

RATES BROCHURE

Valid from 1 April 2008 – 31 March 2009

Prices include VAT



Post Office



We deliver, whatever it takes.

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Ordinary Mail/Fastmail

Domestic

(posted in South Africa for delivery in South Africa)

Ordinary Letter Mail

Letter mail refers to any form of written communication or other document, article or object that is addressed to a specific person or persons or a specific address and is conveyed by other than electronic means. It includes parcels, packages or wrappers, cylinders or articles conforming to the mass and size limitations detailed below.

The ordinary letter mail service is the standard postal service with set delivery standards from the time of despatch to arrival at the point of delivery. These are one day longer than Fastmail.

Fastmail Service

Fastmail is a letter service in South Africa with a one-day delivery standard in the same city or town, a two-day delivery standard between major cities and towns and a three-day delivery standard for all other destinations.

These standards do not include the day of posting.

Envelope size	Thickness max (mm)	Mass max (mm)	Size max (mm)	Size min (mm)
Small DL Maxi	5	50 g	235 x 120	140 x 90
Medium B5	10	1 kg	250 x 176	
Large B4	30	1 kg	353 x 250	
Postcards	0,295	10 g	353 x 250	
Cylinders/rolled items	70	1 kg	620	140 x 90

RATES FOR DOMESTIC LETTER MAIL

(Standard stamps for DL, B5 and B4 envelopes are now available at Post Offices)

Type of mail	Ordinary mail	Fastmail
Customers' own envelope		
Small (DL) maxi	R2.05	R3,35
Medium (B5)	R4.10	R7,90
Large (B4)	R5.15	R9,55
Customers' own postcard		
Small (DL) maxi	R2.05	R3.35
Medium (B5)	R4.10	R7,90
Large (B4)	R5.15	R9,55
Cylinders/rolled items		
Cylinder/rolled items (520 mm x 70 mm)*	R5.15	R8.15
Cylinder/rolled items (620 mm x 70 mm)*	R9.00	R9.80
Newspapers		
Rolled addressed newspapers (324 mm length, 70 mm thickness)*	R2.75	R7.90
* Maximum length and thickness		

Payment methods

Mail will only be accepted if the official payment methods are used, e.g. postage stamps, postage-included envelopes, Permit Mail and franking machines impressions approved by the Post Office.

Handing in

Permit mail and franking-machine mail may not be posted in street posting boxes, but must be handed in at designated Post Office counters or mail centres.

Information

Please contact your local Sales Division of the Post Office for information about posting methods and requirements. See back page for contact details.

Late fee

A late fee of R11.00 is charged for all mail accepted after closing time.

Letter measuring instrument

Special measuring cards used to measure domestic letters in order to determine the postage payable, are available at Post Office branches.

Position of address on envelope

The address on an envelope must always be positioned parallel with the length (longer side) of the envelope.

Postage Included Envelopes

Postage-included envelopes are available at all Post Office outlets. The retail price includes the postage.

Type of envelope	Size	Price
Ordinary Mail postage included envelopes		
C6 without window	162 mm x 114 mm	R2.25
C6 with window	162 mm x 114 mm	R2,25
C6 with and without window (self-seal)	162 mm x 114 mm	R2,25
DL maxi without window	235 mm x 120 mm	R2,25
DL maxi with window	235 mm x 120 mm	R2,25
DL maxi with and without window (self-seal)	235 mm x 120 mm	R2,25
B5 without window	250 mm x 176 mm	R4,75
C4 without window	324 mm x 229 mm	R6,35
Fastmail postage included envelopes		
DL maxi without window	235 mm x 120 mm	R3,55
DL maxi with window	235 mm x 120 mm	R3,55
B5 without window	250 mm x 176 mm	R8,50
B4 without window	353 mm x 250 mm	R10.60
C4 without window	324 mm x 229 mm	R10,05

Discount on postage-included envelopes

Volume	Discount
1 - 249 items	No discount
250 - 499	1%
500 - 9 999	2%
10 000 - 19 999	3%
20 000 - 49 999	4%
50 000 and more	Consult Regional Sales Manager

Postcards

Postcards are used to convey unenclosed messages and greetings. There are two types of postcard, i.e. postage-included postcards and ordinary postcards on which postage must be paid.

The maximum size is 235 mm x 120 mm and the maximum mass is 50g. Items exceeding these dimensions must be posted at the applicable letter post postage rate.

Postcards must :

- Be rectangular;
- Be made of cardboard or paper stiff enough not to make mail handling difficult;
- Bear the indication Postcard on the front (not compulsory for picture postcards); and
- Have the right-hand half of the back reserved for the address, prepayment and service instructions/labels.

Postcard postage and postage-included rates

Discount on postcards

Discount is granted on large volumes of postage-included postcards.

