage affixed I and the postal payable at the ordinary tariff. Such charge shall be in addition to any charge which may already have been levied by reason of the article having been unpaid or insufficiently prepaid for transmission to the place of first address.

PART XIII
UNDELIVERED POSTAL ARTICLES

[The heading of Part XIII is substituted by RSA GN R.135/1975.]

Articles regarded as undeliverable

43. (1) Any postal article -
- (a) bearing an incomplete, incorrect or obscure address;
 - (b) addressed to initials or a fictitious name, except when it is directed to the care of a person or a duly rented private post office box;

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

- (c) addressed to a deceased person and which cannot be delivered to a lawful representative;
- (d) which is so addressed as to apply equally to two or more persons or firms, making it doubtful for whom it is intended;
- (e) addressed to a person who is not known at the address given and cannot be found;
- (f) addressed to a person who has gone away permanently without leaving a forwarding address;
- (g) addressed to a poste restante or marked "To be called for" which remains unclaimed at the post office to which it is addressed after the expiration of a period of one month (21 days in the case of a registered article, a certified article and a parcel), or such shorter period as the sender may indicate; or
- (h) which is to be delivered at a post office upon presentation of a delivery advice, but which remains unclaimed after the expiration of a period of one month (21 days in the case of a registered article, a certified article and a parcel), or such shorter period as the sender may indicate;

shall be regarded as undeliverable and dealt with as prescribed.

Disposal of certain undelivered postal articles

- (2) Notwithstanding the provisions of subregulation (3) -
 - (a) any undelivered postal article (other than a newspaper posted by a publisher) bearing on the outside of the cover the name and address of the sender shall, after expiration of the prescribed retention period, or such shorter period as the sender may indicate, be returned unopened direct to the sender; and
 - (b) any undelivered newspaper posted by a publisher shall be destroyed and the cover thereof returned to the publisher.

(3) Any postal article referred to in section 28(2) of the Act shall be retained in the returned letter office until it has been examined by an officer and shall thereafter be destroyed by incineration, maceration or shredding or in some other suitable manner having regard to the nature of the contents of the article; Provided that -

- (a) no such article shall be destroyed until the officer who has examined it has furnished a certificate that it qualifies for destruction in accordance with the provisions of the Act; and
- (b) such destruction of the article shall be carried out under the supervision of an officer who shall furnish a certificate that the article was duly destroyed in his presence.

**[Regulation 43 is substituted by RSA GN R.135/1975
prior to the amendments to the specific subregulations noted above.]**

PART XIV
REGISTRATION

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

Addresses to be Written in Ink or Indelible Pencil

44. (1) The address of every postal article for registration must be typewritten or be written in ink or indelible pencil and in Roman characters.

Registered Articles to be Handed to an Officer

- (2) (a) Postal articles for registration shall be handed to an officer appointed for that purpose during such hours as may be notified by the Postmaster-General and shall not be posted in any posting box.

Articles Received in Private Bags

- (b) Postal articles for registration received at a post office in a private bag approved by the Postmaster General shall be regarded and treated as if handed in in accordance with the provisions of this sub-regulation, provided that the owner of such private bag does not reside within the free delivery area of any post office.

Postage to be Fully Prepaid

(3) Postal articles for registration must be fully prepaid, at the time of handing in, for transmission to the place of destination.

Numbering of Articles

(4) Every postal article duly handed in for registration shall be given a distinctive number. A receipt bearing such number, the address of the relative article, and an impression of the date stamp of the office at which the article is handed in for registration shall be given to the sender by the receiving officer.

Advice of Delivery

(5) The sender of any registered postal article may at the time of registration thereof and upon payment of the prescribed fee in addition to the fee for registration, apply for an acknowledgement of receipt of such article by the addressee, and any registered article for delivery within the Republic, the acknowledgement of receipt of which is required, shall not be delivered until such acknowledgment has been obtained by the department.

**[Subregulation (5) is amended by SA GN R.939/1960 and by RSA GN R.432/1971,
and substituted by RSA GN R.2384/1975.]**

Compulsory Registration

- (6) (a) Any postal article which is posted otherwise than as laid down in subregulation (2), which bears any inscription or mark from which it may reasonably be assumed that it was the intention of the sender that such article should be registered, may upon detection be registered, if eligible for registration, and subjected to the fee for compulsory registration in addition to the ordinary postage due upon such letter or packet, and any unregistered postal article except a parcel which there is reasonable cause to believe contains money or other valuable enclosure (including unused postage stamps exceeding ten cents in value) may be similarly treated.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

[Paragraph (a) is amended by SA GN R.1791/1960.]

- (b) Any postal article which has been compulsorily registered under this sub-regulation on the ground of its being supposed to contain a valuable enclosure and which on being opened in the presence of the officer delivering the same is found not to contain any such enclosure, shall be delivered free of charge in respect of registration.

Acquittance to be Furnished upon Delivery

- (7) Any person to whom any registered postal article is delivered shall give to the officer delivering it a receipt for the same on a form to be provided by the Postmaster-General, which receipt shall be a good discharge for the delivery of such article.

Delivery through medium of Private Box

- (8) In effecting delivery of a registered postal article through a private post office box rented from the Postmaster-General, a printed receipt form bearing the registered number and the address of such registered article shall be placed in such a box, and the presentation at the proper post office of the said receipt signed either by the addressee or the person presenting the same purporting to sign for the addressee shall be a sufficient warrant for the delivery of such registered article to the applicant.

Identification of Recipient

- (9) Notwithstanding the provisions of sub-regulations (7) and (8) the officer delivering a registered postal article may, if he is in doubt regarding the bona fides of any person applying for a registered article, call upon such person to produce proof of his identity.

Undelivered Registered Articles

- (10) Every registered postal article which may from any cause be undeliverable to the person to whom it is addressed shall be returned to the sender, if known, by registered post without further charge for registration. Provided that in the case of a compulsorily registered article the sender shall be liable for all charges due.

