

Tariffs:

Postal, Mail and Savings Bank transactions/services.

VALID FROM 01 OCTOBER 2023 TO 30 SEPTEMBER 2024



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

Delivery standards (if posted before 12h00):

- 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 2023/2024

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	6.20
	Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm	18.20
Printed Matters		
Rolled or enveloped (open at a corner) and plastic wrapped addressed newspapers and booklets	Up to 250gr	18.20
	251g up to 500g	25.90
	501g up to 750g	30.50
	701g to 1kg	37.80
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)	56.70
	Cancellation or change in trade charges	31.40
PO Box Rentals		
Postal Addresses	Small Boxes - up to 20dm (Windhoek Post Office)	467.20
	Small Boxes - up to 20dm (Rest of Namibia)	424.50
	Large Boxes - up to 30dm (Windhoek Post Office)	757.80
	Large Boxes - up to 30dm	690.80
	Pensioners Boxes (Windhoek Post Office)	371.90
	Pensioners Boxes (Rest of Namibia)	371.90
	Farmers Private Bag	439.50
	Business Private Bag	1 210.00
	GRN & Public Enterprises Private Bag	1 459.30
Redirection of Mail		
The redirection of mail items to an alternative address for the first 3 months of service.	Domestic	185.80
	South Africa	284.90
Information Mail		
Unenveloped, unaddressed information/advertising item comprising one sheet of paper folded to A5 size.	Pamphlets	1.00

DOMESTIC POSTAL TARIFFS 2023/2024

(continued)

Product Group & Description	Product	Price
Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVD's.	Brochures	1.00
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	1.00
Photocopy Charges		
	A4 Loose Paper	1.60
Fax, Scan & Email Rates		
	Scan & Email Per A4 page	11.30
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	41.70
Transfer of Parcels and Parcets from International Mail Centre for collection by Customer at preferred Post Office.	Conveyance Fee	-
Registered item not handed in at counter (posted out).	Compulsory Registration	83.40
Confirmation that a postal article was delivered.	Advice of Delivery of Postal Article	18.30
Storage of parcels.	Storage fee per day after 14 days of notification	6.60
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	948.50
	Custom Clearance Fee for non-dutable parcels	22.30
	Custom Clearance Fee for dutable parcels	76.50
Stationery		
	Padded Envelope (Small)	6.90
	Padded Envelope (Medium)	10.90
	Padded Envelope (Large)	14.20
	Prepaid Envelopes	6.80
Postage-included envelopes are available at all Post Office outlets.	Prepaid Window Envelope (Small)	6.80
	Prepaid Window Envelope (Medium)	6.80
	Prepaid Window Envelope (Large)	20.80
Vault Items (Accessories)		
	Private Bag Lock	257.20
	Private Bag Name Plates	84.20
	P. O. Box Lock & Key	137.10
Postal Order Commission		
	N\$1.00	1.20
	N\$2.00	1.20
	N\$4.00	1.30
	N\$5.00	1.70
	N\$10.00	3.70
	N\$20.00	7.40
	N\$50.00	18.00
	N\$100.00	29.50
	N\$200.00	58.80

DOMESTIC POSTAL TARIFFS 2023/24

(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	71.40
	N\$501-1000	120.20
	N\$1001-1500	169.00
	N\$1501-2000	217.80
Lesotho, Eswatini, South Africa, Botswana	N\$1-500	89.30
	N\$501-1000	145.80
	N\$1001-1500	202.20
	N\$1501-2000	258.50
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	286.50
	N\$501-1000	541.90
	N\$1001-1500	793.70
	N\$1501-2000	1,049.50

DOMESTIC POSTAL TARIFFS 2023/24

PARCEL TARIFFS

	Zone A (0 - 250Km)	Zone B (251 - 700Km)	Zone C (Above 700Km)
Parcels (up to)			
1kg	39.90	58.10	72.70
2kg	44.00	64.30	76.50
3kg	70.20	102.50	128.20
4kg	71.70	104.60	131.80
5kg	74.40	107.30	134.10
6kg	79.40	113.00	141.50
7kg	89.20	127.10	154.80
8kg	93.50	141.30	163.40
9kg	105.80	150.90	176.70
10kg	108.80	162.40	189.90
11kg	118.60	169.40	197.40
12kg	122.80	176.40	204.70
13kg	130.00	183.30	212.10
14kg	138.30	190.50	217.90
15kg	144.10	204.70	239.90
16kg	148.10	211.50	247.30
17kg	155.20	218.70	253.30
18kg	162.40	232.70	260.50
19kg	169.40	239.90	267.90
20kg	183.30	247.00	282.50
Add/kg	9.30	12.30	13.60

Note : Insurance

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.