Type of postcard	Maximum size	Price/Postage
Postage-included postcard	235 x 120 mm	R2.25
Other postcard (Postcard not included in the price)	DL	R2.05
	B5	R4.10
	B4	R5.15
Change-of-address postcard (postage included in the price)		R2.25

Volume	Discount
5 000 - 9 999	1%
10 000 - 14 999	1,5%
15 000 - 19 999	2%
20 000 and more	2,5%

Stamp booklets and stamp rolls (for standard domestic letter postage)

Stamp booklets and stamp rolls are available at Post Offices. They can also be ordered at the Post Office Customer Contact Centre (Telemarketing) on (012) 401 7800 or 0860 080 080.

Prices of stamp booklets and stamp rolls

Item	Price
Booklet of 10 stamps	R20.50
Boxes of 50 (500 stamps)	R1025.00
Boxes of 100 (1 000 stamps)	R2050.00
Roll of 100 (100 stamps)	R205.00
Rolls of 100(5) (500 stamps)	R1025.00
Rolls of 100(10) (1 000 stamps)	R2050.00

Discount is granted when the below mentioned volumes of stamp booklets or rolls are bought.

Volume	Discount	Price
Boxes of 50 (500 stamps)	2%	R1004.50
Boxes of 100 (1 000 stamps)	5%	R1947.50
Rolls of 100(5) (500 stamps)	2%	R1004.50
Rolls of 100(10) (1 000 stamps)	5%	R1947.50

Product	Dimensions/Size	Rate
Box No 1	200 mm x 180 mm x 80 mm	Contact your local Post Office branch for the latest prices
Box No 2	300 mm x 230 mm x 120 mm	
Box No 3	400 mm x 230 mm x 135 mm	
Jiffy bags	Eight different sizes	
Bubble wrap roll	310 mm x 5 m	
Mailing tube	70 mm x 620 mm x 1,5 m	

Franking Machines

Remote meter-setting franking machines are postage meters which, as the name suggests, are reset by telephone, fax or modem.

- To operate a franking system customers must purchase a licence from the Post Office. The franking system also dates, seals, prints a return address and counts the envelopes.
- Postage is purchased electronically without customers having to leave their premises.
- Machine inspections are conveniently done on the customer's premises.
- All mail franked by a franking machine must be franked at the specified published rate(s).

Approved suppliers

Customers may only use only franking machines supplied by the following suppliers:

Supplier	Telephone number
Frama	(011) 463 9042
Hasler Business Systems (Ascom/Hasler/Neopost)	(011) 787 5959
Pitney Bowes/SA (Pitney Bowes)	(011) 516 9400
	(011) 516 9406
FPSA (Francotyp)	(011) 793 1654

Franking machine licence fees

Service	Fee
New licence	R159,95
Transfer of licence	R159,95
Annual renewal	R116,85
Spoiled impression fee per 100 or portion thereof of	
Small DL maxi	R18,30
Medium B5	R23,05
Large B4	R28,55

Value-added domestic letter mail service

Business Reply Service (BRS)

With the BRS, businesses can offer their customer or prospective customers the incentive to reply without having to pay postage. Two options are available: Businesses may -

- Enclose a pre-printed business reply postcard or envelope in their mailing (for samples of designs, they may contact the Regional Sales Office); or
 - Advertise a specified Freepost address and BRS number to which customers may write (no postage stamp is required).
- Businesses who use this service for the first time have to apply for the service on an application form. They also have to sign a BRS/Freepost address licence agreement available from their Regional Sales Manager, branch manager or the Internet.

A BRS licence/Freepost address licence expires annually on 31 March. Existing customers also have to renew their licences annually.

- Customers can apply for a BRS licence at their local Post Office branch or Regional Sales Office.
- The Regional Sales Manager can provide the specifications for this service.
- The BRS/Freepost address application/renewal form, as well as the licence agreement form, can be viewed and downloaded from the Internet at www.sapo.co.za.
- Before a licence can be issued, printer's proofs of the postcard or envelope should be submitted to the Regional Sales Managers for approval (printing specifications are available from the branch manager or the Regional Sales Office).
- An annual licence fee is payable in advance.
- A licensee must deposit an amount that will cover the postage and service fee likely to accrue over six weeks.
- BRS may be used with Fastmail.
- All applicants for BRS should have a private bag or a post office box to use this service.