Charges

- (11) The fees for registration, compulsory registration and for advice of delivery of a registered article shall be as prescribed under the heading "Special Service Fees" of Schedule B to these regulations.

[Subregulation (11) is amended by RSA GN R.432/1971.]

PART XV
COMPENSATION FOR LOSS OF REGISTERED ARTICLES

Limit of Compensation

- 45.** (1) The Postmaster-General may in his discretion and, subject to the conditions hereinafter mentioned, give compensation not exceeding fifty Rand for the loss while in the custody of the Post Office of any postal article, or the whole or any portion of the contents thereof, which has been duly accepted for transmission by registered post to a destination in the Republic or in South-West Africa.

**REGULATIONS
Posts and Telecommunications Act 19 of 1992**

Postal Regulations

[Subregulation (1) is amended by SA GN R.1791/1960 and by RSA GN R.432/1971.]

Conditions

- (2) No compensation for loss shall be given in respect of -
- (a) any postal article containing anything which may not lawfully be sent by post;
 - (b) money, whether coin or paper, unless sent by letter post, and then only if -
 - (i) any coins enclosed in the letter had been packed in such a way as to move about as little as possible;
 - (ii) the number, amount, bank of issue, the date of any banknote enclosed is supplied to the Postmaster-General when required;
 - (iii) the amount, number, and date of issue of any money order or postal order enclosed is supplied to the Postmaster-General when required; and
 - (iv) particulars sufficient to identify the document are supplied to the Postmaster-General in the case of any bill of exchange, bond, coupon, or other order or authority for the payment of money or security for money enclosed in the letter.

[Subparagraph (i) is deleted and subparagraphs (ii) to (v) are renumbered as (i) to (iv) by RSA GN R.432/1971.]

- (3) In no case shall compensation be given where it appears that the loss has arisen from any neglect or omission on the part of the sender.
- (4) (a) Compensation shall in no case exceed the value of the postal article or the contents thereof which may be lost.

[Paragraph (a) is amended by SA GN R.1791/1960 and substituted by RSA GN R.432/1971.]

- (b) The Postmaster-General may in any case reinstate or make good in kind the contents of any lost article instead of giving pecuniary compensation for loss.
 - (c) Where compensation has been given in respect of any postal article and such article subsequently comes into the hands of the Postmaster-General he may retain or dispose of it as he may deem fit.
- (5) The receipt given to the sender at the time of registration of any postal article in connection with the loss of which application is made for compensation shall be produced by the applicant whenever required by the Postmaster-General.
- (6) Every application for compensation in respect of a postal article the contents of which are alleged to have been lost during transmission through the post shall be accompanied by the envelope or cover of such article in as nearly as possible the condition in which it was delivered by the department.

[Subregulation (7) is deleted by RSA GN R.1102/1971.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

PART XVI
CERTIFIED MAIL SERVICE

[Part XVI, comprising regulation 46, was inserted by RSA GN R.432/1971, which substituted the heading of this Part, deleted the original regulation 47, and renumbered the original regulation 46 as regulation 47.]

Nature of Service

46. (1) Subject to the conditions stated hereunder, a postal item, except a parcel, -
- (i) which has no intrinsic value;
 - (ii) which does not require to be registered in terms of any law; and
 - (iii) which is addressed to a destination in the Republic or in South-West Africa,

may be sent as a certified item.

Certification Fee

(2) In addition to the postage, a certification fee, as prescribed in Schedule B to these regulations, shall be prepaid on every postal item intended for transmission as a certified item.

Address

(3) The address on a postal item for certification must be typewritten or be written in ink or indelible pencil in Roman characters.

Label

- (4) (a) The sender shall affix in the upper left-hand corner of the address side of a postal item for certification a numbered certified-mail label as supplied by the department.
- (b) A postal item intended for certification, but to which a certified-mail label as required by subregulation (4)(a) has not been affixed, shall be delivered as an ordinary item, irrespective of any amount prepaid for the certification fee.

Posting

- (5) (a) Save as is otherwise provided in subregulations (6) and (7), a postal item for certification shall be posted in a positing box, included in a private post bag approved by the Postmaster General, or handed in over a post office counter.
- (b) The department shall not issue a certificate of posting of a certified postal item save as is provided in subregulation (6).

Acknowledgement of Posting

- (6) (a) The sender may tender a certified postal item at a post office counter and, upon application and on payment of the acknowledgement of posting fee prescribed in Schedule B to these regulations, obtain an acknowledgement of the posting thereof.

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

- (b) A certified postal item for which an acknowledgment of posting is required and which is received in a private bag approved by the Postmaster General, shall be regarded and treated as if it had been handed in in accordance with the provisions of subregulation (6)(a); provided that the owner of the private bag does not reside within the free delivery area of any post office.

Advice of Delivery

(7) A person who obtains an acknowledgement of posting when tendering a certified postal item in terms of subregulation (6) may, at the time of posting and upon payment of the prescribed fee in addition to the acknowledgement of posting fee and other charges, apply for an acknowledgement of receipt of such item by the addressee, and any certified postal item the acknowledgement of receipt of which is required, shall not be delivered until such acknowledgement has been obtained by the department.

[Subregulation (7) is substituted by RSA GN R.2384/1975.]

Receipt to be Furnished upon Delivery

- (8) (a) A person to whom a certified postal item is delivered shall give to the delivering officer a receipt therefor on a form provided by the Postmaster General, and such receipt shall be a good discharge for the delivery of the item.
- (b) Notwithstanding the provisions of subregulation (8)(a), the delivering officer may, if he is in doubt regarding the bona fides of the person taking delivery of a certified postal item, call upon such person to produce proof of his identity.

Undelivered Certified Items

(9) A certified postal item which for any reason cannot be delivered to the person to whom it is addressed shall be returned to the sender, if known, by certified post without further charge for certification.

