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**AIDS HELPLINE: 0800-123-22 Prevention is the cure**

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## GOVERNMENT NOTICE

## DEPARTMENT OF COMMUNICATIONS

No. R. 250

16 March 2001

**Amendment of the limits of mass and size of postal articles, postage rates and service fees**

It is hereby made known, in terms of sections 30 and 61 of the Post Office Act, 1998 (Act No 124 of 1998), that the South African Post Office, with the approval of the Minister of Communications has determined that the limits of mass and size, postage rates and service fees contained in Schedules A, B and C of the Postal Regulations, promulgated under Government Notice No R. 432 of 24 March 1971, as amended, be replaced by the limits of mass and size, postage rates and service fees in the undermentioned Schedule with effect from 16 May 2001.

## Schedule

## 1.1 Limits of mass and size of postal articles in the domestic service

Letter products (domestic only)	Class of letter product	Maximum thickness	Maximum mass	Size limitations	
				Maximum	Minimum
	Small (DL) maxi	5 mm	50 g	120 mm x 235 mm	90 mm x 140 mm
	Medium (B5)	10 mm	1 kg	250 mm x 176 mm	
	Large (B4)	30 mm	1 kg	353 mm x 250 mm	
	Postcards	0,295 mm	50 g	353 mm x 250 mm	90 mm x 140 mm
	Cylinders/rolled items	70 mm	1 kg	Length 520 mm	
		70 mm	1 kg	Length 620 mm	
	Rolled addressed newspapers	70 mm	1 kg	353 mm	
	Literature for the blind		7 kg		

**Out of standard**

When articles do not conform to either the maximum mass, size or thickness, the next rate category must be applied.

**Articles smaller than 90 mm x 140 mm**

The rate applicable must be charged according to the criteria for B5 or B4.

1.2 List of postage rates and service fees payable on postal articles posted in South Africa for delivery in South Africa

New rates for domestic letters from 16 May 2001 (VAT inclusive)

Stamp booklets

Stamp booklet (domestic standard)	New rate
Booklet of 10 stamps	R14,00

Ordinary mail

Product	New rate
<b>Client's own envelope</b>	
Small (DL) maxi	R1,40
Medium (B5)	R2,80
Large (B4)	R3,60
<b>Cylinder/rolled items</b>	
Cylinder/rolled items (520 mm x 70 mm)*	R3,60
Cylinder/rolled items (620 mm x 70 mm)*	R6,15
<b>Rolled addressed newspapers</b>	
Rolled addressed newspapers (324 mm x 70 mm)	R1,90
<b>Postage included (prepaid) envelope</b>	
Small (C6) with and without window and self-seal envelope	R1,50
Small (DL) maxi with and without window and self-seal envelope	R1,50
Medium (B5)	R3,10
Large (C4)	R4,10
Lettergram (prefabricated)	R1,50
<b>Postcard</b>	
Change of address (postage paid)	R1,50
Ordinary postcard (Post Office card, postage paid)	R1,50
<b>Client's own postcard</b>	
Small (DL) maxi	R1,40
Medium (B5)	R2,80
Large (B4)	R3,60
<b>Advertising mail/Magmail (ordinary mail)</b>	
[minimum 1 000 items per category, per consignment]	
Small (DL) maxi	R1,20
Medium (B5)	R2,05
Large (B4)	R3,00
<b>Addressed Promotional mail</b>	
[minimum 1 000 items per category, per consignment]	
Small (DL) maxi	R1,25
Medium (B5)	R2,10
Large (B4)	R3,05