Rates for Business Reply Service

Service	Rate	
New licence	R146,35	
Annual renewal of licence	R146,35	
Envelope Size	Ordinary mail:postage +handling fee	Fastmail: postage + handling fee
Small (DL) maxi	R2,20	R3,55
Medium (B5)	R4,30	R8,15
Large (B4)	R5,40	R9,80
Cylinder		
• 520 mm length 70 mm thickness	R5,40	R8,25
• 620 mm length 70 mm thickness	R9,35	R10,05
Parcels (excluding postage)	R4,30	No Fastmail parcels

Pro rata licence fee for Business Reply Service

April/May/June	July/Aug/Sep	Oct/Nov/Dec	Jan/Feb/March
R146,37	R109,80	R73,20	R36,60

Discount on item delivered

A discount based on the annual use (number of postal items handled each year by the Post Office and delivered to one licence number of one BRS customer) applies and is calculated as follows:

Discount per item	Number of BRS items delivered
3c	5 000 to 10 000
4c	10 001 to 20 000
6c	20 001 to 30 000
7c	30 001 to 40 000
10c	40 001 to 200 000
12c	200 001 to 400 000
15c	400 001 to 600 000
17c	600 001 to 800 000
21c	800 001 to 1 000 000
23c	1 000 001 and above

Note

- No discount is given on fewer than 5 000 postal articles.
- BRS rebates must be claimed within six months of the financial year end, i.e. 30th September. Failing to do so will result in the customer forfeiting the rebate for the relevant year.
- Contact your regional sales manager to arrange for a refund.

Domestic Registered Letter with insurance option

- The registered letter with compensation option can be used for letters that require a signature on delivery, contain something of value, or important documents such as share certificates, passports or airline tickets which require tracking and tracing from acceptance to delivery.
- A registered letter is electronically scanned, enabling it to be tracked and traced on its journey throughout the postal system.
- Compensation is payable according to the cover that was used.
- The compensation cover and Track and Trace facility are available only in the Republic of South Africa.
- This service cannot be used with Fastmail, Speed Services Couriers, Parcelplus or Securemail.

This service is available in three envelope sizes:

Envelope	Size
Small (DL)	235 mm x 120 mm x 50 g
Medium (B5)	250 mm x 176 mm x 1 kg
Large (B4)	353 mm x 250 mm x 1 kg

Basic service

- Full domestic Track and Trace
- **Free compensation for up to R100**
- Identification and signature on delivery

Options available in the service

- Optional extra insurance for up to R2 000
- Detailed proof of acceptance
- Proof of delivery
- Advice of delivery

Information

For further information, customers may contact the Regional Sales Managers.

Rates for domestic registered letters with insurance option.

Size	Postage and service fee included
Small (DL) maxi	R14,40
Medium (B5)	R16,50
Large (B4)	R17,55

Insurance fee for registered letters

Item value	Fee
Compensation up to R100,00	Free
Insurance up to R250,00	R10,15
Up to R500,00	R20,65
Up to R1 000,00	R41,45
Up to R1500,00	R61,70
Up to R2 000,00	R82,40

Other Registered Letter Products	Rate
Postage included registered envelope (235 x120mm)	R16,00
Compulsory registration	R25,95
Detailed proof of acceptance (acceptance slip)	Free
Interception of registered letter	R9,60
Proof of delivery of a recorded article	R21,95
Advice of delivery (AR card)	R4,50

Unaddressed Mail

Infomail

Infomail comprises various types of mail of an informational nature such as pamphlets, brochures, area newspapers, trade samples and householder circulars.

The following options are available for local and national delivery:

* Private bags

* Post boxes

* Street delivery in selected areas (please enquire at your regional sales office or branch office)

TYPES OF INFOMAIL

Type	Description	Dimensions	Other conditions	Delivery
Pamphlet	Unenveloped, unaddressed information/ advertising item comprising one sheet of paper folded to A5 size. (210 mm x 148 mm)	The folded pamphlet may not be thicker than 2 mm and may not weigh more than 50 g.	If the information in the pamphlet is of a sensitive nature, the pamphlet must be placed in an envelope.	Local box delivery Local street delivery National box delivery National street delivery
Brochure	Unenveloped, unaddressed, rolled or folded information/ advertising item.	May not be bigger than 353 mm x 250 mm, may not weigh more than 200 gm and may not be thicker than 5 mm.	Rolled brochures should be tied to facilitate handling. (Rolled not more than 30 mm thick)	Local box delivery Local street delivery National box delivery National street delivery
Unaddressed newspaper, eg local area newspaper	Rolled or folded item	May not be longer than 353 mm, not weigh more than 200 g and may not be thicker than 70 mm when rolled or folded	Newspapers that are rolled should be tied to facilitate handling.	Local box delivery Local street delivery National box delivery National street delivery
Trade sample	Unaddressed sample of a product.	May not be bigger than 353 mm x 250 mm x 30 mm and may not be heavier than 200g	The trade sample should be packed in such a way that it will not damage any other postal articles or injure any Post Office employee.	Local box delivery Local street delivery National box delivery National street delivery
Householder circular	The street delivery alternative for pamphlet and brochure distribution.	May not be bigger than 120 mm x 235 mm, may not weigh more than 50 g and may not be thicker than 5 mm	The articles may be in partially and/or fully sealed envelopes or wrapping. Parcels do not form part of this service. The articles must be addressed to the box holder, householder or similar addressee with an indication that postage has been pre-paid.	Local box delivery Local street delivery National box delivery National street delivery