Compensation Not Payable

(10) No compensation shall be given in respect of the loss while in the custody of the Post Office of a certified postal item, or of the whole or any portion of the contents thereof.

[Regulation 46 was inserted by RSA GN R.432/1971, which deleted the original regulation 47 and renumbered the original regulation 46 as regulation 47.]

PART XVII
PARCELS

[The original "Part XVII - Agricultural Parcel Post", comprising regulation 47, after being amended by RSA GN R.1978/1966, RSA GN R.494/1968, RSA GN R.1513/1968 and RSA GN R.1558/1968, was deleted by RSA GN R.432/1971. The original "Part XVI - Parcels", comprising regulation 46, was renumbered as Part XVII, and regulation 46 was renumbered as regulation 47, by RSA GN R.432/1971. RSA GN R.432/1971 also substituted the heading of the revised Part XVII.]

Label

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

[This regulation was originally regulation 46, but was renumbered as regulation 47 by RSA GN R.432/1971.]

47. (1) (a) Every ordinary parcel shall have affixed or tied to it a label in such form as may be required by the Postmaster General and which bears the name and address of the addressee and of the sender, a description of the contents, and an alternative delivery instruction.

Particulars on Cover

- (b) In addition to the requirement of subregulation (a), every parcel shall bear on the outside of its cover the name and address of the addressee and of the sender, and a description of the contents.

[The original subregulation (1) was amended by RSA GN R.1978/1966 and substituted by RSA GN R.1558/1968 (prior to the renumbering of this regulation as regulation 47 instead of regulation 46); then paragraph (a) was amended by RSA GN R.432/1971 (which also effected the renumbering).]

Where to be Handed In

(2) Every parcel for transmission shall be handed in over a post office counter during such hours as may be notified by the Postmaster-General. Any parcel posted in a posting box shall be subject on delivery to a fine as prescribed in Schedule B to these regulations in addition to any other charges which may be due thereon. Parcels received at a post office in a private bag approved by the Postmaster-General shall be regarded and treated as if handed in in accordance with the provisions of this subregulation.

Irregular Enclosures

(3) Any parcel found to contain a letter or postcard, or to bear on the cover thereof any article or communication chargeable at the letter rate of postage, shall without prejudice in regard to any penalty which may be imposed under the Post Office Act, be surcharged on delivery with an amount equal to double the postage payable upon such letter, postcard, article or communication had it been posted separately.

[Subregulation (3) is substituted by RSA GN R.1685/1963 (prior to the renumbering of this regulation as regulation 47 instead of regulation 46 by RSA GN R.432/1971).]

Redirection Charges

(4) Every parcel at the request of either the sender or the addressee thereof from one post office to another shall except when such offices are within the same delivery area, the subject upon delivery, in addition to any other charges which may be leviable thereon, to a charge equal to the postage which would have been payable upon such parcel if it were being transmitted for the first time from one office to another.

Stoppage of Parcels in Transit

- (5) (a) Upon every parcel the transmission of which is stopped at the request of either the sender or the addressee thereof and delivered at the office from which stoppage is effected there shall be levied a stoppage fee, and such fee shall be payable on delivery in addition to any other charges which may be due upon such parcel.

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

- (b) In the case of any parcel returned to the sender at his request before the same has been despatched from the office at which it was handed in, the sender shall have no claim in respect of the postage stamps affixed to the parcel if such stamps have already been cancelled.

[The word “despatched” is misspelt in the *Government Gazette* as reproduced above.]

- (c) Any parcel stopped, in transit for return to the sender or delivery to the addressee at any post office other than the office at which stoppage is effected, and any undeliverable parcel returned to the sender direct from the office to which the same has been forwarded for delivery, as provided in section *twenty-five* of the Post Office Act, shall, except where the office of posting and the office of address are within the same delivery area, be regarded as redirected from such office to another office, and shall be subject to the usual charges in respect of such redirection.

Diversion of Parcels for the Police or Defence Force, or the Diplomatic Corps

- (6) The Postmaster General may, upon request, and subject to such conditions as he may deem expedient, divert free of charge any parcel addressed to any member of the South African Police or Defence Force, or to any member of the Diplomatic Corps, who may be moved in the course of duty from one place in the Republic to another within the Republic or South-West Africa.

[Subregulation (6) is substituted by RSA GN R.432/1971 (which also effected the renumbering of this regulation as regulation 47 instead of regulation 46).]

Return of Undelivered Parcels

- (7) (a) The Postmaster-General may return to the sender, at the expense of the latter, any parcel directed to an addressee living or having a place of business within the municipal or local authority’s area in which the post office of delivery is situated, and which has not been claimed within twenty-one days following the day of arrival of the parcel at such office. In other areas similar action may be taken in the case of any parcel which has not been claimed within six weeks similarly calculated.

Demurrage on Parcels

- (b) Notwithstanding anything contained in subregulation (7)(a), there shall be payable in respect of any parcel directed to an addressee living or having a place of business within the municipal or local authority’s area in which the post office of delivery is situated, and which has not been claimed within seven working days following the day on which the original delivery advice was date-stamped, the demurrage prescribed in Schedule B to these regulations; provided that no such charges shall be payable in respect of a parcel directed to any member of the crew of a ship which is registered or stationed or which calls at any port of South-West Africa. For the purposes of this regulation a working day is regarded as a day on which post office parcel counters are open for business.

[Paragraph (b) is amended by RSA GN R.432/1971 (which also effected the renumbering of this regulation as regulation 47 instead of regulation 46), substituted by RSA GN R.1522/1971, and amended by RSA GN R.217/1976.]

Wharfage on Parcels Ex Overseas

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

(8) On every parcel received from overseas for delivery within the Republic such charge shall be levied in respect of wharfage dues as may be agreed upon with the railways and Harbours Administration.

[Subregulation (8) is amended by RSA GN R.432/1971 (which also effected the renumbering of this regulation as regulation 47 instead of regulation 46).]