**Fastmail**

<b>Product</b>	<b>New rate</b>
<b>Client's own envelope</b>	
Small (DL) maxi	<b>R2,30</b>
Medium (B5)	<b>R5,45</b>
Large (B4)	<b>R6,55</b>
<b>Cylinder/rolled items</b>	
Cylinder/rolled items (520 mm x 70 mm)*	<b>R5,50</b>
Cylinder/rolled items (620 mm x 70 mm)*	<b>R6,75</b>
<b>Addressed rolled newspapers</b>	
Addressed rolled newspapers	<b>R5,45</b>
<b>Postage included (prepaid) envelope</b>	
Small (DL) maxi with or without window	<b>R2,45</b>
Medium (B5)	<b>R5,60</b>
Large (C4)	<b>R7,00</b>
Large (B4)	<b>R6,60</b>
<b>Client's own postcard</b>	
Small (DL) maxi	<b>R2,30</b>
Medium (B5)	<b>R5,45</b>
Large (B4)	<b>R6,55</b>
<b>Advertising mail and Magmail (Fastmail) - bulk mail only (minimum 1 000 items per category)</b>	
<b>Client's own envelope</b>	
Small (DL) maxi	<b>R2,30</b>
Medium (B5)	<b>R5,45</b>
Large (B4)	<b>R6,55</b>

**Infomail****(unaddressed  
mail)**

<b>Product</b>	<b>New rate</b>
<b>Pamphlets</b>	
<i>Local</i> (within Post Office region)	
Box	R0,12
Street delivery	R0,17
<i>National</i>	
Box	R0,20
Street delivery	R0,25
<b>Brochures</b>	
<i>Local</i> (within Post Office region)	
Box	R0,21
Street delivery	R0,26
<i>National</i>	
Box	R0,41
Street delivery	R0,43
<b>Trade samples</b>	
<i>Local</i> (within Post Office region)	
Box	R0,29
Street delivery	R0,32
<i>National</i>	
Box	R0,50
Street delivery	R0,54
<b>Household circulars</b>	
<i>Local</i> (within Post Office region)	
Box	R0,35
Street delivery	R0,38
<i>National</i>	
Box	R0,52
Street delivery	R0,54
<b>Area newspapers (unaddressed)</b>	
<i>Local</i> (within Post Office region)	
Box	R0,29
Street delivery	R0,33
<i>National</i>	
Box	R0,50
Street delivery	R0,54

**Business Reply Service**

Product	Rate
New licence	R100,00
Renewal of licence (annually)	R100,00
<b>Ordinary mail (service fee)</b>	
Small (DL) maxi	R1,53
Medium (B5)	R2,92
Large (B4)	R3,72
Parcel (excludes postage)	R2,80
<b>Fastmail (handling fee)</b>	
Small (DL) maxi	R2,24
Medium (B5)	R5,57
Large (B4)	R6,67

**Registered letter (with insurance option) including postage**

Product	Service fee
Small (DL) maxi	R9,75
Medium (B5)	R11,15
Large (B4)	R11,95
Secure envelope price (excluding postage)	R1,20
Compulsory registration	R17,70

**Insurance fee (for registered letters)**

Product	Service fee
Up to R100,00	Free
Up to R250,00	R7,00
Up to R500,00	R14,00
Up to R1 000,00	R28,00
Up to R1 500,00	R42,00
Up to R2 000,00	R56,00

**Advice**

Product	Service fee
Proof of delivery	R15,00
Advice of delivery (AR card)	R3,10
Acceptance slip	Free

**Franking machine licences**

Product	Service fee
New licences	R110,00
Transfer of licence	R110,00
Renewal of licence (annual)	R80,00
<b>Spoiled impression fee (per 20/portion of these)</b>	
Small (DL) maxi	R12,85
Medium (B5)	R16,10
Large (B4)	R20,00
(C4 R20,00 and B4 R25,00)	

**Other service fees**

Type	Rate
Exchange of one denomination of postage stamp or postal stationery article for another	Five per cent of the value of the stamps or stationery item with a minimum charge of R1,40
Enquiry about letters and parcels (all services)	Free of charge
Acceptance of a domestic postal article after closing of mail (all postal articles)	R7,55

**Faxmail**

	Rate
Per page (local - no dialling code)	R4,25
Per page (national - dialling code)	R5,35
Per page (international)	R15,60
Counter delivery (post office to post office)	Free
Delivery by ordinary mail (optional)	R1,50
Delivery by Fastmail (optional)	R2,35
Counter delivery (private fax to post office)	R2,25