INFOMAIL RATES

Type of mail	Rate
Pamphlets Local (in Post Office region) Post box or private bag Street delivery	 R0,08 R0,10
National Post box or private bag Street delivery	 R0,12 R0,15
Brochures Local (in Post Office region) Post box or private bag Street delivery	 R0,14 R0,16
National Post box or private bag Street delivery	 R0,25 R0,27
Trade samples Local (in Post Office region) Postbox or private bag Street delivery	 R0,18 R0,20
National Postbox or private bag Street delivery	 R0,30 R0,34
Household circulars Local (in Post Office region) Postbox or private bag Street delivery	 R0,24 R0,26
National Post box or private bag Street delivery	 R0,32 R0,34
Area newspapers (unaddressed) Local (in Post Office region) Post box or private bag Street delivery	 R0,18 R0,20
National Post box or private bag Street delivery	 R0,30 R0,34

Domestic Bulk Letter Mail

Unsorted Bulk Mail

- This service is suitable for individuals and businesses that post 100 or more unsorted domestic articles at a time for delivery in South Africa.
- The mail must be handed in at a mail centre or designated Post Office counter (enquire at your Post Office Regional Sales Office or call the Customer Care Line).
- The articles must all bear an indication that postage has been prepaid (stamp, franking-machine impression, etc).
- The articles must all face one way and be tied in bundles.

Rebate is normally not granted on unsorted bulk mail

however, optical character reader (OCR) rebates may apply if OCR facilities are available at the centre where the mail is handed in and certain requirements are met.

Requirements for rebates on OCR-compliant unsorted Bulk Mail

- The mail may be handed in only at the major mail centres with Optical Character Reader facilities.
 - The quality of the postcodes on the unsorted bulk mail must be such that it can be sorted successfully by the Optical Character Reader at the mail centre where it is handed in.
- For specifications contact your Regional Sales Manager.

Pre-sorted Bulk Mail

- This service is suitable for businesses that post at least 1 000 pre-sorted articles at a time for delivery in South Africa.
- Rebate on the postage is granted (subject to operational changes) if the consignments meet the set criteria:
- The business' address list or database must be checked by Addresscheck and achieve a grading of 97 to 100 per cent (enquire at your Post Office Regional Sales Office or call the Customer Care Line about Addresscheck) .
- The checking must be done every six months or more frequently if the Post Office requires this.
- Customers who have 10 000 or fewer records in their database need to check their database only once a year.
- All official payment methods, except postage stamps, may be used - no rebate is granted on articles with postage stamps.
- The mail must be sorted in direct trays, direct bundles or qualify as OCR mail.
- The quantity stated must be correct.
- Franking-machine mail must be posted on the date indicated on the franking-machine impressions.
- Consignments may not be combined, e.g. customer A and customer B may not post joint consignments through a third party such as a mailing house.
- Consignments must be handed in at mail centres or designated Post Office bulk mail branches during normal business hours or by special arrangement.
- The entire consignment must be handed in at the same time and at the same place.
- An official, correctly completed bulk mail delivery note (e-BDN) must accompany every consignment.
- The Address check grading certificate must accompany the consignment if rebate is claimed.
- Each consignment must pass the Post Office's revenue protection inspection (postage, quality, quantity and Address check grading).

Direct-Destination tray

- The contents per tray must be destined for one postcode only.
- The letters in a full tray need not be bundled.
- The letters in a tray must all face the same way.
- Rebate is only granted on full trays. A tray is full if a flat hand can just be inserted at one end of the tray.
- Residue from full trays must be made up in direct-destination bundles, if possible, or as unsorted mail
- Roll-tainers and minitainers must all be clearly labelled with a Track and Trace label.
- If there are enough trays for one postcode destination, these trays must be placed in a roll-tainer and the label on the roll-tainer must indicate the type of sort and the final destination.
- If there are not enough trays for one postcode destination to fill a roll-tainer, these trays must be placed in a roll-tainer together with other trays for the same sorting line (please enquire at your Post Office Regional Sales Office or call the Customer Care Line for information about sorting lines).

Direct destination bundle

- Direct-destination bundles contain standard (DL) letters for only one postcode.
- Direct-bundle mail must be faced and tied in bundles of at least 10 letters.
- Residue from bundles must be made up as unsorted mail.
- Bundles for the same route or sorting line must be packed in a tray.
- Trays with bundles for various destinations must be marked Direct Bundle Sort (Mixed)
- Trays must be packed in roll-tainers.
- Roll-tainers must be clearly labelled with a Track and Trace label for the relevant route, sorting line or destination hub.
- If there are enough direct-bundle trays for a route or sorting line, the trays must be placed in a roll-tainer and the roll-tainer must be labelled Direct Bundle Sort.

