**Ordinary Mail/Fast Mail, Ordinary Letter Mail**

Letter mail refers to any form of written communication or other document, article or object that is addressed to a specific person or persons or a postal address and is transmitted by post. It includes any letter, postcard, reply-postcard, letter-card, newspaper, book, pattern or sample packet or any other parcel or article when in the transmission by post conforming to the mass and size limitations detailed below.

The ordinary letter mail service is the standard postal service which includes the business of receiving, collecting, dispatching, conveying and delivering postal articles, with set delivery standards from the time of dispatch to arrival at the point of delivery.

Delivery standards (if posted before 12h00)

a) Windhoek branches - day of posting plus two days
b) All post offices in Namibia - Day of posting plus three days
c) Rest of the world - Day of posting plus five days

### 1. DOMESTIC POSTAL TARIFFS 2013/2014

Rates of postage for postal articles posted in the Republic of Namibia for delivery in Namibia

<table>
<thead>
<tr>
<th>Product Group &amp; Description</th>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Mail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter mail refers to any form of written communication or other document, that is addressed to a specific address and is conveyed by other than electronic means.</td>
<td>Standard - up to 50g DL maxi 120 x 235mm</td>
<td>3.30</td>
</tr>
<tr>
<td></td>
<td>Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm</td>
<td>10.10</td>
</tr>
<tr>
<td><strong>Fast Mail (Priority Mail)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fastmail is a letter service in Namibia with a one-day delivery standard in the same city or town, a two-day delivery standard between major cities and towns and a three-day delivery standard for all other destinations.</td>
<td>Standard - up to 50g DL maxi 120 x 235mm</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm</td>
<td>12.40</td>
</tr>
<tr>
<td><strong>Printed Matters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolled or enveloped (open at a corner) and plastic wrapped addressed newspapers and booklets</td>
<td>Up to 250gr</td>
<td>10.10</td>
</tr>
<tr>
<td></td>
<td>251gr up to 500g</td>
<td>14.50</td>
</tr>
<tr>
<td></td>
<td>501gr up to 750g</td>
<td>17.10</td>
</tr>
<tr>
<td></td>
<td>751gr up to 1kg</td>
<td>21.20</td>
</tr>
<tr>
<td><strong>COD Parcels</strong></td>
<td>Max Compensation</td>
<td></td>
</tr>
<tr>
<td>The COD option provides for money to be collected for the parcel on the customer’s behalf.</td>
<td>Max N$5,000</td>
<td>32.00</td>
</tr>
<tr>
<td></td>
<td>Cancelation or change in trade charges</td>
<td>17.60</td>
</tr>
<tr>
<td>Product Group &amp; Description</td>
<td>Product</td>
<td>Price</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>PO BOX Rentals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Addresses</td>
<td>Small Boxes - up to 20dm (Windhoek Post Office)</td>
<td>298.00</td>
</tr>
<tr>
<td></td>
<td>Small Boxes - up to 20dm Rest of Namibia</td>
<td>270.00</td>
</tr>
<tr>
<td></td>
<td>Large Boxes - up to 30dm (Windhoek Post Office)</td>
<td>489.00</td>
</tr>
<tr>
<td></td>
<td>Large Boxes - up to 30dm (Rest of Namibia)</td>
<td>445.00</td>
</tr>
<tr>
<td></td>
<td>Farmers Private Bag</td>
<td>298.00</td>
</tr>
<tr>
<td></td>
<td>All other Private Bags</td>
<td>776.00</td>
</tr>
<tr>
<td><strong>Redirection of Mail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The redirection of mail items to an alternative address for the first 3 months of service</td>
<td>Domestic</td>
<td>111.80</td>
</tr>
<tr>
<td></td>
<td>South Africa</td>
<td>171.50</td>
</tr>
<tr>
<td><strong>Information Mail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unenveloped, unaddressed information/advertising item comprising one sheet of paper folded to A5 size</td>