Delivery from other than Money Order Offices not Obligatory

- (9) (a) The delivery of parcels otherwise than from money order offices shall not be obligatory, and any parcel addressed to any office other than a money order office may be detained by the Postmaster-General at the money order office to which such office is subordinate; provided that whenever any parcel is so detained the Postmaster-General shall cause the addressee thereof to be advised of the fact.

Street Delivery

- (b) The street delivery of parcels shall not be obligatory but where such delivery is not undertaken, the Postmaster-General shall cause the addressee of every parcel to be advised of the receipt thereof at the local post office and of its detention there.

Compensation

- (10) (a) Save as is provided in paragraphs (b) and (c), the Postmaster General may in his discretion pay compensation in the event of loss of, or damage to, an ordinary parcel, or the contents of such a parcel, which is posted to a destination in the territory of South West Africa, the Republic of South Africa or any territory which formed part of the said Republic and in terms of any Act by the Parliament of the said Republic became an independent State.
- (b) Compensation for the loss of or damage to an ordinary parcel or the contents thereof shall in no event exceed the value of the parcel or the contents concerned, or the amount of R12 whichever is the lesser: Provided that where the contents of such a parcel consists of documents, the cost of replacement of the documents shall be regarded as the value thereof.
- (c) No compensation shall be paid in respect of the loss of or damage to, ordinary parcels the contents of which may not in terms of any law be sent by post, or in respect of damage to parcels which contain liquids, perishable products, or fragile articles.

[Subregulation (10) is inserted by RSA GN R.1513/1968 (prior to the renumbering of this regulation as regulation 47 instead of regulation 46 by RSA GN R.432/1971), substituted by AG GN 3/1982 and amended by GN 76/1988.]

PART XVIII
INSURED PARCEL SERVICE

Parcels may be Insured Against Loss or Damage

48. (1) Subject to the conditions stated hereunder, parcels may be insured against loss or damage whilst in the custody of the Post Office on payment, in addition to the postage, of the insurance fees prescribed in Schedule B to these regulations.

[Subregulation (1) is amended by RSA GN R.432/1971.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

Handing in and Addressing

- (2) (a) Every parcel intended for insurance shall be handed in over a post office counter during such hours as may be notified by the Postmaster-General, and shall have affixed to it a label in such form as may be required by the Postmaster General. The label shall be filled in in ink and the parcel shall not be addressed to initials or to a fictitious name. No erasures shall be permitted.

[Paragraph (a) is amended by RSA GN R.432/1971.]

Numbering of Insured Parcels

- (b) Every parcel duly handed in for insurance shall be given a distinctive number. A receipt bearing such number, the address of the relative article, the amount of the insurance fee paid and an impression of the datestamp of the office at which the article is handed in for insurance shall be given to the sender by the receiving officer.

Compulsory Insurance

- (c) Any parcel which is posted or reposted, otherwise than as provided by subregulation (2)(a), and which bears any inscription or mark which reasonably indicates that it was the intention of the sender thereof that the parcel should be insured, or which there is reasonable cause to believe contains coin, paper money (including bills of exchange and similar instruments), precious metals, precious stones, jewellery or other valuables of a like nature, shall be treated as an insured parcel and shall be subject on delivery to a fine as prescribed by Schedule B to these regulations for a parcel posted in a posting box, plus a fee equal to the prescribed minimum charge for the insurance of a parcel and ordinary postage at parcel rates.

Packing of Insured Parcels

- (d) Every parcel up to and including a value of R20 presented for insurance must be enclosed in a strong cover appropriate to its contents and shall be fastened in such a manner as to prevent the removal of any part of the contents without breaking or tearing the case, wrapper or cover. It shall not be sufficient merely to tie parcels with string, but if string is used in addition to appropriate fastening the string need not be sealed. Parcels of a suitable type may, however, be accepted if securely tied with string the knots and ends of which are sealed with wax, or the ends of which are secured by means of lead, steel or metal sears crushed with a press, all seals to bear distinct impressions of the same private device. The impressions shall be of a nature not readily imitated. If a parcel is secured by means of strips of adhesive paper or tape, each strip shall bear stamped or printed thereon some mark or word distinctive of the sender, such as his initials or name, or shall be signed or initialled by him or the person who tenders the parcel for insurance.

[Paragraph (d) is amended by SA GN R.1791/1960.]

- (e) Every parcel over a value of R20 presented for insurance shall be fastened as set forth in the foregoing subregulation (d) but in addition each joined or loose flap shall be sealed with wax or metallic seals and all seals shall bear distinct impressions of the same private device. A coin shall not be used for sealing and the device shall not consist merely of straight, crossed or curved lines which can readily be imitated.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

[Paragraph (e) is amended by SA GN R.1791/1960.]

Refusal if Conditions not Met

- (f) If a parcel tendered for insurance does not, in the opinion of the Postmaster-General, fulfil the prescribed conditions as to packing and sealing it shall not be accepted for insurance. Notwithstanding this, the onus of properly enclosing, packing and sealing the parcel lies with the sender, and the Postmaster-General shall not be liable for loss or damage arising from defects which may not have been observed at the time of posting.

Cash in, and insurance value of, insured parcels

- (g) (i) No insured parcel shall, without an authorisation in writing by the Postmaster-General, contain cash in excess of -
- (aa) R1 000 in the event of parcels which are posted to destinations in the territory of South West Africa, the Republic of South Africa, and any territory which formed part of the said Republic and in terms of any Act by the Parliament of the said Republic became an independent State; or
- (bb) R1 300 in the event of parcels which are posted to destinations other than the destinations referred to in subparagraph (aa).
- (ii) All parcels tendered for insurance shall be insured for the full value of the contents thereof, to a maximum amount of -
- (aa) R1 000 in the event of parcels which are posted to destinations referred to in subparagraph (aa) of subparagraph (i); or
- (bb) R1 300 in the event of parcels which are posted to destinations other than the destinations referred to in subparagraph (aa) of subparagraph (i).