Rebate on bulk mail

Type of mail	Direct-destination tray 97-100% grading	Direct-destination bundle 97-100% grading	OCR-readable 97-100% grading
Standard DL maxi (small)	R0,24	R0,19	R0,15
Nonstandard B5 (medium) B4 (large)	R0,39	R0,29	N/A

ADDRESSED ADVERTISING MAIL

Advertising mail is addressed mail in a minimum consignment of 1 000 articles per size and mass category, of which the content is exclusively of an advertising nature.

- Advertising mail may not include any additional items related to previous business with the addressee, such as invoices, monthly statements, etc.
- The mail must **contain a response device approved by the Post Office**, eg a Business Reply Service item, a Freepost address, an addressed response coupon or clear encouragement to reply to the offer by mail.
- The mail response options should be given the same prominence as the other means of response recommended.
- The Post Office's Regional Sales Office must approve the advertising mail before posting.
- A complete sample of the mailing and the official approval must be presented when the consignment is posted.

ADDRESSED PROMOTIONAL MAIL

Promotional mail is addressed mail in a minimum consignment of 1 000 articles per size and mass category, of which the content is solely of a promotional nature.

- It includes teasers or advance mailings to warn a customer of the impending arrival of another advertising or promotional item.
- The same requirements as for advertising mail apply to promotional mail, except that a Business Reply Service is not a prerequisite.

MAGMAIL

Magmail is addressed mail in a minimum consignment of 1 000 articles per size and mass category. The service is specifically intended for the newspaper and magazine industry.

- The contents of Magmail are publications or printed matter intended for public sale or distribution.
- The publication has to be printed at least quarterly, identified as a magazine or a newspaper and should consist of news, opinions, illustrations, articles, editorials and advertising.
- Magmail has a unique logo that sets it apart from the other services.
- Magmail items may only be handed in at hubs/mail centres as specified by the Regional Sales Manager before the cut-off times for acceptance of bulk mail.
- The logo must preferably be placed in the upper left-hand corner of the article on the opposite side of the Permit mail insignia and must not be closer than 15 mm from the top and left-hand side.
- If the 'permit mail' insignia is placed in the left-hand corner, the Magmail logo must be in the opposite corner at the top.
- On a B4-size envelope, the logo must be 60 mm x 80 mm with the longest sides to the left and right of the logo.

- On a DL/B5-size envelope, the logo must be 25 mm x 35 mm with the same measurements from the top and left-hand side as for the other envelope sizes.

The following colours must be used for full-colour printing:

- Red: Pantone 485C (100% magenta, 91% yellow)
- Blue: Pantone 293C (100% cyan, 56% magenta)
- Black-and-white printing of the logo will also be allowed where the colour printing is replaced with 100% black.
- To qualify for the Magmail rate, all the envelopes/wrappers of items must bear the unique Magmail logo and a Permit Mail impression.
- The Regional Sales Office must approve all Magmail before posting.

RATES FOR MAGMAIL, AND ADVERTISING

Type of mail	Ordinary mail	Fastmail
Advertising mail/Magmail (bulk mail only) [min 1 000 items per category, per consignment] Small (DL) maxi Medium (B5) Large (B4)	R1,70 R2,90 R4,35	R3,35 R7,90 R9,55
Note Approval from the Regional Sales Manager is required for Magmail. Please address enquiries about this product to the Regional Sales Manager.		
RATES FOR ADDRESSED PROMOTIONAL MAIL Addressed Promotional Mail APML (bulk mail only) [min 1 000 items per category, per consignment] Small (DL) maxi Medium (B5) Large (B4)	R1,80 R3,00 R4,40	N/A N/A N/A
Note Approval from the Regional Sales Manager is required for promotional mail. Please address enquiries about this product to the Regional Sales Manager.		

DOMESTIC PARCEL SERVICE

Ordinary parcel

An ordinary parcel is any postal item that is bigger than 353 x 250 x 30 mm and/or weighs more than 1 kg. The maximum length is 1 m and the length plus girth may not be more than 2 m

The domestic counter-to-counter parcel service (ordinary parcel) is the most economical way to send a parcel. Customers can send parcels from any Post Office counter to any other Post Office counter in the country.

Econoparcel

An Econoparcel is a parcel that is not bigger than 458 x 324 x 100 mm and does not weigh more than 1 kg.

Value-added parcel service

Insurance

Insurance is available at a rate of 2% of the declared value to a maximum of R5 000.

Cash on delivery (COD)

The COD option provides for money to be collected for the parcel on the customer's behalf.

DOMESTIC PARCEL RATES (non regulated tariffs subject to change)

Product	Rate
Ordinary parcel (counter to counter)	R25,80 for the first kg R 3,45 for each additional kg of part of a kg
Econoparcel	R15,50
Cash-on-delivery (COD) charges (in addition to the parcel rate)	R15,35 per parcel
Intercepting a parcel	R17,65 per parcel
Reducing or increasing the trade charge on a parcel	R14,30 per parcel

International Mail

International letter and parcel services are available worldwide, either by air mail or by surface mail.