<td>Pamphlets</td>
<td>0.30</td>
</tr>
<tr>
<td>Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVD's.</td>
<td>Brochures</td>
<td>0.30</td>
</tr>
<tr>
<td>An unaddressed booklet. May not be bigger than 120mm x235mm, may not weigh more than 50g and may not be thicker than 5mm.</td>
<td>Household Circulars</td>
<td>0.30</td>
</tr>
<tr>
<td><strong>Photocopy Charges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A4 Loose Paper</td>
<td>1.50</td>
</tr>
<tr>
<td><strong>Fax Rates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Per A4 page (Sending)</td>
<td></td>
<td>8.50</td>
</tr>
<tr>
<td>Domestic Per A4 page (Receiving)</td>
<td></td>
<td>4.20</td>
</tr>
<tr>
<td><strong>International Fax Rates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Per A4 page (Sending)</td>
<td></td>
<td>18.00</td>
</tr>
<tr>
<td>Domestic Per A4 page (Receiving)</td>
<td></td>
<td>4.50</td>
</tr>
<tr>
<td>Product Group &amp; Description</td>
<td>Product</td>
<td>Price</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Value Added Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Registered Letter can be used for letters that require a signature on delivery, contain something of value, or important documents which require tracking and tracing from acceptance to delivery.</td>
<td>Registration</td>
<td>23.40</td>
</tr>
<tr>
<td>Registered item not handed in at counter (posted out of course)</td>
<td>Compulsory Registration</td>
<td>46.80</td>
</tr>
<tr>
<td>Proof of delivery for important documents</td>
<td>Certification</td>
<td>12.90</td>
</tr>
<tr>
<td>Proof of posting a certified item</td>
<td>Acknowledgement of posting a certified Articles</td>
<td>10.20</td>
</tr>
<tr>
<td>Confirmation that a postal article was delivered</td>
<td>Advice of Delivery of Postal Article</td>
<td>10.20</td>
</tr>
<tr>
<td>Safe keeping of valuables</td>
<td>Safe keeping</td>
<td>268.30</td>
</tr>
<tr>
<td>With the BRS, businesses can offer their customer or prospective customers the incentive to reply without having to pay postage.</td>
<td>Business Reply Services</td>
<td>2.00</td>
</tr>
<tr>
<td>Enquiry Fees</td>
<td></td>
<td>10.60</td>
</tr>
<tr>
<td>Business Mail Delivery (NEW) Monthly delivery and pick up of mail items on behalf of clients.</td>
<td></td>
<td>540.00</td>
</tr>
<tr>
<td><strong>Acceptance of Postal Articles after Closing of Mail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordinary postal articles</td>
<td></td>
<td>9.20</td>
</tr>
<tr>
<td>Customer may request to include mail article after official cut-off time</td>
<td>Entered articles</td>
<td>13.60</td>
</tr>
<tr>
<td>Customer may request a posted article to be returned before it is despatched</td>
<td>Interception of Postal Article</td>
<td>26.00</td>
</tr>
<tr>
<td><strong>Stationary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Envelopes</td>
<td></td>
<td>3.70</td>
</tr>
<tr>
<td>Padded Envelope (Small)</td>
<td></td>
<td>7.30</td>
</tr>
<tr>
<td>Padded Envelope (Medium)</td>
<td></td>
<td>11.00</td>
</tr>
<tr>
<td>Padded Envelope (Large)</td>
<td></td>
<td>14.40</td>
</tr>
<tr>
<td>Postage-included envelopes are available at all Post Office outlets</td>
<td>Prepaid Envelopes</td>
<td>3.60</td>
</tr>
<tr>
<td>Prepaid Window Envelope (Small)</td>
<td></td>
<td>3.60</td>
</tr>
<tr>
<td>Prepaid Window Envelope (Medium)</td>
<td></td>
<td>3.60</td>
</tr>
<tr>
<td>Prepaid Window Envelope (Large)</td>
<td></td>
<td>10.10</td>
</tr>
<tr>
<td><strong>Vault Items (Accessories)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Compensation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Bags</td>
<td></td>
<td>489.30</td>
</tr>
<tr>
<td>Private Bags Lock</td>
<td></td>
<td>173.80</td>
</tr>
<tr>
<td>Private Bag Name Plates</td>
<td></td>
<td>51.10</td>
</tr>
<tr>
<td>PO Box Lock &amp; Key</td>
<td></td>
<td>86.90</td>
</tr>
</tbody>
</table>
### Postal Order Commission

