



TARIFFS FOR POSTAL SERVICES

VALID FROM 01 OCTOBER 2022 - 30 SEPTEMBER 2023



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 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 set delivery standards from the time of dispatch to arrival at the point of delivery.

Delivery standards (if posted before 12h:00)

- a) Windhoek Post Offices – Day of posting plus two days
- b) All Post Offices in Namibia – Day of posting plus three days - Offices with dispatch limitations take 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 2022/23

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

**All prices are VAT inclusive*

Product Group & Description	Product	Price
Letter Mail		
Letter mail refers to any form of written communication or other document, that is addressed to a specific address and is conveyed by other than electronic means.	Standard - up to 50g DL maxi 120 x 235mm	5.70
	Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm	16.70
Printed Matters		
Rolled or enveloped (open at a corner) and plastic wrapped addressed newspapers and booklets.	Up to 250gr	16.70
	251g up to 500g	23.80
	501g up to 750g	28.00
	701g to 1kg	34.70
COD Parcels		
The COD option provides for money to be collected for the parcel on the customer's behalf.	N\$5,000 (Maximum trade charge amount)	52.00
	Cancellation or change in trade charges	28.80
PO Box Rentals		
Postal Addresses	Small Boxes - up to 20dm (Windhoek Post Office)	440.30
	Small Boxes - up to 20dm (Rest of Namibia)	400.10
	Large Boxes - up to 30dm (Windhoek Post Office)	714.20
	Large Boxes - up to 30dm	651.10
	Pensioners Boxes (Windhoek Post Office)	350.50
	Pensioners Boxes (Rest of Namibia)	350.50
	Farmers Private Bag	414.20
	Business Private Bag	1 140.40
	GRN & Public Enterprises Private Bag	1 375.40
Redirection of Mail		
The redirection of mail items to an alternative address for the first 3 months of service.	Domestic	170.50
	South Africa	261.40
Information Mail		
Unenveloped, unaddressed information/advertising item comprising one sheet of paper folded to A5 size.	Pamphlets	0.90

DOMESTIC POSTAL TARIFFS 2022/2023

(continued)

Product Group & Description	Product	Price
Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVD's.	Brochures	0.90
An unaddressed booklet. May not be bigger than 120mm x 235mm, may not weigh more than 50g and may not be thicker than 5mm.	Household Circulars	0.90
Photocopy Charges		
	A4 Loose Paper	1.50
Fax, Scan & Email Rates		
	Scan & Email Per A4 page	10.40
Value Added Services		
The Registered Letter can be used for letters that require a signature on delivery, contain something of value, or important documents which require tracking and tracing from acceptance to delivery.	Registration	38.30
Registered item not handed in at counter (posted out).	Compulsory Registration	76.50
Confirmation that a postal article was delivered.	Advice of Delivery of Postal Article	16.80
Storage of parcels.	Storage fee per day after 14 days of notification	6.10
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.	Monthly Fee	870.20
	Custom Clearance Fee for non-dutiable parcels	20.50
	Custom Clearance Fee for dutiable parcels	70.20
Stationery		
Envelopes	Padded Envelope (Small)	6.30
	Padded Envelope (Medium)	10.00
	Padded Envelope (Large)	13.00
Postage-included envelopes are available at all Post Office outlets.	Prepaid Envelopes	6.20
	Prepaid Window Envelope (Small)	6.20
	Prepaid Window Envelope (Medium)	6.20
	Prepaid Window Envelope (Large)	19.10
Vault Items (Accessories)		
	Private Bag Lock	242.40
	Private Bag Name Plates	79.40
	P. O. Box Lock & Key	129.20
Postal Order Commission		
	N\$1.00	1.10
	N\$2.00	1.10
	N\$4.00	1.20
	N\$5.00	1.60
	N\$10.00	3.40
	N\$20.00	6.80
	N\$50.00	16.50
	N\$100.00	27.10
	N\$200.00	53.90

DOMESTIC POSTAL TARIFFS 2022/23

(continued)

Product Group & Description	Product	Price
Money Order Commission		
<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	65.50
	N\$501-1000	110.30
	N\$1001-1500	155.00
	N\$1501-2000	199.80
Lesotho, Eswatini, South Africa, Botswana	N\$1-500	81.90
	N\$501-1000	133.80
	N\$1001-1500	185.50
	N\$1501-2000	237.20
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	262.80
	N\$501-1000	497.20
	N\$1001-1500	728.20
	N\$1501-2000	962.80