Types of international mail

Type	Description
Aerograms	Special prepaid air-mail letters consisting of one lightweight folded sheet of paper that can be sealed. No enclosures are permitted.
Postcards	Cards used to post unenclosed messages and greetings.
Small letters	Private and business letters up to 50 g and no bigger than 120 x 235 x 5 mm.
Medium letters	Private and business letters up to 250 g and no bigger than 250 x 176 x 10 mm.
Large letters	Private and business letters up to 300 g and 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	Used to post goods and material up to 30 kg. The maximum mass differs from country to country.
Registered mail	A separately streamed service with added security for letter post items.
Direct publisher's bags (M Bags)	Bags used for air-mail or surface mail transport of printed matter to the same addressee at the same address. A minimum rate for 5 kg applies to each bag. The mass of each item in the bag must not be more than 2 kg.

Value-added international mail services

Value-added options include express delivery, registration, insurance and advice-of-delivery (AR). As these add-on services are not available to all countries or for some categories of mail, enquiries should be made at Post Office branches to find out if they are available in each case. Insured and registered items must be posted at Post Office counters and not in street post-boxes. For insured items, the tellers must check the maximum insured amount allowed to the country of destination on the point of sale system as this differs from country to country.

International reply coupons

The international reply coupon service enables customers to pre-pay 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 to be pre-paid on an air-mail letter. The coupons cost R15,40 and are available at Post Office branches.

Registration

Letters and small packets may be registered but not insured in the international mail service.

CUSTOMS AND EXCHANGE CONTROL

Exchange control regulations

Exchange control regulations apply equally to postal items as they do to other exports. Generally, items worth more than R1 000,00 require specific export documents to be completed.

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 are basic requirements for the various categories of mail.

Article/contents category	Customs documentation
Letters and small parcels	
Letters not containing merchandise, aérograms, greeting cards and postcards	No customs documentation is required.
Small parcels weighing up to 2 kg with contents worth less than R2 000	Attach a fully completed CN22 green customs sticker.
Small parcels up to 2 kg with contents worth more than R2 000	Attach customs forms appropriate to the country of destination. Consult the list overleaf.
Large parcels	
All large parcels	CN23, CP71 or PP4 as required for individual destinations. Consult the list overleaf.
Direct publisher's bags (M bags)	
Up to R2 000	Attach a fully completed CN22 sticker.
More than R2 000	Attach CN22 and CN23 or PP4 as required by individual destinations.

Insurance

There is no insurance option for international letter mail. It may only be registered.

Letter post rates

Category	Airmail		Surface mail		Maximum size	Maximum thickness	Minimum mass	Maximum mass
	Southern Africa	Rest of the world	Southern Africa	Rest of the world				
Aerograms (per item)	3.15	3.15			120 x 235 mm	No enclosures permitted		10 g
Postcards (per item)	4.20	4.20	2.55	2.55	120 x 235 mm	Must not be enveloped		10 g
Small letters (per item)	3.70	4.90	3.20	4.15	120 x 235 mm	5 mm		50 g
Medium letters (per item)	13.70	16.40	11.00	12.45	250 x 176 mm	10 mm		250 g
Large letters (per item)	21.25	27.90	17.35	18.65	353 x 250 mm	30 mm		300 g
Small parcels (per 100 g)	11.95	21.20	9.30	10.65	Length, width and depth combined may not exceed 900 mm, and the greatest dimension may not exceed 600 mm.**			2 kg
Direct publishers bags (per kg)	45.60	138.40	22.80	27.35	Length + girth may not exceed 2m, maximum length may not exceed 1,05m.			20 kg
Registration fee (per item)	19.60	19.60	19.60	19.60				
Express delivery fee (per item)	22.15	22.15	22.15	22.15				
International reply coupon	16.25	16.25	16.25	16.25				

Note

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

* Enquire at your Local Post Office store for details of any service suspensions.

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

** If in roll form, length plus twice the diameter may not exceed 1 040 mm, and the greatest dimension may not exceed 900 mm.

*** A minimum price for 5 kg applies.

International mail, Continued

Large parcel rates (all prices shown in Rands)

PARCEL CHARGING ZONE		AIR MAIL		SURFACE MAIL	
	Zone coverage #	Rate per parcel	Plus rate per 100g or part thereof	Rate per parcel	Plus rate per 100g or part thereof
Zone A	Botswana, Comoros, Kenya, Namibia, Seychelles, Swaziland, Ascension and St Helena	76,90	2,35	73,00	0,90
Zone B	Angola, Lesotho, Madagascar, Mozambique, Réunion, Rwanda, Uganda, Zambia and Zimbabwe	113,45	2,95	113,40	1,85
Zone C	Northern Africa and the Middle East. Major destinations in this zone include Israel, Nigeria and Ghana.	113,40	10,60	105,65	2,95
Zone D	Europe, Russian Federation and former USSR states. Major destinations in this zone include Austria, Germany, Great Britain, France, Italy, Netherlands and Switzerland.	117,35	9,70	110,85	2,10
Zone E	Americas and the Caribbean (except Canada). Major destinations in this zone include the United States of America.	87,35	15,10	87,35	3,35
Zone F	Asia Pacific and Canada. Major destinations in this zone include Australia, Canada, China, Japan and New Zealand.	83,40	13,55	81,55	2,05

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

Maximum dimensions

The length and girth may not be more than 2 metres and the maximum length not more than 1 metre.

