



# Government Gazette

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**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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## GENERAL NOTICE


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### NOTICE 149 OF 2005

#### DEPARTMENT OF COMMUNICATIONS

#### FEES AND CHARGES FOR POSTAL SERVICES

The Postal Regulator, with the approval of the Minister, hereby gives notice in terms of Section 30 of the Postal Services Act, 1998 (Act No. 124 of 1998) that the postage rates and service fees for the reserved postal services contained in this schedule will apply as from 01 April 2005.



**DR IVY MATSEPE-CASABURRI**  
**MINISTER OF COMMUNICATIONS**  
2005-01-31

## 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 Rolled addressed newspapers	70 mm	1 kg	353 mm	

**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.

**Domestic bulk mail****Unsorted (ordinary) bulk mail**

- The service is suitable for individuals and businesses that **post** 100 and more domestic letters.
- Mail will only be accepted if an official payment method is used, ie stamps, remote meter-setting franking machine mail, postagepaid and postageincluded envelopes.
- Remote meter-setting mail may **only** be posted at designated offices.
- Mail paid for by all other payment methods may be posted at any post office/mail centre.
- Letters must be faced and tied in bundles when handed in over the counter.

**Presorted bulk mail**

- The service is suitable for businesses that post large numbers of domestic letters. The minimum volume is 1 000 and more presorted articles per consignment.
- The items must meet the relevant criteria as described in the National Bulk Mail Service Guide.
- **All** articles in a consignment must -
  - originate **from** the same sender,
  - be identical in shape, size and mass; and
  - have the same contents
- The articles **must contain** return addresses.
- Mail will only be accepted if the official payment methods are used, ie stamps, Permit Mail (only presorted bulk mail), remote meter-setting franking machine mail, postage-paid and postageincluded envelopes.
- No rebates apply to letters with stamps as a payment method.
- The client must have **his database** checked by an official PAMSS and provide the official grading certificate with each posting together with the Bulk Mail Delivery Note.
- Mail must be posted at designated mail centres and mail accepting offices only.

Items larger than 353 x 250 mm, thicker than 30 mm and weighing more than 1 kg will be considered parcels.

**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 (VAT inclusive)

Stamp booklets

Stamp booklet (domestic standard)	New rate
Booklet of 10 stamps	<b>R17.70</b>
<b>Boxes of 50 (500 stamps)</b>	<b>R885.00</b>
Boxes of 100(1 000 stamps)	<b>R1 770.00</b>
Roll of 100(1 00 stamps)	<b>R177.00</b>
Rolls of 100(5)(500 stamps)	<b>R885.00</b>
Rolls of 100(10)(1 000 stamps)	<b>R1770.00</b>

Volume variance discount on domestic stamp products

Product	Discount	Net Price
Boxes of 50 (500 stamps)	2%	<b>R 867.30</b>
Boxes of 100(1 000 stamps)	5%	<b>R 1 681.50</b>
Rolls of 100(5)(500 stamps)	2%	<b>R 867.30</b>
Rolls of 100(10)(1 000 stamps)	5%	<b>R 1 681.50</b>

Ordinary mail

Product	New rate
Client's own envelope (unsorted/nonbulk)	
Small (DL) maxi	<b>R1.77</b>
Medium (B5)	<b>R3.75</b>
Large (B4)	<b>R4.54</b>
Cylinder/rolled items	
Cylinder/rolled items (520 mm x 70 mm)*	<b>R4.54</b>
Cylinder/rolled items (620 mm x 70 mm)*	<b>R7.87</b>
Rolled addressed newspapers	
Rolled addressed newspapers (324 mm x 70 mm)	<b>R2.40</b>
Postage included (prepaid) envelope (postage and cost of envelope)	
Small (C6) with and without window and self-seal envelope	<b>R1.98</b>
Small (DL) maxi with and without window and self-seal envelope	<b>R1.98</b>
Medium (€35)	<b>R4.17</b>
Large (C4)	<b>R5.58</b>
Lettergram (prefabricated)	<b>R1.88</b>
Postcard	
Change of address (postage paid)	<b>R1.98</b>
Ordinary postcard ( <i>post Office</i> card, postage paid)	<b>R1.98</b>
Client's own postcard	
Small (DL) maxi	<b>R1.77</b>
Medium (B5)	<b>R3.75</b>
Large (B4)	<b>R4.54</b>
Advertising mail/Magmail (ordinary mail) [minimum 1 000 items per category, per consignment]	
Small (DL) maxi	<b>R1.51</b>
Medium (€35)	<b>R2.55</b>
Large (B4)	<b>R3.80</b>
Addressed Promotional mail [minimum 1 000 items per category, per consignment]	
Small (DL) maxi	<b>R1.56</b>
Medium (B5)	<b>R2.60</b>
Large (B4)	<b>R3.85</b>

## Postage included envelopes discount

Postage included envelopes bought in bulk	Discount on postage
250 – 499	1%
500 – 9 999	2%
10000 – 19999	3%
20000 – 49999	4%
50 000 upward	Special discounts must be fully motivated by Sales. To be determined by Head Office (motivation needed)

## Fastmail

Product	New rate
<b>Client's own envelope</b>	
Small (DL) maxi	<b>R2.92</b>
Medium (B5)	<b>R6.94</b>
Large (B4)	<b>R8.34</b>
<b>Cylinder/rolled items</b>	
Cylinder/rolled items (520 mm x 70 mm)*	<b>R7.10</b>
Cylinder/rolled items (620 mm x 70 mm)*	<b>R8.55</b>
<b>Addressed rolled newspapers</b>	
Addressed rolled newspapers	<b>R6.94</b>
<b>Postage included (prepaid) envelope (postage and cost of envelope)</b>	
Small (DL) maxi with or without window	<b>R3.13</b>
Medium (B5)	<b>R7.45</b>
Large (C4)	<b>R9.28</b>
Large (B4)	<b>R8.80</b>
<b>Client's own postcard</b>	
Small (DL) maxi	R2.92
Medium (B5)	R6.94
Large (B4)	R8.34
<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>R2.92</b>
Medium (B5)	<b>R6.94</b>
Large (B4)	<b>R8.45</b>

