



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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N\$2.00

WINDHOEK - 7 October 2003

No.3068

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## General Notice

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### NAMIBIA POST LIMITED

No. 263

2003

#### AMENDMENT OF POSTAL RATES

Notice is hereby given under Section 3(1) of the Post and Telecommunications Act, 1992 (Act No. 19 of 1992), that the Board of Directors has altered the domestic and international rates to be demanded or received in respect of postal services rendered by the Company for the 2003/4 financial year, with effect from 1 October 2003 as set out in the Schedule.

**H. KASPER**  
**CHIEF EXECUTIVE OFFICER**

#### NEW POSTAL RATES

**PERIOD: 2003/2004**

#### DOMESTIC POSTAL TARIFFS

Postage, Boxes, Rebates, Services and Stationery

Inland Telegraph Rates

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**DOMESTIC POSTAL TARIFFS**

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

CLASS OF MAIL	ENVELOPE SIZE	RATES		
		Excl VAT	Incl VAT	
Do away with the differentiation between business mail and ordinary mail. Business complains about the subsidizing of private individuals.				
Postal Articles (Letters:)				
<b>a) Ordinary Mail</b>				
	Standardised	1.60	1.60	
	Non-Standardised	4.40	4.40	
Ordinary mail is the standard postal service with no set delivery standards from the time of dispatch to the point of delivery				
<b>b) Fastmail:</b>				
	Standardised	Any size up to DL 5mm thick DL (Maxi) 120x235mm	2.75	2.75
	Non-Standardised	Min C5 - 229x162 mm Max B4 - 353x250mm	7.80	7.80
Fastmail is a letter service within Namibia with a one day letter delivery standard within and between mayor towns and cities and a three working day letter delivery standard for all other destinations. Fastmail is specially designed for businesses and clients who have a need for faster delivery of important mail.				

(# Any postal item larger than a B4 envelope or heavier than 1 kg will be considered as a parcel)

<b>AEROGRAMS Prepaid</b>	<b>4.00</b>	<b>4.00</b>
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<b>PARCELS:</b>	Up to 1 kg	15.75	15.75
	Above 1 Kg up to 2 Kg	18.15	18.15
	Above 2 Kg up to 3 Kg	21.80	21.80
	Above 3 Kg up to 4 Kg	25.25	25.25
	Above 4 Kg up to 5 Kg	29.05	29.05
	Above 5 Kg up to 6 Kg	32.50	32.50
	Above 6 Kg up to 7 Kg	36.30	36.30
	Above 7 Kg up to 8 Kg	40.10	40.10
	Above 8 Kg up to 9 Kg	43.30	43.30
	Above 9 Kg up to 10 Kg	47.35	47.35

**ROLLED ADDRESSED NEWSPAPERS AND PRINTED MATTER:**

- Newspapers Domestically only	Up to 250 g	2.55	2.55
	250 g up to 500 g	3.50	3.50
	501 g up to 1Kg	6.45	6.45
- Printed Matter:	Up to 250 g	4.43	4.43
	251 up to 500 g	6.10	6.10
	501 up to 750 g	7.95	7.95
	751 up to 1 Kg	9.80	9.80

(# Any printed matter heavier than 1kg will be considered a parcel)

Acceptance of mail after closing time (All postal articles)	9.00	9.00
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Insurance fees for Parcels	Max. Compensation	Excl VAT	Incl VAT
		N\$ 250	9.35
	N\$ 500	14.85	17.45
	N\$ 1000	27.15	31.95
	N\$ 1500	41.60	48.95
	N\$ 2000	53.65	63.10