More details

Please enquire at your local Post Office for more details about any service suspensions.

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

Country	Zones		Customs docs for parcels	Country	Zones		Customs docs for parcels
	Letter post	Parcel post			Letter post	Parcel post	
Afghanistan	ROW	F	CN23 CP71	France	ROW	D	CN23 CP71
Algeria	ROW	C	CN23 CP71	French Guiana	ROW	E	CN23 CP71
Albania	ROW	D	CN23 CP71	Gabon	SA	C	CN23 CP71
Angola	SA	B	CN23 CP71	Gambia	ROW	C	PP4
Andorra	ROW	D	CN23 CP71	Germany	ROW	D	CN23 CP71
Antigua/Bar	ROW	E	PP4	Georgia	ROW	D	CN23 CP71
Armenia	ROW	D	CN23 CP71	Ghana	ROW	E	PP4
Argentina	ROW	E	CN23 CP71	Great Britain	ROW	D	PP4
Ascension	ROW	A	PP4	Greece	ROW	D	CN23 CP71
Austria	ROW	D	CN23 CP71	Grenada	ROW	E	PP4
Australia	ROW	F	PP4	Guatemala	ROW	E	CN23 CP71
Azerbaijan	ROW	D	CN23 CP71	Guinea Bissau	ROW	C	CN23 CP71
Azores	ROW	D	CN23 CP71	Guinea Rep	ROW	C	CN23 CP71
Bahamas	ROW	E	PP4	Guyana	ROW	E	PP4
Bahrain	ROW	C	PP4	Haiti	ROW	E	CN23 CP71
Bangladesh	ROW	F	CN23 CP71	Hawaii	ROW	E	PP4
Barbados	ROW	E	CN23 CP71	Honduras	ROW	E	CN23 CP71
Belize	ROW	E	PP4	Hong Kong	ROW	F	PP4
Belgium	ROW	D	CN23 CP71	Hungary	ROW	D	CN23 CP71
Byelorussia	ROW	D	CN23 CP71	Iceland	ROW	D	CN23 CP71
Benin	ROW	C	CN23 CP71	Indonesia	ROW	F	CN23 CP71
Bermuda	ROW	E	PP4	India	ROW	F	CN23 CP71
Bhutan	ROW	F	CN23 CP71	Iran	ROW	F	CN23 CP71
Bolivia	ROW	E	CN23 CP71	Iraq	ROW	F	CN23 CP71
Bosnia	ROW	D	CN23 CP71	Ireland	ROW	D	PP4
Botswana	SA	A	PP4	Israel	ROW	C	CN23 CP71
Brazil	ROW	E	CN23 CP71	Italy	ROW	D	CN23 CP71
Bulgaria	ROW	D	CN23 CP71	Ivory Coast	ROW	C	CN23 CP71
Burundi	SA	C	CN23 CP71	Jamaica	ROW	E	PP4
Burkina Faso	ROW	C	CN23 CP71	Japan	ROW	F	CN23 CP71
Brunei/Dar	ROW	F	PP4	Jordan	ROW	C	CN23 CP71
Cameroon	ROW	C	CN23 CP71	Kazakhstan	ROW	D	CN23 CP71
Cambodia	ROW	F	CN23 CP71	Kenya	SA	A	PP4
Canada	ROW	F	PP4	Kiribati	ROW	F	PP4
Cape Verde	ROW	C	CN23 CP71	Korea North	ROW	F	CN23 CP71
Central Africa	ROW	C	CN23 CP71	Korea South	ROW	F	CN23 CP71
Chad	ROW	C	CN23 CP71	Kuwait	ROW	C	CN23 CP71
Chile	ROW	E	CN23 CP71	Kyrgyzstan	ROW	D	CN23 CP71
China Peo. Re	ROW	F	PP4	Laos	ROW	F	CN23 CP71
Colombia	ROW	E	CN23 CP71	Latvia	ROW	D	CN23 CP71
Comoros	SA	A	CN23 CP71	Lesotho	SA	B	PP4
Congo (DRC)	SA	C	CN23 CP71	Lebanon	ROW	C	CN23 CP71
Congo (PR)	SA	C	CN23 CP71	Liberia	ROW	C	CN23 CP71
Costa Rica	ROW	E	CN23 CP71	Libya	ROW	C	CN23 CP71
Croatia	ROW	D	CN23 CP71	Liechtenstein	ROW	D	CN23 CP71
Cuba	ROW	E	CN23 CP71	Lithuania	ROW	D	CN23 CP71
Cyprus	ROW	D	PP4	Luxembourg	ROW	D	CN23 CP71
Czech Rep.	ROW	D	CN23 CP71	Macao	ROW	F	PP4
Denmark	ROW	D	CN23 CP71	Macedonia	ROW	D	CN23 CP71
Djibouti	ROW	C	CN23 CP71	Madagascar	SA	B	CN23 CP71
Dodecanese Is	ROW	D	CN23 CP71	Malawi	SA	A	PP4
Dominica	ROW	E	PP4	Mali	ROW	C	CN23 CP71
Dominican R.	ROW	E	CN23 CP71	Malta	ROW	D	PP4
Dubai	ROW	C	PP4	Malaysia	ROW	F	CN23 CP71
Ecuador	ROW	E	CN23 CP71	Maldives	ROW	F	CN23 CP71
Egypt	ROW	C	CN23 CP71	Mauritius	SA	A	PP4
El Salvador	ROW	E	CN23 CP71	Mauritania	ROW	C	CN23 CP71
Equator Gui.	ROW	C	CN23 CP71	Mexico	ROW	E	PP4
Estonia	ROW	D	CN23 CP71	Moldova	ROW	D	CN23 CP71
Ethiopia	ROW	C	CN23 CP71	Monaco	ROW	D	CN23 CP71
Fiji	ROW	F	PP4	Mongolia	ROW	F	CN23 CP71
Finland	ROW	D	CN23 CP71	Morocco	ROW	C	CN23 CP71
				Mozambique	SA	B	PP4 + CP71
				Myanmar	ROW	F	PP4