## Infomail

(unaddressed mail)

Product	New rate
<b>Pamphlets</b>	
<b>Local</b> (within Post Office region)	
<b>Box</b>	<b>FO.08</b>
Street delivery	<b>FO.10</b>
<b>National</b>	
<b>Box</b>	<b>FO.12</b>
Street delivery	<b>FO.15</b>
<b>Brochures</b>	

<b>Local</b> (within Post Office region)	
Box	R0.14
Street delivery	R0.16
<b>National</b>	
Box	R0.25
Street delivery	R0.27
<b>Trade samples</b>	
<b>Local</b> (within Post Office region)	
Box	R0.18
Street delivery	R0.20
<b>National</b>	
Box	R0.30
Street delivery	R0.34
<b>Household circulars</b>	
<b>Local</b> (within Post Office region)	
Box	R0.24
Street delivery	R0.26
<b>National</b>	
Box	R0.32
Street delivery	R0.34
<b>Area newspapers (unaddressed)</b>	
<b>Local</b> (within Post Office region)	
Box	R0.18
Street delivery	R0.20
<b>National</b>	
Box	R0.30
Street delivery	R0.34

**Business Reply Service**

Product	Rate
New licence	R127.80
Renewal of licence (annually)	R127.80
<b>Ordinary mail (service fee)</b>	
Small (DL) maxi	R1.93
Medium (B5)	R3.75
Large (B4)	R4.70
Parcel (excludes postage)	R3.75
Cylinder (postage and handling fee)	
- 520 mm x 70 mm	R4.70
- 620 mm x 70 mm	R8.19
<b>Fastmail (handling fee)</b>	
Small (DL) maxi	R3.13
Medium (B5)	R7.10
Large (B4)	R8.55
Cylinder (postage and handling fee)	
- 520 mm x 70 mm	R7.25
- 620 mm x 70 mm	R8.80

Number of BRS articles returned	Discount per response item
50 000 up to 10 000	R0.0323
10 001 up to 20 000	R0.043
20 001 up to 30 000	R0.065
30 001 up to 40 000	R0.075
40 001 up to 200 000	R0.097
200 001 up to 400 000	R0.118
400 001 up to 600 000	R0.14
600 001 up to 800 000	R0.162
800 001 up to 1 000 000	R0.2
1 000 001 and up	R0.22

Registered letter (with insurance option) *including postage*

Product	Service fee
Small (DL) maxi	<b>R12.57</b>
Medium (85)	R14.39
Large (B4)	<b>R15.33</b>
Postage-included registered envelope	<b>R13.97</b>
Compulsory registration	R22.65

## Insurance fee (for registered letters)

Product	Service fee
Up to R100,00	Free
Up to R250,00	R8.90
Up to R500,00	R18.00
Up to R1 000,00	R36.20
Up to R1 500,00	R53.90
Up to R2 000,00	<b>R71.95</b>

## Advice

Product	Service fee
Proof of delivery	R19.20
Advice of delivery (ARcard)	<b>R3.96</b>
Acceptance slip	<b>Free</b>

## Franking machine licences

Product	Service fee
New licences	R139.65
Transfer of licence	R139.65
Renewal of licence (annual)	R102.05
Spoiled impression fee (per 100/portion of these)	
Small (DL) maxi	R16.00
Medium (B5)	R20.13
Large (B4)	R24.97

**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 R1.77
Enquiry about letters and parcels (all services)	Free of charge
Acceptance of a domestic postal article after closing of mail (all postal articles)	R9.65

**Faxmail**

	Rate
Per page (local – no dialling code)	R4.54
Per page (national - dialling code)	R5.74
Per page (international)	R16.75
Counter delivery (post office to post office)	Free
Delivery by ordinary mail (optional)	R1.98
Delivery by Fastmail (optional)	R3.18
Counter delivery (private fax to post office)	R3.00

**New service**

Product	Category	Rate
Registered with insurance option	Interception of registered article	R8.55

**Postage included postcards**

Postcards bought in bulk	Discount Given
5000 to 9999	1%
10 000 to 14 999	1.5%
15 000 to 19 999	2%
20 000 and more	2.5%



1.3 In terms of Section 30 (3) of the Postal Services No.124 of 1998 the International Mail was granted an exemption from submitting clause 5 of the Post Office's License agreement for the 2005/2006 financial year.

#### 4 Parcelplus

This service is available at all post offices.

Counter to counter	R25.40 for the first kilogram
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What is considered as a parcel?

Any postal item larger than 250 x 353 mm and/or thicker than 30 mm and/or weighing more than 1 kg will be considered a parcel. However, the EconoParcel specifications (the old C3) differ:

Maximum thickness: 100 mm  
 Maximum mass: 1 kg  
 Size: 458 mm x 324 mm

Insurance is an optional extra. The client has the option of insuring through Parcelplus at a rate of two per cent of the declared value up to a maximum of R5 000 with a minimum rate of R2,00 per parcel.

Product	Rate
Econoparcel (C3)	R13.50 per parcel

#### 1.5 Speed Services Couriers

In terms of Section 30 (3) of the Postal Services No.124 of 1998 Speed Services was granted an exemption from clause 5 of the Post Office's License agreement for the 2005/2006 financial year.