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>N$ 1.00</td>
<td>0.60</td>
</tr>
<tr>
<td>N$ 2.00</td>
<td>0.60</td>
</tr>
<tr>
<td>N$ 4.00</td>
<td>0.70</td>
</tr>
<tr>
<td>N$ 5.00</td>
<td>1.00</td>
</tr>
<tr>
<td>N$ 10.00</td>
<td>2.40</td>
</tr>
<tr>
<td>N$ 20.00</td>
<td>4.80</td>
</tr>
<tr>
<td>N$ 50.00</td>
<td>12.00</td>
</tr>
<tr>
<td>N$ 100.00</td>
<td>19.80</td>
</tr>
<tr>
<td>N$ 200.00</td>
<td>39.60</td>
</tr>
</tbody>
</table>

### Money Order Commission

- **Namibia**
  - A money order is a payment order for a pre-specified amount of money. Because it is required that the funds be prepaid for the amount shown on it, it is a more trusted method of payment than a personal cheque.

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>N$ 1-500</td>
<td>48.20</td>
</tr>
<tr>
<td>N$ 501-1000</td>
<td>81.20</td>
</tr>
<tr>
<td>N$ 1001-1500</td>
<td>114.30</td>
</tr>
<tr>
<td>N$ 1501-2000</td>
<td>147.30</td>
</tr>
</tbody>
</table>

- **Lesotho, Swaziland, RSA, Botswana**

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>N$ 1-500</td>
<td>60.20</td>
</tr>
<tr>
<td>N$ 501-1000</td>
<td>98.60</td>
</tr>
<tr>
<td>N$ 1001-1500</td>
<td>136.60</td>
</tr>
<tr>
<td>N$ 1501-2000</td>
<td>174.80</td>
</tr>
</tbody>
</table>

- **Malawi, Mozambique, Zambia, Zimbabwe, Kenya, Mauritius, Sri Lanka, Canada, Switzerland, St. Helena, India, Malaysia, Ireland, Netherland, Italy, Germany, USA, Brazil, and Singapore**

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>N$ 1-500</td>
<td>193.80</td>
</tr>
<tr>
<td>N$ 501-1000</td>
<td>366.80</td>
</tr>
<tr>
<td>N$ 1001-1500</td>
<td>537.20</td>
</tr>
<tr>
<td>N$ 1501-2000</td>
<td>710.50</td>
</tr>
<tr>
<td>Parcels</td>
<td>Zone A (0-250km)</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td>0-5 kg</td>
<td>41.60</td>
</tr>
<tr>
<td>6 kg</td>
<td>44.80</td>
</tr>
<tr>
<td>7 kg</td>
<td>50.40</td>
</tr>
<tr>
<td>8 kg</td>
<td>52.80</td>
</tr>
<tr>
<td>9 kg</td>
<td>60.00</td>
</tr>
<tr>
<td>10 kg</td>
<td>61.60</td>
</tr>
<tr>
<td>11 kg</td>
<td>67.20</td>
</tr>
<tr>
<td>12 kg</td>
<td>69.60</td>
</tr>
<tr>
<td>13 kg</td>
<td>73.60</td>
</tr>
<tr>
<td>14 kg</td>
<td>78.40</td>
</tr>
<tr>
<td>15 kg</td>
<td>81.60</td>
</tr>
<tr>
<td>16 kg</td>
<td>84.00</td>
</tr>
<tr>
<td>17 kg</td>
<td>88.00</td>
</tr>
<tr>
<td>18 kg</td>
<td>92.00</td>
</tr>
<tr>
<td>19 kg</td>
<td>96.00</td>
</tr>
<tr>
<td>20 kg</td>
<td>104.00</td>
</tr>
</tbody>
</table>