DOMESTIC POSTAL TARIFFS 2022/23

PARCEL TARIFFS

	Zone A (0 - 250Km)	Zone B (251 - 700Km)	Zone C (Above 700Km)
Parcels (up to)			
1Kg	36.60	53.30	66.70
2Kg	40.40	59.00	70.20
3Kg	64.40	94.00	117.60
4Kg	65.80	96.00	120.90
5Kg	68.30	98.40	123.00
6Kg	72.80	103.70	129.80
7Kg	81.80	116.60	142.00
8Kg	85.80	129.60	149.10
9Kg	97.10	138.40	162.10
10Kg	99.80	149.00	174.20
11Kg	108.80	155.40	181.10
12Kg	112.70	161.80	187.80
13Kg	119.30	168.20	194.60
14Kg	126.90	174.80	199.90
15Kg	132.20	187.80	220.10
16Kg	135.90	194.00	226.90
17Kg	142.40	200.60	232.40
18Kg	149.00	213.50	239.00
19Kg	155.40	220.10	245.80
20Kg	168.20	226.60	259.20
Add/Kg	8.50	11.30	12.50

Note : Insurance

Insurance to be 2% of value for items with value up to N\$5 000.00 and 4% for items with value above N\$5 000.00

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	Oshakati	065 221066/220407
Arandis	064 510001	Lüderitz	063 202200	Oshakati Pick & Pay	065 222282
Aranos	063 272021	Maerua Mall	061 2013084	Oshakati Spar	065 224029
Ariamsvlei	063 280003	Maltahöhe	063 293001	Oshigambo	065 264410
Aroab	063 280505	Mariental	063 242000	Oshihole/Onesi	065 258826
Aus	063 258016	Mayuni	066 250407	Oshikango	065 262435
Aussenkehr	063 297047	Mondesa	064 403780	Oshikuku	065 254606
Ausspannplatz	061 2013036/7	Mpungu	066 260005	Oshivelo	067 230033
Auas Valley	061 222813	Narraville	064 272507	Osire	067 307937
Bachbrecht	061 2013029	Ngweze/Katima Mulilo	066 253442	Otavi	067 234095
Bethanie	063 283161	Nkurenkuru	066 258005	Otjinene	062 567506
Berseba	081 3878901	Noordoewer	063 297103	Otjiwarongo	067 302200
Bukalo	066 252867	Ogongo	065 257285	Otjomuise	061 264070
China Town Windhoek	061 401368	Ohangwena	065 260117	Outjo	067 313068
Chincimane	066 252210	Okakarara	067 317017	Parcel Depot	061 2013026
Craft Centre Windhoek	061 2013195	Okahandja	062 503231	Pelican Square	061 2013124
Divundu	066 259016	Okahandja Mall	062 503232	Pick n Pay Wernhil Park	061 225768/9
Dordabis	062 573506	Okamatapati	067 318003	Pionierspark	061 2013035
Eenhana	065 263031	Okondjatu	062 519019	Rehoboth	062 522100
Epukiro	062 568786	Okankolo	065 289006	Rosh Pinah	063 274001
Eros	061 2013030	Okombahe	064 570770	Ruacana	065 270001
Fransfontein	067 331884	Okongo	065 288 014	Rundu	066 255195
Gibeon	063 251009	Okuryangava	061 242204	Sesfontein	065 275572
Gobabis	062 562222	Oluno	065 240051	Soweto	061 2013039
Gochas	063 250024	Olympia	061 2013038	Stampriet	063 260019
Goreangab	061 400776	Omaruru	064 570001	Swakopmund	064 402222
Grootfontein	067 242200	Omatjete	064 570721	Tallismanus	062 560735
Grünau	063 262025	Ombalantu/Outapi	065 251026	Tses	063 257245
Helmeringhausen	063 283306	Omitara	062 560206	Tsumeb	067 220211
Hentiesbay	064 500006	Omungwelumbe	065 269006	Tsumkwe	067 244127
Kalkfeld	067 290041	Omuntele	065 289201	Uis	064 504004
Kalkrand	063 264011	Omuthiya	065 241065	Unam	061 2063366
Kamanjab	067 330010	Onaanda	065 252007	Usakos	064 530022
Karasburg	063 270161	Onandjokwe	065 240768	Uukwaluudhi/Tsandi	065 258130
Karibib	064 550043	Onandjaba	065 223578	Vineta	064 463046
Katutura	061 2013092	Onankali	065 286369	Walvis Bay	064 272500
Keetmanshoop	063 223211	Onayena	065 285624	Wanaheda	061 2013050
Khomasdal	061 2013034	Onawa	065 251561	Warmbad	063 269100
Khorixas	067 331011	Ondangwa	065 240015	Windhoek	061 2013025
Klein Aub	062 539018	Ondobe	065 262483	Windhoek Central Prison	061 2846500
Kleine Kuppe	061 227313	Ongandjera/Okahao	065 252130/2	Witvlei	062 570010
Klein Windhoek	061 2013033	Ongha	065 245429		
Koës	063 252786	Ongwediva	065 230945		
Kombat	067 231134	Onyaanya	065 285624		
Kuisebmond	064 272506	Opuwo	065 273013		
		Oranjemund	063 232315		

