

# POSTAL & SAVINGS BANK TARIFF LIST

Valid from 1 October 2020 to 30 September 2021.



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# ORDINARY MAIL/FAST MAIL, ORDINARY LETTER MAIL

Letter mail refers to any form of written communication or other documents, articles or objects that are addressed to a specific person or persons or a postal address and is transmitted by post. It includes any letter, postcard, letter-card, newspaper, book, pattern or sample packet or any other parcel or article when in transmission by post conforming to the mass and size limitations detailed below. The ordinary letter mail service is the postal service, which includes the business of receiving, collecting, dispatching, conveying and delivering postal articles, with sets 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 - Offices with dispatch limitations takes four to five days
- c) Rest of the world – Day of posting plus five days - Dependent on the standard of the service offered by other postal operators

## DOMESTIC POSTAL TARIFFS 2020/2021

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

*\*All prices are VAT inclusive*

Product Group & Description	Product	Price
<b>Letter Mail</b>		
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.	<b>Standard - up to 50g</b> DL maxi 120 x 235mm	5.10
	<b>Non-Standard</b> Min C5 - 229 x 162mm Max B4 - 353 x 250mm	15.10
<b>Printed Matters</b>		
Rolled or enveloped (open at a corner) and plastic wrapped addressed newspapers and booklets.	Up to 250gr	15.10
	251gr up to 500g	21.60
	501gr up to 750g	25.50
	701gr to 1kg	31.50
<b>COD Parcels</b>		
The COD option provides for money to be collected for the parcel on the customer's behalf.	N\$5,000 (Maximum trade charge amount)	47.30
	Cancellation or change in trade charges	26.10
<b>PO Box Rentals</b>		
Postal Addresses	<b>Small Boxes - up to 20dm</b> (Windhoek Post Office)	431.60
	<b>Small Boxes - up to 20dm</b> (Rest of Namibia)	392.20
	<b>Large Boxes - up to 30dm</b> (Windhoek Post Office)	700.10
	Large Boxes - up to 30dm	638.30
	Pensioners Boxes (Windhoek Post Office)	343.60
	Pensioners Boxes (Rest of Namibia)	343.60
	Farmers Private Bag	406.00
	Business Private Bags	1 118.00
GRN & Parastatal Private Bags	1 348.40	
<b>Redirection of Mail</b>		
The redirection of mail items to an alternative address for the first 3 months of service.	Domestic	155.30
	South Africa	238.20
<b>Information Mail</b>		
Unenveloped, unaddressed information/advertising item comprising one sheet of paper folded to A5 size	Pamphlets	0.70
Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVDs.	Brochures	0.70
An unaddressed booklet. May not be bigger than 120mm x235mm, may not weigh more than 50g and may not be thicker than 5mm.	Household Circulars	0.70

# DOMESTIC POSTAL TARIFFS 2020/2021

(continued)

Product Group & Description	Product	Price
<b>Photocopy Charges</b>		
	A4 Loose Paper	1.30
	Scan & Email Per A4 page	9.40
<b>Value Added Services</b>		
The Registered Letter can be used for letters that require a signature on delivery, contain something of value, or important documents which require tracking and tracing from acceptance to delivery.	Registration	34.80
Registered item not handed in at counter (posted out of course)	Compulsory Registration	69.60
Confirmation that a postal article was delivered.	Advice of Delivery of Postal Article	15.20
Storage of parcels	Storage fee per day after 14 days of notification.	5.50
With the BRS, businesses can offer their customer or prospective customers the incentive to reply without having to pay postage.	Business Reply Services	Free
	Enquiry Fees	Free
Business Mail Delivery: Monthly delivery and pick up of mail items on behalf of clients.		793.10
	Custom Clearance Fee for non-dutable parcels	18.60
	Custom Clearance Fee for dutable parcels	63.90
<b>Stationery</b>		
	Padded Envelope (Small)	6.00
	Padded Envelope (Medium)	9.60
	Padded Envelope (Large)	12.50
Postage-included envelopes are available at all Post Office outlets.	Prepaid Envelopes	5.90
	Prepaid Window Envelope (Small)	5.90
	Prepaid Window Envelope (Medium)	5.90
	Prepaid Window Envelope (Large)	18.40
<b>Vault Items (Accessories)</b>		
	Private Bag Lock	234.20
	Private Bag Name Plates	76.70
	P. O. Box Lock & Key	124.80
<b>Postal Order Commission</b>		
	N\$1.00	1.00
	N\$2.00	1.00
	N\$4.00	1.10
	N\$5.00	1.50
	N\$10.00	3.20
	N\$20.00	6.50
	N\$50.00	15.90
	N\$100.00	26.10
	N\$200.00	52.00