Note:
1. Insurance to be 2% of value for items with value up to N$ 5000
2. Four percent (4%) for items above N$ 5000
3. Refer to distance chart
### Airmail Rates

<table>
<thead>
<tr>
<th>Zone</th>
<th>Airmail Zone A</th>
<th></th>
<th>Airmail Zone B</th>
<th></th>
<th>Airmail Zone C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SADC (excl. Madagascar)</td>
<td></td>
<td>Rest of Africa (excl. Cameroon &amp; Europe)</td>
<td></td>
<td>Rest of World</td>
</tr>
<tr>
<td></td>
<td>5.40</td>
<td>6.20</td>
<td>7.30</td>
<td>5.40</td>
<td>6.70</td>
</tr>
</tbody>
</table>

#### Parcels

<table>
<thead>
<tr>
<th>Zone</th>
<th>Parcels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For the first each additional</td>
</tr>
<tr>
<td></td>
<td>250 g</td>
</tr>
<tr>
<td></td>
<td>199.40</td>
</tr>
</tbody>
</table>

### Sea Mail Rates

<table>
<thead>
<tr>
<th>Zone</th>
<th>Sea Mail Zone A</th>
<th></th>
<th>Sea Mail Zone B</th>
<th></th>
<th>Sea Mail Zone C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SADC (excl. Madagascar)</td>
<td></td>
<td>Rest of Africa (excl. Cameroon &amp; Europe)</td>
<td></td>
<td>Rest of World</td>
</tr>
<tr>
<td></td>
<td>9.10</td>
<td>9.90</td>
<td>10.70</td>
<td>11.40</td>
<td>15.50</td>
</tr>
</tbody>
</table>

#### Letters

<table>
<thead>
<tr>
<th>Zone</th>
<th>Sea Mail Zone A</th>
<th></th>
<th>Sea Mail Zone B</th>
<th></th>
<th>Sea Mail Zone C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SADC (excl. Madagascar)</td>
<td></td>
<td>Rest of Africa (excl. Cameroon &amp; Europe)</td>
<td></td>
<td>Rest of World</td>
</tr>
<tr>
<td></td>
<td>25.50</td>
<td>34.60</td>
<td>38.30</td>
<td>64.30</td>
<td>86.10</td>
</tr>
</tbody>
</table>

#### Small Packages

<table>
<thead>
<tr>
<th>Zone</th>
<th>Sea Mail Zone A</th>
<th></th>
<th>Sea Mail Zone B</th>
<th></th>
<th>Sea Mail Zone C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SADC (excl. Madagascar)</td>
<td></td>
<td>Rest of Africa (excl. Cameroon &amp; Europe)</td>
<td></td>
<td>Rest of World</td>
</tr>
<tr>
<td></td>
<td>50 g</td>
<td>10.10</td>
<td>12.80</td>
<td>14.70</td>
<td>16.90</td>
</tr>
</tbody>
</table>

#### Printed Matter

<table>
<thead>
<tr>
<th>Zone</th>
<th>Sea Mail Zone A</th>
<th></th>
<th>Sea Mail Zone B</th>
<th></th>
<th>Sea Mail Zone C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SADC (excl. Madagascar)</td>
<td></td>
<td>Rest of Africa (excl. Cameroon &amp; Europe)</td>
<td></td>
<td>Rest of World</td>
</tr>
<tr>
<td></td>
<td>50 g</td>
<td>9.30</td>
<td>10.30</td>
<td>11.40</td>
<td>10.10</td>
</tr>
</tbody>
</table>