### 1.3 International mail

International letter and parcel services are available worldwide, either by air mail or surface mail. These services may be accessed by posting either at post offices or by posting in street posting boxes. The available range of services includes:

Product	Description
Aerogrammes	Special prepaid air-mail letters consisting of one lightweight folded sheet of paper that can be sealed. No enclosures are permitted
Postcards	Convenient conveyance of unenclosed messages and greetings
Small letters	Consists of private and business letters up to 50 g and no bigger than 120 x 235 x 5 mm
Medium letters	Consists of private and business letters up to 250 g no bigger than 250 x 176 x 10 mm
Large letters	Consists of private and business letters up to 300 g no bigger than 353 x 250 x 30 mm
Small parcels	For small quantities of low-mass goods under 2 kg at a lower rate and with simpler customs declarations than for large parcels
Large parcels	For the conveyance of goods and material up to 30 kg
Registered mail	A separately streamed service with added security for letter post items
Direct publishers bags (M Bags)	The economical conveyance by air mail or surface mail of printed matter to the same addressee at the same address. A minimum price for 5 kg applies to each bag.

#### Special value-added services

Value can be added to basic international mail services by buying additional value-added services. These include express, registered, insured and advice-of-delivery (AR) options. As these add-on services are not available to some countries or for some categories of mail, enquiries should be made at post offices to find out if they are available for your purposes. Insured and registered items must be posted at post office counters and not in street postboxes.

#### International reply coupons

The international reply coupon service enables customers to repay the postage on a reply from a correspondent abroad. Coupons sent abroad may be exchanged for one or more postage stamps representing the minimum postage prepayable on an air-mail letter. The coupons cost R7,00 and are available at post offices.

#### Exchange control regulations

Exchange control regulations apply equally to postal items as they do to other exports. Generally, items of a value of more than R1 000,00 require specific export documents to be completed. Details are available at post offices.



**Customs declarations**

The type and extent of customs declarations are regulated by the statutes of the Universal Postal Union and the requirements of destination countries. The following basic requirements are stipulated for the various mail categories.

ARTICLE/CONTENTS CATEGORY	CUSTOMS DOCUMENTATION REQUIRED
<i>Letter post items and small parcels</i>	
Letters not containing merchandise, aerogrammes, greeting cards and postcards	No customs documentation is required
Letters and letter packets containing merchandise or goods, printed matter consignments and small parcels up to 2 kg with contents <b>under</b> R2 000 in value	Attach a fully completed CN22 green customs sticker
Letters and letter packets containing merchandise or goods, printed matter consignments and small parcels up to 2 kg with contents <b>over</b> R2 000 in value	Attach customs forms appropriate to the country of destination. Consult the list overleaf or check with your local post office for details
<i>Direct publishers bags (M Bags)</i>	
Up to R2 000 in value	Attach a fully completed CN22 sticker
Over R2 000 in value	Attach CN22 and CN23
<i>Large parcels (parcels over 2 kg)</i>	
All large parcels	CN23, CP71 or PP4 as required for individual destinations. Consult the list overleaf or check with your local post office for details

## Letter post rates \* (all prices shown in Rand)

Category	Air mail		Surface mail		Maximum size	Maximum thickness	Minimum weight	Maximum weight
	Southern Africa #	Rest of the world	Southern Africa #	Rest of the world				
Aerogrammes (per item)	2,00	2,00			120 x 235 mm	No enclosures permitted		10 g
Postcards (per item)	2,10	2,10	1,60	1,60	120 x 235 mm	Must not be enveloped		10 g
Small letters (per item)	2,00	3,00	1,90	2,50	120 x 235 mm	5 mm		50 g
Medium letters (per item)	9,00	10,00	6,00	7,00	250 x 176 mm	10 mm		250 g
Large letters (per item)	14,00	17,00	10,00	12,00	353 x 250 mm	30 mm		300 g
Small parcels (per 100 grams)	7,00	14,00	4,00	5,00	Length, width and depth combined not to exceed 900 mm, nor the greatest dimension to exceed 600 mm, **			2 kg
Direct publishers bags (per kg)	32,00	90,00	16,00	19,00	Length + girth not to exceed 2 metres, maximum length not to exceed 1,05 metres,		5 kg ***	20 kg
Registration fee (per item)	13,00	13,00	13,00	13,00				
Express fee (per item)	15,00	15,00	15,00	15,00				

Note: International letter post products have no insurance option and may only be registered.