# DOMESTIC POSTAL TARIFFS 2020/2021

(continued)

Product Group & Description	Product	Price
<b>Money Order Commission</b>		
<i>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.</i>		
Namibia	N\$1-500	63.20
	N\$501-1000	106.50
	N\$1001-1500	149.70
	N\$1501-2000	193.00
Lesotho, Swaziland, RSA, Botswana	N\$1-500	79.10
	N\$501-1000	129.20
	N\$1001-1500	179.20
	N\$1501-2000	229.10
Malawi, Mozambique, Zambia, Zimbabwe, Kenya, Mauritius, Sri Lanka, Canada, Switzerland, St. Helena, India, Malaysia, Ireland, Netherlands, Italy, Germany, USA, Brazil, and Singapore.	N\$1-500	253.90
	N\$501-1000	480.30
	N\$1001-1500	703.50
	N\$1501-2000	930.20

# DOMESTIC POSTAL TARIFFS 2020/2021

## PARCEL TARIFFS

	Zone A (0 - 250Km)	Zone B (251 - 700Km)	Zone C (Above 700Km)
<b>Parcels (up to)</b>			
1 kg	33.30	48.50	60.70
2 kg	36.80	53.70	63.90
3 kg	58.60	85.60	107.10
4 kg	59.90	87.40	110.10
5 kg	62.20	89.60	112.00
6 kg	66.20	94.40	118.20
7 kg	74.40	106.20	129.30
8 kg	78.10	118.00	136.60
9 kg	88.50	126.00	147.70
10 kg	90.90	135.70	158.70
11 kg	99.10	141.60	165.00
12 kg	102.70	147.40	171.10
13 kg	108.60	153.20	177.20
14 kg	115.60	159.30	182.10
15 kg	120.40	171.10	200.50
16 kg	123.80	176.80	206.70
17 kg	129.70	182.80	211.70
18 kg	135.70	194.50	217.70
19 kg	141.60	200.50	223.90
20 kg	153.20	206.40	236.20
Add/Kg	7.70	10.20	11.30

**Note:**

Insurance to be 2% of value for items with value up to N\$5 000 and 4% for items with value above N\$5 000.

# INTERNATIONAL POSTAL TARIFFS 2020/2021 AIRMAIL TARIFFS

Rest of the world - day of posting plus 5 days

	<b>Zone A</b> SADC (Excluding Madagascar)	<b>Zone B</b> Rest of Africa & Europe	<b>Zone C</b> Rest of the World
<b>Product</b>			
Letter per 10g	8.30	9.50	11.10
Printed matter per 10g	8.10	10.10	10.10
Aerogram and Postcard	9.30	9.30	9.30
Small Packages per 100g	50.00	56.30	70.20
<b>Parcels</b>			
For the first 250g	293.70	359.10	457.70
Each Additional 250g	36.90	69.90	161.40

# INTERNATIONAL POSTAL TARIFFS 2020/2021 SEAMAIL TARIFFS

	<b>Zone A</b> SADC (Excluding Madagascar)	<b>Zone B</b> Rest of Africa & Europe	<b>Zone C</b> Rest of the World
<b>Letters</b>			
50g	Airmail only to Zone A destinations	15.70	16.80
100g		24.40	27.30
250g		34.00	37.70
500g		63.80	67.90
1000g		110.80	120.40
<b>Small Packages</b>			
100g		53.90	59.90
250g		134.10	148.80
500g		271.50	297.70
1000g		534.60	595.10
<b>Printed Matter</b>			
50g		16.30	17.90
100g		20.30	23.00
250g		29.40	53.20
500g		65.70	74.00
1000g		106.60	117.30
<b>Parcels</b>			
Up to 1kg		423.10	519.60
Above 1kg up to 3kg		549.90	682.70
Above 3kg up to 5kg		660.30	827.20
Above 5kg up to 10kg		880.40	1 019.80



