



POSTAL & SAVINGS BANK

VALID FROM 01 OCTOBER 2021 - 30 SEPTEMBER 2022

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T's & C's Apply



Retail Channel

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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 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 - 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 2021/2022

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	5.30
	Non-Standard Min C5 - 229 x 162mm Max B4 - 353 x 250mm	15.70
Printed Matters		
Rolled or enveloped (open at a corner) and plastic-wrapped addressed newspapers and booklets.	Up to 250gr	15.70
	251gr up to 500g	22.40
	501gr up to 750g	26.40
	701gr to 1kg	32.70
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)	49.00
	Cancellation or change in trade charges	27.10
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 Bags	1 140.40
	GRN & Public Enterprises Private Bags	1 375.40
Redirection of Mail		
The redirection of mail items to an alternative address for the first 3 months of service.	Domestic	160.80
	South Africa	246.60
Information Mail		
Unenveloped, unaddressed information/advertising item comprising of one sheet of paper folded to A5 size.	Pamphlets	0.80

DOMESTIC POSTAL TARIFFS 2021/2022

(continued)

Product Group & Description	Product	Price
Unenveloped, unaddressed, rolled or folded information/advertising item. Also unaddressed promotional DVDs.		0.80
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	0.80
Photocopy Charges		
	A4 Loose Paper	1.40
Fax, Scan & Email Rates		
	Scan & Email Per A4 page	9.80
Value Added Services		
The Registered Letter can be used for letters that require a signature on delivery, contain something of value, or important documents that require tracking and tracing from acceptance to delivery.	Registration	36.10
Registered item not handed in at counter (posted out).	Compulsory Registration	72.10
Confirmation that a postal article was delivered.	Advice of Delivery of Postal Article	15.80
Storage of parcels	Storage fee per day after 14 days of notification.	5.70
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.		820.90
	Custom Clearance Fee for non-dutable parcels	20.00
	Custom Clearance Fee for dutable parcels	70.00
Stationery		
	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	1.00
	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 2021/2022

(continued)

Product Group & Description	Product	Price
Money Order Commission		
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.		
Namibia	N\$1-500	65.50
	N\$501-1000	110.30
	N\$1001-1500	155.00
	N\$1501-2000	199.80
Lesotho, Swaziland, RSA, 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 2021/2022

PARCEL TARIFFS

	Zone A (0 - 250Km)	Zone B (251 - 700Km)	Zone C (Above 700Km)
Parcels (up to)			
1kg	34.50	50.20	62.90
2kg	38.10	55.60	66.20
3kg	60.70	88.60	110.90
4kg	62.00	90.50	114.00
0-5kg	64.40	92.80	116.00
6kg	68.60	97.80	122.40
7kg	77.10	110.00	133.90
8kg	80.90	122.20	141.40
9kg	91.60	130.50	152.90
10kg	94.10	140.50	164.30
11kg	102.60	146.60	170.80
12kg	106.30	152.60	177.10
13kg	112.50	158.60	183.50
14kg	119.70	164.90	188.50
15kg	124.70	177.10	207.60
16kg	128.20	183.00	214.00
17kg	134.30	189.20	219.20
18kg	140.50	201.40	225.40
19kg	146.60	207.60	231.80
20kg	158.60	213.70	244.50
Add/Kg	8.00	10.60	11.70

Note : Insurance

1. 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

DOMESTIC POSTAL TARIFFS 2021/2022

AR MAL TARIFFS

Rest of the world - day of posting plus 5 days

	Zone A SADC (Excluding Madagascar)	Zone B Rest of Africa & Europe	Zone C Rest of the World
Product			
Letter per 10g	8.60	9.90	11.50
Printed matter per 10g	8.40	10.50	10.50
Aerogram and Postcard	9.70	9.70	9.70
Small Packages per 100g	51.80	58.30	72.70
Parcels			
For the first 250g	304.00	371.70	473.80
Each Additional 250g	38.20	72.40	167.10

DOMESTIC POSTAL TARIFFS 2021/2022

EXPRESS MAIL SERVICE (EMS) TARIFFS

EMS	Zone A SADC	Zone B West Africa & Europe	Zone C Rest of the World
Documents			
0.5 kg	311	397	416
Merchandise (Parcels)			
1kg	447	567	672
2kg	501	656	807
3kg	562	739	911
4kg	631	831	1 023
5kg	710	932	1 150
6kg	870	1 144	1 408
7kg	978	1 285	1 584
8kg	1 098	1 443	1 780
9kg	1 234	1 622	1 999
10kg	1 387	1 823	2 245
11kg	1 552	2 042	2 516
12kg	1 739	2 287	2 816
13kg	1 947	2 559	3 154
14kg	2 181	2 868	3 533
15kg	2 440	3 211	3 957
16kg	2 735	3 597	4 434
17kg	3 062	4 027	4 964
18kg	3 429	4 510	5 559
19kg	3 841	5 051	6 226
20kg	4 302	5 657	6 974