\* Enquire at your local post office for details of any service suspensions.

# Angola, Botswana, Burundi, Comoros, Congo (Dem Rep), Congo (Peoples Rep), Gabon, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Réunion, Rwanda, Seychelles, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

\*\* If in roll form, length plus twice the diameter not to exceed 1 040 mm, nor the greatest dimension to exceed 900 mm

\*\*\* A minimum price for 5 kg applies.

## Large parcel rates\* (all prices shown in Rand)

PARCEL CHARGING ZONE		AIR MAIL		SURFACE MAIL	
	Zone Coverage#	Rate per parcel	Plus rate per 100 g or part thereof	Rate per parcel	Plus rate per 100 g or part thereof
<b>Zone A</b>	Ascension, Botswana, Comoros, Kenya, Namibia, Seychelles, St Helena and Swaziland	51,00	1,50	48,00	0,50
<b>Zone B</b>	Angola, Lesotho, Madagascar, Mozambique, Réunion, Rwanda, Uganda, Zambia and Zimbabwe	75,00	2,00	75,00	1,20
<b>Zone C</b>	Northern Africa and the Middle East. Major destinations in this zone include Israel, Nigeria and Ghana	75,00	7,00	70,00	2,00
<b>Zone D</b>	Europe, Russian Federation and former USSR states. Major destinations in this zone include Austria, Germany, Great Britain, France, Italy, Netherlands and Switzerland	74,00	6,40	78,00	1,40
<b>Zone E</b>	Americas and the Caribbean (except Canada). Major destinations in this zone include the United States.	58,00	10,00	58,00	2,30
<b>Zone F</b>	Asia Pacific and Canada. Major destinations in this zone include Australia, Canada, China, Japan and New Zealand.	58,00	9,00	55,00	1,40

# An expanded list of the countries and their charging zones is provided overleaf together with information concerning customs documentation required for those countries. Information concerning countries not listed can be obtained from your local post office.