# INTERNATIONAL POSTAL TARIFFS 2020/2021

## EXPRESS MAIL SERVICE (EMS) TARIFFS

EMS	Zone A SADC Including Madagascar	Zone B Rest of Africa & Europe	Zone C Rest of the World
<b>Documents</b>			
0.5 Kg	301	384	402
<b>Merchandise (Parcels)</b>			
1 Kg	432	548	650
2 Kg	484	634	779
3 Kg	543	714	880
4 Kg	610	803	989
5 Kg	686	901	1 111
6 Kg	841	1 105	1 361
7 Kg	945	1 242	1 531
8 Kg	1 061	1 394	1 719
9 Kg	1 192	1 567	1 931
10 Kg	1 340	1 761	2 169
11 Kg	1 500	1 973	2 431
12 Kg	1 680	2 209	2 721
13 Kg	1 881	2 473	3 047
14 Kg	2 107	2 771	3 413
15 Kg	2 358	3 103	3 823
16 Kg	2 643	3 475	4 284
17 Kg	2 958	3 891	4 796
18 Kg	3 313	4 358	5 371
19 Kg	3 711	4 880	6 015
20 Kg	4 157	5 466	6 739
21 Kg	4 653	6 122	7 547
22 Kg	5 214	6 857	8 452
23 Kg	5 838	7 681	9 466
24 Kg	6 539	8 602	10 602
25 Kg	7 323	9 635	11 875
26 Kg	8 201	10 790	13 299
27 Kg	9 184	12 085	14 894
28 Kg	10 287	13 535	16 681
29 Kg	11 521	15 159	18 684
30 Kg	12 903	16 978	20 925

# NAMPOST SAVINGS BANK FEES 2020/2021

Transaction fee description	Fee
<b>Call Account</b>	
First N\$2000 cash deposit per month	Free
Cash Deposit fee (> N\$2000)	N\$1.40/100 excl. VAT no max.
Investment statement fee other than normal monthly	18.05
<b>Swift Payments</b>	
Outward payments	0.50% of amount with a minimum of N\$110 and maximum of N\$550
Inward payments	0.50% of amount with a minimum of N\$100 and maximum of N\$500
<b>Smart Cards</b>	
First issue of a card	Free
<b>Card Replacement</b>	
Damaged/Lost Card Admin Fee - Savings	80.00
<b>Closing Of Accounts</b>	
All Card accounts	Free
Account closures- Estate	100.00
<b>Management Fee (Monthly)</b>	9.95
<b>Statement (Other than normal)</b>	13.85
<b>Cash Deposit Fees</b>	
<b>Individuals</b>	
N\$1 - N\$1 000	N\$ 0.70/N\$100
N\$1001 and more	N\$ 1.20/N\$ 100 max N\$ 3,000 excl VAT
<b>Business Accounts</b>	N\$ 1.40/N\$ 100 max N\$ 5,000 excl VAT
<b>Cash Withdrawal Fees</b>	
Cash withdrawal fee	0.825% of amount with a minimum of N\$8.25 and max of N\$ 65
<b>Other Services</b>	
Internal Debit Order	6.50
Stop Orders	6.00
Debit Orders	13.00
Funeral Policy	9.99
<b>Fees At Merchants</b>	
Online Auto Loads at Merchant Stores	2.50
Cash Withdrawal Fee @ Merchant Stores	0.825% of amount with a minimum of N\$8.25 and max of N\$ 65
<b>Card To Card Money Transfers</b>	
Money Transfer Fee @ NamPost Branches	5.75
Money Transfer Fee @ Merchants	5.75
<b>3rd Party Account Payments</b>	
3rd Party Account Payments @ NamPost Branches	8.25
3rd Party Account Payments @ Merchants	8.25
<b>Wallet Transfers</b>	
Wallet to Wallet transfers @ NamPost Branches	5.75
Wallet to Wallet transfers @ Merchant Stores	5.75
Transfer from Savings to Transactional accounts	5.75
<b>Sale Transaction Fee</b>	
Point Of Sale transaction	5.00
<b>Enquiries</b>	
Balance enquiry at NamPost Branches	1.40
Mini Statement at NamPost Branches	1.40



# NAMPOST SAVINGS BANK FEES 2020/2021

(continued)

Transaction fee description	Fee
<b>ATM Transactions</b>	
Withdrawal at other bank's ATM N\$ 0 - N\$ 500	15.00
Withdrawal at other bank's ATM N\$ 501 - N\$ 1200	20.00
Withdrawal at other bank's ATM N\$ 1201 - N\$ 1500	25.00
Withdrawal at other bank's ATM N\$ 1501 - N\$ 2000	30.00
Balance enquiry at other bank's ATM	2.70
Declined Cash request	5.00
<b>Wage Fee</b>	
Processing Fee (Salary & others)	13.86