[Paragraph (g) is amended by SA GN R.1791/1960, and substituted by RSA GN R.1125/1962, AG GN 31/1981 and AG GN 5/1982.]

Advice of Delivery

- (h) The sender of an insured parcel may at the time of handing in of the parcel and upon payment of the prescribed fee, apply for an acknowledgement of receipt of the parcel by the addressee, and any insured parcel for delivery within the Republic, the acknowledgement of receipt of which is required, shall not be delivered until such acknowledgement has been obtained by the department.

[Paragraph (h) is inserted by RSA GN R.432/1971 and substituted by RSA GN R.2384/1975.]

Articles not Permissible

- (3) (a) No article which may not lawfully be sent through the post shall be eligible for insurance against loss or damage, and should any parcel containing any such article be accepted for insurance, such insurance shall be of no force and effect.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

Articles which may be Insured Against Loss Only

- (b) Liquids, perishables or fragile articles such as crockery, glassware, gramophone records, or other articles composed of brittle material, shall not be eligible for insurance against damage, but may be accepted for insurance against loss.

Redirection of Insured Parcels

- (4) (a) Any insured parcel which has not yet been delivered may be redirected to the addressee at a new address under the conditions applying to ordinary parcels. No fresh insurance fee is payable in such circumstances.
- (b) (i) If, after having been duly delivered, an insured parcel is tendered at a post office counter for redirection to the addressee at a new address, and provided the wrapper and seals are intact, it shall be regarded as posted afresh and liable to fresh insurance fees, and in addition to fresh postage fees if the new address is not within the same delivery area.
- (ii) If the person requesting redirection elects not to pay the charges mentioned in sub-regulation (b) (i) at the time of reposting, a fee equal to the prescribed minimum fee for insurance, and in addition the ordinary postage fee if the new address is not within the same delivery area, shall be collected from the addressee upon delivery, but in such case no compensation shall be payable in the event of damage or loss of any such parcel.

Conditions for Compensation

- (5) (a) Compensation shall in no case exceed the value of the parcel or of the contents thereof which may be lost or damaged. In the case of documents which are of value because of the cost of preparation compensation shall not exceed the cost of their replacement.

[Paragraph (a) is amended by SA GN R.1791/1960 and substituted by RSA GN. R.1247/1962.]

- (b) Compensation shall be strictly limited to the loss of or damage to the parcel insured or the whole or part of the contents thereof. No compensation shall be paid in respect of consequential loss arising out of the loss of or damage to an insured parcel or contents thereof, nor shall compensation be payable for loss or damage in respect of any parcel treated as an insured parcel in terms of subregulation (2)(c).
- (c) When compensation has been given in respect of the loss of any insured parcel and such parcel or any proportion of the contents thereof subsequently comes into the hands of the Postmaster-General, he may dispose of the same as he may deem fit.
- (d) No compensation shall be payable in respect of any insured parcel duly delivered and accepted without reserve or in respect of any loss or damage which, in the opinion of the Postmaster-General, is due to improper or inadequate packing or to riot, civil commotion, war, military or usurped power, floods or tempest.
- (e) When a claim for compensation in respect of damage to or loss of an insured parcel is submitted under these regulations, the Postmaster-General whose decision shall be final, shall determine whether the contents of the parcel were eligible for

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

insurance against damage and loss, or loss only, in accordance with the provisions of subregulation (3).

- (6) (a) The receipt given to the sender of an insured parcel at the time of posting shall accompany any application for compensation which may be made in respect of such parcel.
- (b) Every application for compensation in respect of an insured parcel the contents of which have been lost or damaged during transmission by post shall be accompanied by the cover of such parcel in as nearly as possible the condition in which it was delivered by the Post Office.

[Paragraph (c) of subregulation (6) is amended by
 RSA GN R.1543/1962 and deleted by RSA GN R.1102/1971.]

PART XIX
RECEIPTED PARCELS

[Part XIX, comprising regulation 49 – as amended by SA GN R.1791/1960, RSA GN R.1543/1962 and RSA GN R.432/1971 (which also substitutes the Part heading) – is deleted by AG GN 3/1982.]

PART XX
CASH ON DELIVERY PARCEL SERVICE

Cash on Delivery Parcels

50. (1) (a) The Cash on Delivery service shall be applicable to parcels only, but not to parcels containing precious stones, coin, bullion, bank notes or any other paper having a sign of monetary value, such as uncanceled stamps, coupons or scrip.
- (b) Any person who sends goods by c.o.d. parcel post other than in execution of a bona fide order shall be guilty of an offence.

[Subregulation (1) is amended by RSA GN R.432/1971 and by RSA GN R.1862/1972, which divides the subregulation into paragraphs (a) and (b). The term “c.o.d.” appears in lower case in paragraph (b) in the *Government Gazette*.]

Trade Charge

- (2) The sum to be collected from the addressee of the parcel for payment to the sender thereof shall be known as the Trade Charge.

Cash on Delivery Fee

- (3) In addition to the postal charges, which must be prepaid, a Cash on Delivery fee, as prescribed in Schedule B to these regulations shall be payable at the time of handing in of a parcel.

Special Label and Trade Charge Card

- (4) (a) The sender shall affix to each parcel a label, in a form required by the Postmaster-General, bearing the name and address of the addressee, the amount of the trade charge to be collected, a declaration certifying the nature of the contents of the parcel, and his name and address. He shall also complete in ink or typewriting, a

**REGULATIONS
Posts and Telecommunications Act 19 of 1992**

Postal Regulations

trade charge card, and no erasure or alteration of any kind shall be permitted in the amount entered on such card.

[Paragraph (a) is amended by RSA GN R.432/1971 and by RSA GN R.1862/1972.]