## Charging zones for letters, parcels and customs documentation requirements for parcels

COUNTRY	ZONES		CUSTOMS DOCS FOR PARCELS	COUNTRY	ZONES		CUSTOMS DOCS FOR PARCELS	COUNTRY	ZONES		CUSTOMS DOCS FOR PARCELS
	Letter post	Parcel post			Letter post	Parcel post			Letter post	Parcel post	
Afghanistan	ROW	F	CN23 CP71	Georgia	ROW	D	CN23 CP71	Nigeria	ROW	C	PP4
Algeria	ROW	C	CN23 CP71	Germany	ROW	D	CN23 CP71	Norway	ROW	D	CN23 CP71
Albania	ROW	D	CN23 CP71	Ghana	ROW	C	PP4	Oman	ROW	C	PP4
Angola	SA	B	CN23 CP71	Great Britain	ROW	D	PP4	Pakistan	ROW	F	CN23 CP71
Andorra	ROW	D	CN23 CP71	Greece	ROW	D	CN23 CP71	Panama	ROW	E	CN23 CP71
Antigua/Bar	ROW	E	Serv. Susp.	Grenada	ROW	E	PP4	Papua N G	ROW	F	PP4
Armenia	ROW	D	CN23 CP71	Guatemala	ROW	E	CN23 CP71	Paraguay	ROW	E	CN23 CP71
Argentina	ROW	E	CN23 CP71	Guinea Bissau	ROW	C	CN23 CP71	Peru	ROW	E	CN23 CP71
Ascension	ROW	C	PP4	Guinea Rep	ROW	C	CN23 CP71	Philippines	ROW	F	PP4
Austria	ROW	D	CN23 CP71	Guyana	ROW	E	PP4	Poland	ROW	D	CN23 CP71
Australia	ROW	F	PP4	Haiti	ROW	E	CN23 CP71	Portugal	ROW	D	CN23 CP71
Azerbaijan	ROW	D	CN23 CP71	Hawaii	ROW	E	PP4	Qatar	ROW	C	PP4
Azores	ROW	D	CN23 CP71	Honduras	ROW	E	CN23 CP71	Reunion	SA	B	CN23 CP71
Bahamas	ROW	E	PP4	Hong Kong	ROW	F	PP4	Romania	ROW	D	CN23 CP71
Bahrain	ROW	C	PP4	Hungary	ROW	D	CN23 CP71	Russia	ROW	D	CN23 CP71
Bangladesh	ROW	F	CN23 CP71	Iceland	ROW	D	CN23 CP71	Rwanda	SA	B	CN23 CP71
Barbados	ROW	E	CN23 CP71	India	ROW	F	CN23 CP71	Samoa West	ROW	F	PP4
Belize	ROW	E	PP4	Indonesia	ROW	F	CN23 CP71	Sao Tome	ROW	C	CN23 CP71
Belgium	ROW	D	CN23 CP71	Iran	ROW	F	CN23 CP71	Saudi Arabia	ROW	C	CN23 CP71
Belorussia	ROW	D	CN23 CP71	Iraq	ROW	F	CN23 CP71	Senegal	ROW	C	CN23 CP71
Benin	ROW	C	CN23 CP71	Ireland	ROW	D	PP4	Seychelles	SA	A	PP4
Bermuda	ROW	E	PP4	Israel	ROW	C	CN23 CP71	Sierra Leone	ROW	C	PP4
Bhutan	ROW	F	CN23 CP71	Italy	ROW	D	CN23 CP71	Singapore	ROW	F	PP4
Bolivia	ROW	E	CN23 CP71	Ivory Coast	ROW	C	CN23 CP71	Slovakia	ROW	D	CN23 CP71
Bosnia	ROW	D	CN23 CP71	Jamaica	ROW	E	PP4	Slovenia	ROW	D	CN23 CP71
Botswana	SA	A	PP4	Japan	ROW	F	CN23 CP71	Solomon Is.	ROW	F	PP4
Brazil	ROW	E	CN23 CP71	Jordan	ROW	C	CN23 CP71	Somalia	ROW	C	Suspended
Bulgaria	ROW	D	CN23 CP71	Kazakhstan	ROW	D	CN23 CP71	Spain	ROW	D	CN23 CP71
Burundi	SA	C	CN23 CP71	Kenya	SA	A	PP4	Sri Lanka	ROW	F	PP4
Burkina Faso	ROW	C	CN23 CP71	Kiribati	ROW	F	PP4	St. Christopher	ROW	E	PP4
Brunei/Dar.	ROW	F	PP4	Korea North	ROW	F	CN23 CP71	St. Helena	ROW	C	PP4
Cameroon	ROW	C	CN23 CP71	Korea South	ROW	F	CN23 CP71	St. Vincent	ROW	E	PP4
Cambodia	ROW	F	CN23 CP71	Kuwait	ROW	C	CN23 CP71	Sudan	ROW	C	CN23 CP71