# POST OFFICE CONTACT DETAILS COUNTRYWIDE

POST OFFICES A - K	TELEPHONE NUMBER	POST OFFICES L-O	TELEPHONE NUMBER	POST OFFICES O-Z	TELEPHONE NUMBER
Aminuis	063 273307	Leonardville	062 569113	Oranjemund	063 232315
Arandis	064 510001	Lüderitz	063 202200	Oshakati	065 221066/220407
Aranos	063 272021	Maerua Mall	061 2013084	Oshakati Pick & Pay	065 222282
Ariamsvlei	063 280003	Maltahöhe	063 293001	Oshakati Spar	065 224029
Aroab	063 280505	Mariental	063 242000	Oshigambo	065 264410
Aus	063 258016	Mayuni	066 250407	Oshihole/Onesi	065 258826
Aussenkehr	063 297047	Mondesa	064 403780	Oshikango	065 262435
Ausspannplatz	061 2013036/7	Mpungu	066 260005	Oshikuku	065 254606
Auas Valley	061 222813	Narraville	064 272507	Oshivelo	067 230033
Bachbrecht	061 2013029	Ngweze/Katima Mulilo	066 253442	Osire	067 307937
Bethanie	063 283161	Nkurenkuru	066 258005	Otavi	067 234095
Berseba	081 3878901	Noordoewer	063 297103	Otjinene	062 567506
Bukalo	066 252867	Ogongo	065 257285	Otjiwarongo	067 302200
China Town Windhoek	061 401368	Ohangwena	065 260117	Otjomuise	061 264070
Chincimane	066 252210	Okakarara	067 317017	Outjo	067 313068
Craft Centre Windhoek	061 2013195	Okahandja	062 503231	Parcel Depot	061 2013026
Divundu	066 259012	Okahandja Mall	062 503232	Pelican Square	061 2013124
Dordabis	062 573502	Okamatapati	067 318003	Pick n Pay Wernhil Park	061 225768/9
Eenhana	065 263031	Okondjatu	062 519019	Pionierspark	061 2013035
Epukiro	062 568786	Okankolo	065 289006	Rehoboth	062 522100
Eros	061 2013030	Okaukuejo	067 229814	Rosh Pinah	063 274001
Fransfontein	067 331884	Okombahe	064 570770	Rocky Crest	061 239572
Gibeon	063 251009	Okongo	065 288 014	Ruacana	065 270001
Gobabis	062 562222	Okuryangava	061 242204	Rundu	066 255002
Gochas	063 250024	Oluno	065 240051	Sesfontein	065 275572
Goreangab	061 235042	Olympia	061 2013038	Soweto	061 2013039
Grootfontein	067 242200	Omaruru	064 570001	Stampriet	063 260019
Grünau	063 262025	Omatjete	064 570721	Swakopmund	064 402222
Helmeringhausen	063 283306	Ombalantu/Outapi	065 251026	Tallismanus	062 560735
Hentiesbay	064 500006	Omitara	062 560206	Tses	063 257245
Kalkfeld	067 290041	Omungwelume	065 269006	Tsumeb	067 220211
Kalkrand	063 264011	Omuntele	065 289201	Tsumkwe	067 242200
Kamanjab	067 330010	Omuthiya	065 241065	Uis	064 504004
Karasburg	063 270161	Onaanda	065 252007	Unam	061 2063366
Karibib	064 550043	Onandjokwe	065 240768	Usakos	064 530022
Katutura	061 2013092	Onandjaba	065 223578	Uukwaluudhi/Tsandi	065 258130
Keetmanshoop	063 223211	Onankali	065 286369	Vineta	064 463046
Khomasdal	061 2013034	Onayena	065 248864	Walvis Bay	064 272500
Khorixas	067 331011	Onawa	065 251561	Wanaheda	061 2013050
Klein Aub	062 539018	Ondangwa	065 240015	Warmbad	063 269100
Kleine Kuppe	061 227313	Ondobe	065 262445	Windhoek	061 2013025
Klein Windhoek	061 2013033	Ongandjera/Okahao	065 252130/2	Windhoek Central Prison	061 2846500
Koës	063 252786	Ongha	065 245429	Witvlei	062 570010
Kombat	067 231134	Ongwediva	065 230545		
Kuisebmond	064 272506	Onyaanya	065 285624		
		Opuwo	065 273013		

# MANAGEMENT CONTACT DETAILS 2020/2021

## SENIOR REGIONAL MANAGER: CENTRAL POST OFFICES

Mr. Frikkie Mouton: Windhoek  
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## REGIONAL MANAGER: ERONGO POST OFFICES

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## REGIONAL MANAGER: NORTH EAST POST OFFICES

Mr. Douglas Claasen: Tsumeb  
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## REGIONAL MANAGER: NORTHWEST POST OFFICES

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## REGIONAL MANAGER: SOUTHERN POST OFFICES

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## NAMPOST SAVINGS BANK

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## MAIL SERVICES

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## TEAM LEADER: HYBRID MAIL SERVICES

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## MANAGER: AGENCIES, PHILATELY

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## INTERNATIONAL MAIL & CUSTOMER CARE OFFICER

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## NEW BUSINESS HOURS

We would like to inform all our customers that the Post Offices business hours will be adjusted from **1 October 2020** as follows:

Monday - Friday	: 08:30 - 16:00
Saturday	: 08:30 - 12:00

Vist us at [www.nampost.com.na](http://www.nampost.com.na) for full details.

  

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