DOMESTIC POSTAL TARIFFS 2021/2022

EXPRESS MAIL SERVICE (EMS) TARIFFS

(continued)

EMS	Zone A SADC	Zone B West Africa & Europe	Zone C Rest of the World
21kg	4 816	6 336	7 811
22kg	5 396	7 097	8 748
23kg	6 043	7 949	9 797
24kg	6 768	8 903	10 973
25kg	7 579	9 972	12 291
26kg	8 489	11 168	13 764
27kg	9 505	12 508	15 415
28kg	10 647	14 009	17 265
29kg	11 925	15 689	19 338
30kg	13 355	17 572	21 658

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Save your hard work easily by opening a Save-As-You-Earn investment account from NamPost Savings Bank. You can start with as little as N\$50 per month for a minimum of 2 years/24 months. Best of all, you will **EARN a BONUS ON YOUR INTEREST IF YOU HONOUR THE FULL CONTRACT PERIOD.**

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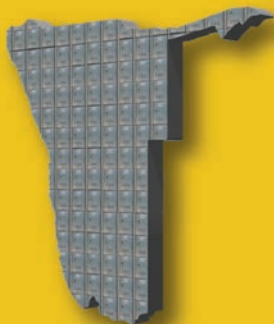
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**HURRY TO YOUR LOCAL POST OFFICE FOR
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For only 80 cents per insert* per Post Box, NamPost now lets you put your printed promotional material in over 100 000 post boxes nationwide.

** Material is subject to size requirements/standards.*

DON'T GET LOCKED- OUT

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THE WORLD**



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NAMPOST SALES EXECUTIVE PER REGION:

Central & South: Ester Schaaf, 081 156 0047

North: Severius Nangolo, 081 159 5344

Erongo: Diana Hanghome, 081 775 7807

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NAMPOST SAVINGS BANK FEES 2021/2022

Transaction fee description	Fee
Call Account	
First N\$2000 cash deposit per month	No Charge
Cash Deposit fee (> N\$2000) N\$1.40/100 excl. VAT no max	N\$1.40/100 excl. VAT no max.
Investment Statement fee other than normal monthly	13.85 per page
Swift Payments	
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
Smart Cards	
Card Replacement	
Damaged/Lost Card Admin Fee	120.00
Closing Of Accounts	
All Card accounts	Free
Account closures - Estate	100.00
Management Fee (Monthly)	13.57
Statement (Other than normal)	13.85 per page
Cash Deposit Fees	
Individuals	
N\$1 - N\$1 000	N\$0.80/N\$100
N\$1000 - more	N\$1.37/N\$ 100 max N\$3,000 (excl. VAT)
Business Accounts	
Cash deposit fee	N\$1.86/N\$ 100 max N\$5,000 (excl. VAT)
Cash Withdrawal Fees	
Cash withdrawal fee (in branch)	1,5% of amount with a minimum of N\$15.00 and a maximum of N\$100.00
Other Services	
Internal Debit Order	10.00
Stop Orders	10.00
Debit Orders	20.00
Funeral Policy	9.99
Card To Card Money Transfers	
Money Transfer Fee @ NamPost Branches	7.65
3rd Party Account Payments	
3rd Party Account Payments @ NamPost Branches	10.97
Transfers	
Transfer from Savings to Transactional accounts	7.65
Sale Transaction Fee	
Transaction Fee On Sales (POS/swipe)	5.00
Enquiries	
Balance enquiry at NamPost Branches	1.40
Mini Statement at NamPost Branches	1.40
ATM Transactions	
Withdrawal at other bank's ATM N\$0.00 - N\$500.00	3% flat fee (min N\$15.00 - no maximum)
Withdrawal at other bank's ATM N\$501.00 - N\$1 200.00	3% flat fee (min N\$15.00 - no maximum)
Withdrawal at other bank's ATM N\$1 201.00 - N\$1 500.00	3% flat fee (min N\$15.00 - no maximum)
Withdrawal at other bank's ATM N\$1 501.00 - N\$2000.00	3% flat fee (min N\$15.00 - no maximum)
Balance enquiry at other bank's ATM	2.70
Declined Cash request	5.00
Wage Fee	
Processing fee (Salary & Others)	18.43

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
ǀNa Town Windhoek	061 401368	Ohangwena	065 260117	Outjo	067 313068
ǀNcimanene	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	Omungwelume	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		
Koë	063 252786	Ongwediva	065 230945		
Kombat	067 231134	Onyaanya	065 285624		
Kuisebmond	064 272506	Opuwo	065 273013		
		Oranjemund	063 232315		

MANAGEMENT CONTACT DETAILS 2021/2022

SENIOR REGIONAL MANAGER: CENTRAL POST OFFICES

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REGIONAL MANAGER: NORTH EAST POST OFFICES

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MANAGER: AGENCIES, PHILATELY

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