<b>FEES FOR PRIVATE POST OFFICE BOXES AND PRIVATE POST BAGS</b>				<b>Excl VAT</b>	<b>Incl VAT</b>
Small Boxes (up to 20 dm) (Main Post Office Windhoek only)	N\$			117.30	138.00
Small Boxes (up to 20 dm)	N\$			107.50	126.50
Medium Boxes (above 20 dm up to 30 dm) (Main Post Office Windhoek only)	N\$			195.50	230.00
Medium Boxes (above 20 dm up to 30 dm)	N\$			177.95	209.35
Farmers Private Bags	N\$			177.95	209.35
Business Private Bags	N\$			308.40	362.80
<p>NB: The fees prescribed in this schedule are calculated to 30 September each year, any portion of a calendar quarter being considered as a full quarter. Please ensure that pro-rata amounts are charges for the applicable periods.</p>					
<b>REDIRECTION OF MAIL:</b>					
Domestic				55.00	55.00
International				88.00	88.00
(For the first three months of service)					
The re-direction service can be continued for further periods of three months beyond the initial period, on payment of further fees.					
<b>FEE FOR SAFEKEEPING OF ITEMS:</b>				127.50	150.00
<b>POSTAGE REBATES: Fast Mail Only</b>					
<b>Nature of service</b>		<b>Discount</b>			
		Standardised	Non-standardised		
Consignment: minimum 50 articles					
- Only pre-sorted consignments qualify for rebate					
<b>Fast Mail:</b>	Direct bundles sorted in towns	5% = N\$2.60	5% = N\$7.40		
	Direct bundles sorted in town and box numbers	7% = N\$2.55	7% = N\$7.25		
<b>DISTRIBUTION OF PAMPHLETS, BROCHURES, TRADE SAMPLES AND HOUSEHOLDER CIRCULARS:</b>					
Rates are for local services only (within Post Office region) and payable per item.					
<b>TYPE</b>	<b>DESCRIPTION</b>	<b>SIZE &amp; MASS</b>	<b>ITEMS Examples</b>	<b>Excl VAT</b>	<b>Incl VAT</b>
1) PAMPHLETS	An unenveloped, unaddressed information/advertising item comprising of one sheet of paper folded to A5 size (210mm X 148mm)	Not thicker than 2mm and weigh more than 50gr	Ordinary notices, sales etc.	0.08	0.10
2) BROCHURE	An unenveloped, unaddressed rolled or folded information/advertising item	May not be more than 353mm x 250mm, 200g in mass and 5mm in thickness	Rolled brochures should be tied to facilitate handling	0.12	0.15
3) TRADE SAMPLE	An unaddressed sample of a product	May not exceed 353mm x 250mm, 200 gr in mass	Sample of goods	0.29	0.35
4) HOUSE HOLDER CIRCULAR		May not exceed 120mm X 235mm in size, 50g in mass and 5mm in thickness	This articles must be addressed to the box holder with an indication that the postage has been paid.	0.21	0.25
<b>ADDRESS LISTS:</b>				<b>Excl VAT</b>	<b>Incl VAT</b>
Compiling of address lists (per 100 items or part thereof)				107.52	126.50
Checking of address lists (per 100 items or part thereof)				53.76	63.25
(Requests for lists should be in writing, no telephone requests must be accommodated)					

<b>PHOTOCOPY CHARGES:</b>		<b>Excl VAT</b>	<b>Incl VAT</b>
A4 copy for loose pages or part thereof		0.68	0.80
A4 copy for pages binded in book form or part thereof (Postmaster have the discretion to change rate according to market situation)		0.85	1.00
<b>FAX RATES:</b>		<b>Excl VAT</b>	<b>Incl VAT</b>
<b>Domestic</b>		5.1	6.00
<b>International Charges for units</b> (per metering unit)		0.97	1.15
Charges for paper	(per A4 page or part thereof)	3.14	3.70
Charges for receiving	(per A4 page or part thereof)	3.14	3.70
(Postmaster have the discretion to change rate according to market situation)			
<b>TELEPHONE RATES:</b> Automatic exchange per unit (per unit) (Postmaster have the discretion to change rate according to market situation)		0.97	1.15
<b>SPECIAL SERVICE FEES FOR POSTAL ARTICLES POSTED IN THE REPUBLIC OF NAMIBIA</b>		<b>Excl VAT</b>	<b>Tariffs Incl VAT</b>
Registration of postal article	N\$	10.75	12.65
Compulsory registration of a postal article posted out of course	N\$	19.08	22.45
Certification of a postal article	N\$	5.99	7.05
Acknowledgment of posting a certified postal article	N\$	4.76	5.60
Advice of delivery of a registered or certified postal article or of an insured parcel	N\$	5.44	6.40
- Acceptance of a postal article after closing of mail: Interception of any postal article during transmission through the post and it's delivery from the office at which it is intercepted	N\$	7.65	9.00
- Delivery of a postal article to the licensee in accordance with the provisions of the business reply service or freepost service (per article + postage)	N\$	14.19	16.70
- Enquiry regarding a postal article	N\$	0.85	1.00
- Tracing of the payment of a trade charge to the sender of a COD parcel	N\$	5.99	7.05
- Acceptance of COD Trade Charges (N\$.. + usual parcel postage)	N\$	5.99	7.05
- Reduction or cancellation of a trade charge or alteration of addressee after a COD parcel has been posted	N\$	19.85	22.30
- Refund for the value of spoilt or erroneous franking machine impressions (N\$... for each 20 impressions or part thereof)	N\$	9.52	11.20
<b>Savings Bank Service Charges</b>		4.76	5.60
- Savings Bank Withdrawals	N\$	1.00	1.50
- Savings Bank Deposit's	N\$	2.00	3.00
Monthly Savings Account Service Fee	N\$	1.27	1.50
<b>STATIONERY TARIFFS:</b>		<b>Tariffs</b>	
		<b>Excl VAT</b>	<b>Incl VAT</b>
Carton Boxes (B74 - B74A)	N\$	8.67	10.20
Registered Envelopes "S" (C6)	N\$	1.57	1.85
Pre-Paid Envelopes - Inland (C9) (0% VAT)	N\$	1.75	2.20
POSTCARDS Prepaid - 0% VAT	N\$	2.55	2.55
Padded Envelopes P1 (C10)	N\$	3.23	3.80
Padded Envelopes P4 (C11)	N\$	4.88	5.75
Padded Envelopes P6 (C12)	N\$	6.46	7.60
Pre-Paid window envelopes (Gecko) - Inland (C14 small) 0% VAT wrong incr	N\$	1.95	1.95
Pre-Paid window envelopes (Gecko) - Inland (C15 medium) 0% VAT wrong in	N\$	2.55	2.55
Pre-Paid window envelope (Gecko) - Inland (C16 Large) 0% VAT	N\$	5.00	5.00
<b>VAULT ITEM TARIFFS:</b>		<b>Excl VAT</b>	<b>Incl VAT</b>
Private Bags - Medium (C41)	N\$	236.55	278.30
Private Bag Locks (C88)	N\$	83.55	98.30
Private Bag name plates (P1/10)	N\$	23.75	27.95
Private Post Office Box locks & keys (B160)	N\$	41.05	48.30