- (b) A certificate of posting shall be issued in respect of each Cash on Delivery parcel posted. The production of this certificate may be required as a condition of payment of the trade charge to the sender.
- (c) Parcels containing silver and gold articles and jewellery shall be insured.

Advice of Arrival

- (5) (a) Advice of the arrival of a Cash on Delivery parcel and the charges to be paid thereon shall be forwarded to the addressee thereof. The PostmasterGeneral shall not be required to cause a Cash on Delivery parcel to be delivered to the residence or place of business of the addressee.

Opening of Parcels Not Permitted

- (b) Addressees or their agents shall not be permitted to examine parcels before paying the trade charges, and a trade charge, once collected, shall in no case be refunded to the addressee.

Reduction or Cancellation of Trade Charge

(6) The sender of a Cash on Delivery parcel may reduce or cancel the amount of the trade charge on such a parcel or cause such parcel to be delivered to a person other than the one named in the address thereof on payment of the fee prescribed in Schedule B to these regulations in addition to any other costs necessarily incurred in effecting such reduction, cancellation or alteration.

Compensation for Total Loss of C.O.D. Parcels

- (7) (a) In the event of the total loss of a Cash on Delivery parcel whilst in the custody of the Post Office, the Postmaster General shall be empowered to pay compensation up to the amount of the trade charge, provided that such compensation shall not exceed R400 and that it shall in no case exceed the value of the parcel; and provided further that if the trade charge is less than R12, compensation equal to the value of the parcel, but not exceeding R12, may be paid.

[Paragraph (a) is amended by SA GN R.1791/1960 and by RSA GN R.1247/1962, substituted by RSA GN R.2038/1968 and amended by GN 76/1988.]

- (b) Notwithstanding anything contained in subregulation (a), the Postmaster-General shall not be required to pay compensation -
 - (i) if the loss is due to riot, civil commotion, war, military or usurped power, floods or tempest;
 - (ii) unless the conditions contained in sub-regulations (3) and (4) have been complied with.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

[Subparagraph (iii) of paragraph (b) is amended by RSA GN R.1543/1962 and deleted by RSA GN R.1102/1971, which also amends subparagraph (ii) accordingly.]

PART XXI
RAILWAY LETTER POST

Where to be Handed In

51. (1) Letters fully prepaid at the ordinary postage rate, may be handed to a railway officer at the booking office of any Government railway station during such hours as the station may be open for public business for conveyance by the guard of the first available passenger or combined passenger and goods train, to any Government railway station within the Republic or South-West Africa to be there called for or posted at the post office nearest thereto. All such letters shall be subject to such additional charge as may be levied by the Railway Administration for their conveyance by train.

[Subregulation (1) is amended by RSA GN R.432/1971.]

Time of Handing In

(2) Letters for conveyance by guards of railway trains shall be handed in at such times as may be prescribed prior to the advertised time of departure of the train by which it is desired they shall be conveyed.

Letters to be Called for at Railway Stations

(3) Railway letters intended to be called for at the station to which they are sent shall be addressed to the care of the station master at such station and shall be inscribed in the left-hand top corner of the cover with the words "to be called for". All letters not so addressed and inscribed shall, upon arrival, be posted at the nearest post office, and any letter so inscribed which is not claimed within two months of the date of receipt by the station master shall be handed over to the postmaster of the nearest post office and thereafter treated as, an ordinary undelivered postal article.

Letters for Delivery at Places other than Railway Stations

(4) Letters not intended to be called for shall be fully addressed to the place at which delivery is desired, and in addition shall bear the name of the railway station to which they are to be conveyed, thus "via..... station".

Items not Eligible for Transmission as Railway Letters

- (5) (a) Letters falling within any of the following descriptions shall not be eligible for conveyance by guards of railway trains under these regulations:
- (i) Letters bearing any indication that they are intended to be registered;
 - (ii) letters containing or appearing to contain coin, jewellery, or any article which, under the postal regulations may not be sent without being registered;
 - (iii) letters intended to be claimed as certified mail at a railway station (excluding a post office at a railway station), and

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

- (iv) letters containing or appearing to contain anything which may not be sent by the ordinary post.

[RSA GN R.432/1971 inserts subparagraph (iii) and amends the other subparagraphs accordingly.]

Treatment of Items Irregularly Accepted

- (b) Any letter which may be found by an officer of the post office to have been accepted contrary to this subregulation shall be treated as follows: If falling within the descriptions in subregulations (a)(i) or (a)(ii), the letter shall be compulsorily registered and delivered in the usual manner, a surcharge of 20c is being levied thereon; and if falling within the description of subregulation (a)(iv) the letter shall be dealt with as the Postmaster-General shall direct.

[Paragraph (b) is amended by SA GN R.1791/1960 and by RSA GN R.432/1971.]

- (6) In all other respects letters for conveyance by guards of railway trains shall be subject to the regulations of the ordinary post.

- (7) Any railway officer performing any duties in execution of the provisions of this regulation shall be deemed to be an officer of the post office so far as such duties are concerned.

PART XXII
EXPRESS DELIVERY

Charges and Excepted Articles

- 52.** (1) Upon payment of the express delivery fees prescribed in Schedule B to these regulations, in addition to the ordinary postage applicable to the particular class of article the sender of any postal article, other than an insured or C.O.D. parcel, may have the same delivered by express messenger subject to such conditions as the Postmaster-General may deem necessary.

[Subregulation (1) is amended by RSA GN R.432/1971.]

Conditions

- (2) Except where otherwise provided, any article handed in for express delivery shall be subject to the general conditions governing the acceptance and transmission of postal articles.

- (3)

[RSA GN R.432/1971 deletes the original subregulation (3) and renumbers original subregulations (4) and (5) as (3) and (4). Then subregulation (3) (as renumbered by RSA GN R.432/1971) is deleted together with its subheading by RSA GN R.1862/1972.]