#### Parcels

<table>
<thead>
<tr>
<th>Zone</th>
<th>Sea Mail Zone A</th>
<th></th>
<th>Sea Mail Zone B</th>
<th></th>
<th>Sea Mail Zone C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SADC (excl. Madagascar)</td>
<td></td>
<td>Rest of Africa (excl. Cameroon &amp; Europe)</td>
<td></td>
<td>Rest of World</td>
</tr>
<tr>
<td></td>
<td>up to 1 kg</td>
<td>95.10</td>
<td>273.30</td>
<td>335.60</td>
<td>107.20</td>
</tr>
</tbody>
</table>
## 3. EMS Rates

<table>
<thead>
<tr>
<th>EMS Type</th>
<th>Zone A (SADC (excl. Madagascar))</th>
<th>Zone B (Rest of Africa (excl. Cameroon &amp; Europe))</th>
<th>Zone C (Rest of World)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5 kg</td>
<td>173.00</td>
<td>204.00</td>
<td>213.00</td>
</tr>
<tr>
<td><strong>Merchandise (Parcels)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5 kg</td>
<td>178.00</td>
<td>259.00</td>
<td>293.00</td>
</tr>
<tr>
<td>1 kg</td>
<td>201.00</td>
<td>321.00</td>
<td>361.00</td>
</tr>
<tr>
<td>1.5 kg</td>
<td>224.00</td>
<td>382.00</td>
<td>430.00</td>
</tr>
<tr>
<td>2 kg</td>
<td>247.00</td>
<td>444.00</td>
<td>499.00</td>
</tr>
<tr>
<td>2.5 kg</td>
<td>270.00</td>
<td>506.00</td>
<td>567.00</td>
</tr>
<tr>
<td>3 kg</td>
<td>293.00</td>
<td>567.00</td>
<td>636.00</td>
</tr>
<tr>
<td>3.5 kg</td>
<td>316.00</td>
<td>629.00</td>
<td>704.00</td>
</tr>
<tr>
<td>4 kg</td>
<td>338.00</td>
<td>690.00</td>
<td>773.00</td>
</tr>
<tr>
<td>4.5 kg</td>
<td>361.00</td>
<td>752.00</td>
<td>842.00</td>
</tr>
<tr>
<td>5 kg</td>
<td>384.00</td>
<td>814.00</td>
<td>910.00</td>
</tr>
<tr>
<td>5.5 kg</td>
<td>407.00</td>
<td>875.00</td>
<td>979.00</td>
</tr>
<tr>
<td>6 kg</td>
<td>430.00</td>
<td>937.00</td>
<td>1048.00</td>
</tr>
<tr>
<td>6.5 kg</td>
<td>452.00</td>
<td>999.00</td>
<td>1116.00</td>
</tr>
<tr>
<td>7 kg</td>
<td>476.00</td>
<td>1060.00</td>
<td>1185.00</td>
</tr>
<tr>
<td>7.5 kg</td>
<td>498.00</td>
<td>1122.00</td>
<td>1253.00</td>
</tr>
<tr>
<td>8 kg</td>
<td>521.00</td>
<td>1183.00</td>
<td>1322.00</td>
</tr>
<tr>
<td>8.5 kg</td>
<td>544.00</td>
<td>1245.00</td>
<td>1391.00</td>
</tr>
<tr>
<td>9 kg</td>
<td>567.00</td>
<td>1307.00</td>
<td>1459.00</td>
</tr>
<tr>
<td>10 kg</td>
<td>597.00</td>
<td>1383.00</td>
<td>1549.00</td>
</tr>
<tr>
<td>Add per kg thereafter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum acceptance 20 kg</td>
<td>31.00</td>
<td>77.00</td>
<td>97.00</td>
</tr>
</tbody>
</table>