**POSTAL ORDER TARIFFS**

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

1. COMMISSION TARIFFS: POSTAL ORDERS			Excl VAT	Incl VAT
Denomination	Commission			
N\$ 1.00	0.40	N\$	1.19	1.40
N\$ 2.00	0.50	N\$	2.12	2.50
N\$ 4.00	0.70	N\$	3.99	4.70
N\$ 5.00	1.05	N\$	5.14	6.05
N\$ 10.00	1.35	N\$	9.64	11.35
N\$ 20.00	2.80	N\$	19.38	22.80
N\$ 50.00	7.00	N\$	48.45	57.00
N\$ 100.00	11.10	N\$	94.43	111.10
N\$ 200.00	22.25	N\$	188.91	222.25

2. FEES FOR EXTENSION OF CURRENCY AND REFUNDS

For the extension of the currency of a postal order, or for the refund of the principal sum of a lost or mutilated postal order, an extension of currency fee or a refund fee equal to the commission on a postal order of the denomination concerned shall be payable except in cases where the enquiry fee prescribed in paragraph 3 is payable.

3. ENQUIRY FEE

In respect of an enquiry regarding the payment of a particular postal order or any enquiry regarding a postal order that has been lost or destroyed or mutilated to such an extent that the serial numbers are illegible, a fee of N\$ ..... per postal order shall be payable.

	Excl VAT	Incl VAT
	5.95	7.00

**INLAND TELEGRAPH RATES:****BASIC RATES FOR INLAND TELEGRAMS:**

SERVICE		Excl VAT	Incl VAT
<b>Public Telegrams:</b>			
Ordinary telegrams (per word)	N\$	0.85	1.00
Urgent telegrams (per word)	N\$	1.70	2.00
NB. The foregoing rates are increased by 100% for the telegrams accepted on a Sunday, Good Friday, Ascension Day and Christmas Day			
<b>Additional Charges:</b>			
Alike telegrams (surcharge for each address)	N\$	1.23	1.45
Acknowledgement of acceptance of a telegrams ..... per telegram when such acknowledgements is requested after acceptance	N\$	0.59	0.70
	N\$	2.38	2.80
<b>Ledger Fees:</b>			
Printergrams (per telegram/address) 65c	N\$	1.31	1.55
Handling fee per telegrams (applicable to all classes of telegrams excluding telegraphic money-orders)	N\$	7.09	8.35
<b>Miscellaneous Charges:</b>			
Inspection of original telegram (per telegrams)	N\$	2.38	2.80
Submission of telegram in accordance with a summons (per telegram)	N\$	2.38	2.80
Standard copying fees: For each certified copy or copy for other purpose (for first 50 word or fewer)	N\$	2.63	3.10
Search fee (for each 100 telegram forms)	N\$	2.38	2.80
Paid service advises (per advice)	N\$	7.73	9.10
Repetition of telegrams (minimum charge)	N\$	7.73	9.10
<b>Registered Telegraphic addresses:</b>			
Registration of telegraphic address	N\$	29.58	34.80
Annual charge for telegraphic address	N\$	59.16	69.60

Registration of telegraphic address that have been suspended	N\$	29.58	34.80
Change of particulars of telegraphic address	N\$	29.58	34.80
Service of Post Office operator (per hour)	N\$	41.43	48.75
Service of Post Office messenger (per hour)	N\$	29.58	34.80