Delivery of Articles Received After Hours Prescribed for Express Delivery

- (4) The Postmaster-General shall not be obliged to deliver an article by express messenger if it is not received during the hours prescribed for express delivery.

Government Notice No. 1600 of 1937, as amended, is hereby repealed.

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

PART XXIII
PRIORITY MAIL SERVICE

[Part XXIII, comprising regulation 53, is inserted by RSA GN R.72/1976.]

53. Upon payment of the service fee prescribed in Schedule B to these regulations, in addition to the prescribed postage at the air-mail rate applicable to the particular class of article and other service fees that may be payable, the sender of a postal article may hand it in for priority treatment and despatch at such post offices, for such destinations and during such hours as may be determined by the Postmaster General, and subject to such conditions as he may deem necessary.

[Regulation 53 is inserted by RSA GN R.72/1976.]

SCHEDULES

SCHEDULE A

[Schedule A is amended by SA GN R.939/1960, RSA GN R.515/1962, RSA GN R.221/1965, RSA GN R.2025/1965 and RSA GN R.1043/1970, and substituted by RSA GN R.432/1971, RSA GN R.432/1971 and RSA GN R.2330/1979.]

LIMITS OF MASS AND SIZE OF POSTAL ITEMS

Class of postal article	Limit of mass	Limits of size	
		Maxima	Minima
Standardised postal articles.....	50 g.....	120 mm × 235 mm with a thickness not exceeding 5 mm	90 mm × 140 mm with a thickness not exceeding 5 mm.
Non-standardised postal articles (excluding *bags containing official mail exchanged between offices of government or provincial departments, and *examination papers)	2 kg.....	Length, width and depth combined, 900 mm, but the greatest dimension may not exceed 600 mm. If in the form of a roll, length plus twice the diameter, 1 040 mm, but the greatest dimension may not exceed 900 mm	Having an address side measuring not less than 90 mm × 140 mm, with a tolerance of 2 mm. If in the form of a roll, length plus twice the diameter, 170 mm, but the greatest dimension may not be less than 100 mm. Items of dimensions smaller than those set out above are admitted if they bear a rectangular address label of cardboard or strong paper measuring not less than 70 mm × 100 mm.
Non-standardised postal articles containing books	5 kg.....	As for non-standardised postal articles	As for non-standardised postal articles.
Postcards.....	—	105 mm × 148 mm, with a tolerance of 2 mm	90 mm × 140 mm, with a tolerance of 2 mm.
Newspapers [posted in terms of regulation 36 (7)]	500 g.....	As for non-standardised postal articles	As for non-standardised postal articles.
Literature for the blind.....	7 kg.....	As for non-standardised postal articles	As for non-standardised postal articles
Parcels.....	10 kg.....	Length, 1 m; length and girth combined, 2 m	As for non-standardised articles.

* These items may not exceed 10 kg in mass, but are not subject to limits of size."

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

SCHEDULE B

[Schedule B is substituted by SA GN R.1791/1960; amended by SA GN R.287/1961, RSA GN R.233/1966 and RSA GN R.1043/1970; substituted by RSA GN R.432/1971; amended by RSA GN R.1522/1971, RSA GN R.495/1972, RSA GN R.1862/1972, RSA GN R.663/1973, RSA GN R.1752/1973 (which substitutes the heading), RSA GN R.402/1975, RSA GN R.72/1976, RSA GN R.242/1976, RSA GN R.2317/1977, RSA GN 823/1979, AG GN 30/1981 and AG GN 2/1982; "altered" by AG GN 6/1982; amended by AG GN 49/1982; substituted by AG GN 70/1983, AG GN 52/1984 and AG GN 64/1986; amended by AG 40/1987; substituted by AG GN 104/1987 and by AG GN 21/1989; amended by GN 95/1990; and substituted by GN 13/1992, General Notice 23/1993, General Notice 53/1994, General Notice 63/1995, General Notice 33/1996, General Notice 58/1997, General Notice 60/1998, General Notice 227/1998, General Notice 254/1999, General Notice 220/2000, General Notice 323/2000 (marked as an "addition to General Notice 220/2000, and replacing only Part 1 of Schedule B), and General Notice 274/2001.]

PART 1

POSTAGE RATES AS FROM 1 OCTOBER 2001

(i) RATES OF POSTAGE FOR POSTAL ARTICLES POSTED IN THE REPUBLIC OF NAMIBIA FOR DELIVERY IN NAMIBIA

CLASS OF MAIL	ENVELOPE SIZE	RATE	
		SURFACE MAIL	AIR MAIL
POSTAL ARTICLES excluding postcards, aérograms and parcels)			
	<i>Any size up to DL</i>		
Standardised	DL (Maxi)- 120 x 235 mm.....	100c	
# Non-standardised	Min C5 - 229 x 162 mm..... Max B4 - 353 x 250 mm.....	350c	
# Any Postal item larger than a B4 envelope or heavier than 1kg will be considered as a parcel			
AEROGRAMS	250c	
POSTAGE - PAID POSTCARDS.....	200c	
PARCELS	Mass Steps		
	Up to 1k g	1300c	
	Above 1kg add 300 for every kilogram		

**REGULATIONS
Posts and Telecommunications Act 19 of 1992**

Postal Regulations

PART 2

SPECIAL SERVICE FEES (Excluding VAT)