MANAGEMENT CONTACT DETAILS 2022/23

REGIONAL MANAGER: CENTRAL POST OFFICES

Mr. Frikkie Mouton: Windhoek
Tel: (061) 201 3009/3007
E-mail: fiinaka@nampost.com.na

REGIONAL MANAGER: ERONGO POST OFFICES

Mr. Fritz Horaeb: Walvis Bay
Tel: (064) 202 222
E-mail: FritzHo@nampost.com.na

REGIONAL MANAGER: NORTH EAST POST OFFICES

Mr. Douglas Claasen: Tsumeb
Tel: (067) 221 552
E-mail: douglascl@nampost.com.na

REGIONAL MANAGER: NORTHWEST POST OFFICES

Ms. Alma Negonga: Ondangwa
Tel: (065) 241 540
E-mail: almane@nampost.com.na

REGIONAL MANAGER: SOUTHERN POST OFFICES

Mr. Deon Meyer: Keetmanshoop
Tel: (063) 225 520
E-mail: deonme@nampost.com.na

NAMPOST SAVINGS BANK

Tel: 0800 10999 (Toll Free)
Fax: (061) 217 080
E-mail: banking@nampost.com.na

HEAD: LOGISTICS

Mr. Guilleame Christ
Tel: (061) 201 3111
E-mail: guilleamech@nampost.com.na

MAIL SERVICES

(Acting) Mr. Brian Makari
Tel: (061) 201 3116/ 3117
Fax: (061) 235 526
E-mail: postal@nampost.com.na

TEAM LEADER: HYBRID MAIL SERVICES

(Acting) Ms. Lorraine Klazen
Tel: (061) 201 3021
E-mail: lorrainekl@nampost.com.na

MANAGER: AGENCIES, PHILATELY

Tel: (061) 201 3097

INTERNATIONAL MAIL & CUSTOMER CARE OFFICER

Ms. Urapua Tjingaete
Tel: (061) 201 3206
E-mail: urapatj@nampost.com.na

**GET A FAMILY FUNERAL COVER
FOR N\$10 000 PER MEMBER
FOR ONLY N\$47.94PM.**

**LEAVE YOUR SPOUSE OR PARTNER AND
CHILDREN WITH LESS TO WORRY ABOUT**

www.nampost.com.na



Underwritten by Hollard Life

**We
Deliver
More.**



nampost



30 YEARS OF DELIVERING MORE



1992

NamPost established with 92 Post Offices



2010

Launched Automated Mail Sorting



2018

NamPost integrated into the National Payment System



1995

NamPost started counter automation project



2011

NamPost Rebrands



2019

Launched new interoperable VISA SmartCard



2003

Treasury services launched to offer investment products to the public



2013

Launched Pre-paid Courier Products



2016

NamPost revenue exceeded N\$ 1 bil. from N\$ 32 mil. in 1992



2006

Modernised from Savings Books to Biometric secured SmartCards



2014

100 000 Post Boxes on offer nationwide



2017

Launched enhanced Insurance Products



2008

Launched Centenary Stamp Collection



2015

Increased number of Post Offices & introduced International Courier Services



2021

Start developing E-Commerce platform



2022

NamPost celebrates 30 years since commercialisation in 1992

NAMIBIA POST LIMITED

175 Independence Avenue
P.O. Box 287 Windhoek, Namibia.
Tel: 264 (0) 61 201 3000
Fax: 264 (0) 61 226 500