EXPRESS MAIL SERVICE (EMS) TARIFFS 2023/2024

EMS	Zone A SADC	Zone B West Africa & Europe	Zone C Rest of the World
Documents			
0.5 kg	360	459	480
Merchandise (Parcels)			
1kg	517	656	777
2kg	579	758	932
3kg	650	854	1,052
4kg	730	960	1,182
5kg	820	1,077	1,329
6kg	1,006	1,322	1,627
7kg	1,130	1,485	1,830
8kg	1,269	1,667	2,056
9kg	1,425	1,874	2,310
10kg	1,603	2,106	2,594
11kg	1,793	2,360	2,907
12kg	2,010	2,642	3,254
13kg	2,250	2,957	3,644
14kg	2,520	3,313	4,082
15kg	2,820	3,710	4,572
16kg	3,160	4,156	5,123
17kg	3,538	4,653	5,736
18kg	3,962	5,211	6,423
19kg	4,438	5,836	7,193
20kg	4,971	6,536	8,058
21kg	5,565	7,321	9,025
22kg	6,235	8,200	10,108
23kg	6,982	9,185	11,320
24kg	7,819	10,287	12,679
25kg	8,757	11,522	14,201
26kg	9,808	12,903	15,903
27kg	10,983	14,452	17,811
28kg	12,301	16,186	19,948
29kg	13,778	18,127	22,343
30kg	15,431	20,303	25,023

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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
Ausspahnplatz	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	Pick n Pay Wernhil Park	061 225768/9
Divundu	066 259016	Okahandja Mall	062 503232	Pionierspark	061 2013035
Dordabis	062 573506	Okamatapati	067 318003	Rehoboth	062 522100
Eenhana	065 263031	Okondjatu	062 519019	Rocky Crest	061 239572
Epukiro	062 568786	Okankolo	065 289006	Rosh Pinah	063 274001
Fransfontein	067 331884	Okombahe	064 570770	Ruacana	065 270001
Gibeon	063 251009	Okongo	065 288 014	Rundu	066 255195
Gobabis	062 562222	Okuryangava	061 242204	Sesfontein	065 275572
Gochas	063 250024	Oluno	065 240051	Soweto	061 2013039
Goreangab	061 400776	Olympia/ Grove Mall	061 2013038	Stampriet	063 260019
Grootfontein	067 242200	Omaruru	064 570001	Swakopmund	064 402222
Grünau	063 262025	Omatjete	064 570721	Tallismanus	062 560735
Helmeringhausen	063 283306	Ombalantu/Outapi	065 251026	Tses	063 257245
Hentiesbay	064 500006	Omitara	062 560206	Tsumeb	067 220211
Kalkfeld	067 290041	Omungwelume	065 269006	Tsumkwe	067 244127
Kalkrand	063 264011	Omuntele	065 289201	Uis	064 504004
Kamanjab	067 330010	Omuthiya	065 241065	Unam	061 2063366
Karasburg	063 270161	Onaanda	065 252007	Usakos	064 530022
Karibib	064 550043	Onandjokwe	065 240768	Uukwaluudhi/Tsandi	065 258130
Katutura	061 2013092	Onandjaba	065 223578	Vineta	064 463046
Keetmanshoop	063 223211	Onankali	065 286369	Walvis Bay	064 272500
Khomasdal	061 2013034	Onayena	065 285624	Wanaheda	061 2013050
Khorixas	067 331011	Onawa	065 251561	Warmbad	063 269100
Klein Aub	062 539018	Ondangwa	065 240015	Windhoek	061 2013025
Kleine Kuppe/Metro	061 227313	Ondobe	065 262483	Windhoek Central Prison	061 2846500
Klein Windhoek	061 2013033	Ongenga	+264 81 7178407	Witvlei	062 570010
Koës	063 252786	Ongandjera/Okahao	065 252130/2		
Kombat	067 231134	Ongha	065 245429		
Kuisebmond	064 272506	Ongwediva	065 230945		
		Onyaanya	065 285624		
		Opuwo	065 273013		
		Oranjemund	063 232315		

MANAGEMENT CONTACT DETAILS 2023/24

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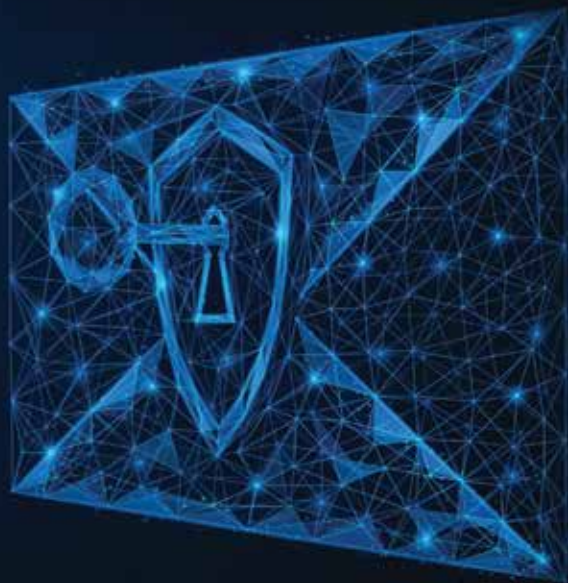
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