### MONEY ORDER COMMISSION: TABLE OF RATES

#### Money order issued for payment in

a) Namibia

b) Lesotho, Swaziland, RSA,  
Bophuthatswana, Ciskei,  
Transkei and Vendac) Malawi, Mozambique,  
Zambia, Zimbabwe,  
Botswana, Kenya,  
Mauritius, Sri Lanka,  
Canada, Switzerland, St.  
Helena, India, Malaysia,  
Ireland, Netherlands, Italy,  
Germany, USA, Brazil and  
Singapore

Telegraphic (Rate code 042)

Telegraphic (Rate code 042)  
New (Rate code 059)

Telegraphic (Rate code 075)

Money order range: (N\$)	Commission payable VAT	Commission payable VAT	Commission payable VAT
1-500	N\$27.85	N\$34.65	N\$111.65
501-1000	N\$46.80	N\$56.75	N\$210.65
1001-1500	N\$65.80	N\$78.65	N\$309.65
1501-2000	N\$84.75	N\$100.65	N\$408.65

#### NB

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

SCHEDULE			
MONEY ORDER TARIFF		Excl VAT	Incl VAT
1.	For the issue of a duplicate money order. Telegram charge	N\$..... per money order	7.18      8.45
2.	For the reinstatement of a void money order in respect of countries mentioned in item 1(a), (b), (c), (d) and (e) respectively.	N\$..... per money order plus handling charge and commission in item 1(a), (b), (c), (d)	7.18      8.45
3.	For a correction advice, stopping or payment or the issue of an advise of payment in respect of an ordinary money order.	N\$..... per money order	7.18      8.45
4.	For a telegraphic advice of payment, correction advice, transfer of payment, repayment, stoppage of payment or any other official telegram sent in connection with a money order on behalf of the remitter or payee.	The tariff charge for these services plus:- 1) in the case of Namibia; N\$... per telegram 2) in the case of other countries; the telegraph charge per word applicable to such countries	4.63      5.45

5.	For the searching through of accounts in respect of each money order office if the remitter or payee desires information with regard to the issue or payment of a money order but cannot furnish the date of issue of the relative money order.	N\$...... per money order for each month's accounts examined	5.14	6.05
6.	For information regarding the issue or payment of a money order where full details are furnished by either the remitter or the payee.	N\$...... per money order	5.14	6.05
Money orders are valid for 12 month only, expired/void money orders to be refunded by Money Transfer Services Department (Savings Bank)				

### INTERNATIONAL POSTAL TARIFF INCREASE/DECREASE:

#### AIRMAIL RATES:

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

Zone A	Zone B	Zone C
New	New	New
2.70	3.15	3.40
4.85	4.95	6.05
4.00	4.00	4.00
3.05	3.05	3.05
26.65	31.45	33.90

#### SURFACE MAIL RATES (South Africa included)

##### Letters:

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

Postcards each:  
 (Surface and sea mail)  
 Small packets per 100g  
 (maximum weight 2000g)Ø

\*Items with a higher mass will be considered as a parcel.  
 ØThe maximum mass differs from country to country.  
 Please enquire at your local Postmaster.

Zone A	Zone B	Zone C
New	New	New
4.85	5.05	5.45
6.05	7.90	9.10
8.50	11.50	12.70
18.15	21.80	23.00
31.45	37.50	39.95
2.65	2.65	2.65
13.30	18.15	21.80

##### Printed matter:

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

Zone A	Zone B	Zone C
New	New	New
4.85	5.45	6.05
5.25	6.65	7.90
8.70	9.90	12.10
15.75	21.80	23.00
26.65	36.30	39.95
48.40	54.45	59.30
60.50	78.65	84.70
72.60	102.85	111.35
84.70	128.25	140.35

\* Applies only to items containing books.

**# PARCELS TO SOUTH AFRICA (For tariffs to other international countries please see detailed list)****SURFACE MAIL:**

Up to 1 kg  
Above 1 Kg up to 2 Kg  
Above 2 Kg up to 3 Kg  
Above 3 Kg up to 4 Kg  
Above 4 Kg up to 5 Kg  
Above 5 Kg up to 6 Kg  
Above 6 Kg up to 7 Kg  
Above 7 Kg up to 8 Kg  
Above 8 Kg up to 9 Kg  
Above 5 Kg up to 10 Kg

<b>Zone A</b>
<b>New</b>
<b>48.40</b>
<b>52.05</b>
<b>54.45</b>
<b>60.50</b>
<b>78.65</b>
<b>84.70</b>
<b>90.75</b>
<b>96.80</b>
<b>108.90</b>
<b>121.00</b>

**International telephone calls (automatic exchanges) - NS1.15 per unit**

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