- | | | |
|-----|--|--|
| 1. | For registration of a postal article (vide section 20 of the Act) | N\$ 9.00 |
| 2. | For compulsory registration of a postal article posted irregularly (vide regulation 44(7)(a)) | N\$ 16.00 |
| 3. | For certification of a postal article (vide regulation 46(2)) | N\$ 5.00 |
| 4. | For obtaining an acknowledgement of posting of a certified postal article (vide regulation 46(6)) | N\$ 4.00 |
| 5. | For obtaining an advice of delivery in respect of a registered or certified postal article, or of an insured parcel (vide regulations 44(6), 46(7) and 48(2)(h)), respectively | N\$ 4.50 |
| 6. | For the inclusion of a postal article in any particular mail after the time determined for the closing thereof (vide regulation 14): | |
| | 6.1 Ordinary postal articles | N\$ 4.00 |
| | 6.2 Registered postal articles and parcels | N\$ 6.00 |
| 7. | Stoppage fee in respect of a parcel which, during transmission through the post, is stopped and delivered at the office from which stoppage is effected (vide regulation 47(5)(a)) | N\$ 12.00 |
| 8. | For a postal article delivered to the licensee in accordance with the provisions of the business reply service (vide regulation 10(4)) | N\$ 0.80 per item
plus postage |
| 9. | For an enquire [enquiry] in connection with a postal article (vide regulation 27(2)) | N\$ 5.00 |
| 10. | For any search as to the payment of a trade charge to the sender of a cash on delivery parcel (vide regulation 27(3)) | N\$ 5.00 |
| 11. | For the exchange of one denomination of postage stamp or article of postal stationery for another (vide regulation 9) | 5% of the value of the stamps or articles of postal stationery which is handed in for exchange, with a minimum of N\$ 2.00 |
| 12. | For the handling of a cash on delivery parcel (vide regulation 50) | N\$ 16.00 handling charge per parcel, plus the usual parcel postage |

REGULATIONS
Posts and Telecommunications Act 19 of 1992

Postal Regulations

13. For reduction or cancellation of a trade charge,
 or alteration of addressee, after a cash on delivery
 parcel has been posted N\$ 8.00

14. For insuring a parcel (vide regulation 48)

Value of parcel

Insurance fee

Up to N\$ 250	N\$ 7.00
More than N\$ 250 but not more than N\$ 500	N\$ 12.00
More than N\$ 500 but not more than N\$1 000	N\$ 23.00
More than N\$1 000 but not more than N\$1 500	N\$ 35.00
More than N\$1 500 but not more than N\$2 000	N\$ 45.00

15. For clearance through customs (vide regulation 21(2)) of -

(a) a parcel or any other postal article
 on which customs is levied N\$19 50

[There are no paragraphs additional to paragraph (a) in item 15.]

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

SCHEDULE C

[Schedule C is substituted by SA GN R.1791/1960; amended by RSA GN R.12/1968; substituted by RSA GN R.432/1971; amended by RSA GN R.2296/1972 and by RSA GN R.1752/1973 (which substitutes the heading); substituted by RSA GN R.135/1975 (which eliminates the heading), RSA GN R.402/1975, AG GN 49/1982, AG GN 52/1984, AG GN 64/1986 and AG GN 104/1987; amended by AG 4/1989; and substituted by AG GN 21/1989, GN 13/1992, General Notice 23/1993, General Notice 53/1994, General Notice 63/1995, General Notice 33/1996, General Notice 58/1997, General Notice 60/1998, General Notice 227/1998, General Notice 254/1999, General Notice 220/2000, General Notice 323/2000 (marked as an "addition to General Notice 220/2000, and replacing only Part 1 of Schedule B) and General Notice 274/2001.]

1. Maximum rental for private post office boxes

Post office boxes up to 20 dm per post box	N\$ 90.00 per annum
Post office boxes larger than 20 dm per post box	N\$ 150.00 per annum

2. Fees for the use of private post bags:

All Private Post Bags	N\$ 260.00 per annum
-----------------------------	----------------------

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.

POSTAGE REBATES

NATURE OF SERVICE	% REBATE
<u>Only Pre-sorted consignments qualify for rebates :</u>	(minimum 100 articles)
1) Direct bundle (same town)	3%
2) Private box (same town) 1 - 100	5%

REGULATIONS
Posts and Telecommunications Act 19 of 1992
Postal Regulations

SCHEDULE D

RATES AT WHICH PAYMENT IS MADE FOR THE CONVEYANCE OF MAILS BY SEA

[Schedule D is substituted by SA GN R.1791/1960, RSA GN R.432/1971 and RSA GN R.2134/1977.]

For the conveyance of all categories of mail (including empty mail bags returned to the country of origin):

1. Over the sea route between Cape Town and England/Europe: 22c per kg.
2. Over sea routes other than the route between Cape Town and England/Europe:

Up to 2 000 sea miles: 10c per kg.

Above 2 000 up to 5 000 sea miles: 15c per kg.

Above 5 000 sea miles: 19c per kg.

**REGULATIONS
Posts and Telecommunications Act 19 of 1992**

Postal Regulations

SCHEDULE E

[The original Schedule E is substituted by SA GN R.1791/1960 and deleted by RSA GN R.432/1971.
The original Schedule F, which has no heading, is re-named Schedule E by RSA GN R.432/1971.]

(1)

I, _____
do hereby declare that I have to the best of my knowledge delivered to
_____ every bag, box, or other receptacle
containing mail matter, and every loose postal article which were on board the
_____ at the time of her
arrival at the port of _____ except such letters
as are exempt by law from such delivery.

Commander of the _____
Signed in my presence on the _____ day of
_____ 19 _____

(2)

I, _____
do hereby declare that I had no bag, box or other receptacle containing mail matter or any loose
postal article on board the _____ at the time of her arrival at the
port of _____

Commander of the _____
Signed in my presence on the _____ day of
_____ 19 _____

[As noted above, the original Schedule F is re-named Schedule E by RSA GN R.432/1971.
Schedule G is substituted by RSA GN R.1558/1968.
Schedule H is amended by SA GN R.1791/1960, and substituted by
RSA GN R.1978/1966 and by RSA GN R.1558/1968.
Schedule I is substituted by RSA GN R.1936/1968.
Schedule J is substituted by RSA GN R.2025/1965.
Schedule K is inserted by RSA GN R.2025/1965.
Schedules G, H, I, J and K are then deleted by RSA GN R.432/1971.]