Canada	ROW	F	PP4	Kyrgyzstan	ROW	D	CN23 CP71	Suriname	ROW	E	CN23 CP71
Cape Verde	ROW	C	CN23 CP71	Laos	ROW	F	CN23 CP71	Swaziland	SA	A	PP4
Central Africa	ROW	C	CN23 CP71	Latvia	ROW	D	CN23 CP71	Sweden	ROW	D	CN23 CP71
Chad	ROW	C	CN23 CP71	Lesotho	SA	B	PP4	Switzerland	ROW	D	CN23 CP71
Chile	ROW	E	CN23 CP71	Lebanon	ROW	C	CN23 CP71	Syria	ROW	C	CN23 CP71
China Peo. Re	ROW	F	PP4	Liberia	ROW	C	CN23 CP71	Taiwan	ROW	F	CN23 CP71
Colombia	ROW	E	CN23 CP71	Libya	ROW	C	CN23 CP71	Tajikistan	ROW	D	CN23 CP71
Comoros	SA	A	CN23 CP71	Lichtenstein	ROW	D	CN23 CP71	Tanzania	SA	A	CN23 CP71
Congo (DRC)	SA	C	CN23 CP71	Lithuania	ROW	D	CN23 CP71	Thailand	ROW	F	PP4
Congo (PR)	SA	C	CN23 CP71	Luxembourg	ROW	D	CN23 CP71	Togo	ROW	C	CN23 CP71
Costa Rica	ROW	E	CN23 CP71	Macao	ROW	F	PP4	Tonga	ROW	F	PP4
Croatia	ROW	D	CN23 CP71	Macedonia	ROW	D	CN23 CP71	Trinidad	ROW	E	PP4
Cuba	ROW	E	CN23 CP71	Madagascar	SA	B	CN23 CP71	Tunisia	ROW	C	CN23 CP71
Cyprus	ROW	D	PP4	Malawi	SA	A	PP4	Turkey	ROW	C	CN23 CP71
Czech Rep.	ROW	D	CN23 CP71	Mali	ROW	C	CN23 CP71	Turkmenistan	ROW	D	CN23 CP71
Denmark	ROW	D	CN23 CP71	Malta	ROW	D	PP4	Tuvalu	ROW	F	PP4
Djibouti	ROW	C	CN23 CP71	Malaysia	ROW	F	CN23 CP71	Uganda	SA	B	CN23 CP71
Dodecanese Is	ROW	D	CN23 CP71	Maldives	ROW	F	CN23 CP71	United Arab	ROW	C	PP4
Dominica	ROW	E	PP4	Mauritius	SA	A	PP4	Ukraine	ROW	D	CN23 CP71
Dominican R.	ROW	E	CN23 CP71	Mauritania	ROW	C	CN23 CP71	UK	ROW	D	PP4
Dubai	ROW	C	PP4	Mexico	ROW	E	PP4	Uruguay	ROW	E	CN23 CP71
Ecuador	ROW	E	CN23 CP71	Moldova	ROW	D	CN23 CP71	USA	ROW	E	PP4
Egypt	ROW	C	CN23 CP71	Monaco	ROW	D	CN23 CP71	Uzbekistan	ROW	D	CN23 CP71
El Salvador	ROW	E	CN23 CP71	Mongolia	ROW	F	CN23 CP71	Vanuatu	ROW	F	PP4
Equatorial Gui.	ROW	C	CN23 CP71	Morocco	ROW	C	CN23 CP71	Vatican City	ROW	D	CN23 CP71
Eritrea	ROW	C	CN23 CP71	Mozambique	SA	B	PP4 + CP71	Venezuela	ROW	E	CN23 CP71
Estonia	ROW	D	CN23 CP71	Myanmar	ROW	F	PP4	Vietnam	ROW	F	CN23 CP71
Ethiopia	ROW	C	CN23 CP71	Namibia	SA	A	PP4	Virgin Is USA	ROW	E	PP4
Fiji	ROW	D	PP4	Nauru	ROW	F	PP4	Yemen	ROW	C	CN23 CP71
Finland	ROW	D	CN23 CP71	Nepal	ROW	F	CN23 CP71	Yugoslavia	ROW	D	CN23 CP71
France	ROW	D	CN23 CP71	Netherlands	ROW	D	CN23 CP71	Zambia	SA	B	PP4
French Guiana	ROW	E	CN23 CP71	New Zealand	ROW	F	PP4	Zimbabwe	SA	B	PP4
Gabon	SA	C	CN23 CP71	Nicaragua	ROW	E	CN23 CP71				
Gambia	ROW	C	PP4	Niger	ROW	C	CN23 CP71				

These documentation requirements apply to ordinary air and surface parcels. Check at your local post office for documentation required for insured and COD parcels and for any country not shown.