Country	Zones		Customs docs for parcels	Country	Zones		Customs docs for parcels
	Letter post	Parcel post			Letter post	Parcel post	
Namibia	SA	A	PP4	Sri Lanka	ROW	F	PP4
Nauru	ROW	F	PP4	St. Christopher	ROW	E	PP4
Nepal	ROW	F	CN23 CP71	St. Helena	ROW	A	PP4
Netherlands	ROW	D	CN23 CP71	St. Vincent	ROW	E	PP4
New Zealand	ROW	F	PP4	Sudan	ROW	C	CN23 CP71
Nicaragua	ROW	E	CN23 CP71	Suriname	ROW	E	CN23 CP71
Niger	ROW	C	CN23 CP71	Swaziland	SA	A	PP4
Nigeria	ROW	C	PP4	Sweden	ROW	D	CN23 CP71
Norway	ROW	D	CN23 CP71	Switzerland	ROW	D	CN23 CP71
Oman	ROW	C	PP4	Syria	ROW	C	CN23 CP71
Pakistan	ROW	F	CN23 CP71	Taiwan	ROW	F	CN23 CP71
Panama	ROW	E	CN23 CP71	Tajikistan	ROW	D	CN23 CP71
Papua N G	ROW	F	PP4	Tanzania	SA	A	CN23 CP71
Paraguay	ROW	E	CN23 CP71	Thailand	ROW	F	PP4
Peru	ROW	E	CN23 CP71	Togo	ROW	C	CN23 CP71
Philippines	ROW	F	PP4	Tonga	ROW	F	PP4
Poland	ROW	D	CN23 CP71	Trinidad	ROW	E	PP4
Portugal	ROW	D	CN23 CP71	Tunisia	ROW	C	CN23 CP71
Qatar	ROW	C	PP4	Turkey	ROW	C	CN23 CP71
Reunion	SA	B	CN23 CP71	Turkmenistan	ROW	D	CN23 CP71
Romania	ROW	D	CN23 CP71	Tuvalu	ROW	F	PP4
Russia	ROW	D	CN23 CP71	Uganda	SA	B	CN23 CP71
Rwanda	SA	B	CN23 CP71	United Arab	ROW	C	PP4
Samoa West	ROW	F	PP4	Ukraine	ROW	D	CN23 CP71
SaoTome	ROW	C	CN23 CP71	UK	ROW	D	PP4
Saudi Arabia	ROW	C	CN23 CP71	USA	ROW	E	PP4
Senegal	ROW	C	CN23 CP71	Uruguay	ROW	E	CN23 CP71
Serbia & Montenegro				Uzbekistan	ROW	D	CN23 CP71
	ROW	D	CN23 CP71	Vanuatu	ROW	F	PP4
Seychelles	SA	A	PP4	Vatican City	ROW	D	CN23 CP71
Sierra Leone	ROW	C	PP4	Venezuela	ROW	E	CN23 CP71
Singapore	ROW	F	PP4	Vietnam	ROW	F	CN23 CP71
Slovakia	ROW	D	CN23 CP71	Virgin Is USA	ROW	E	PP4
Slovenia	ROW	D	CN23 CP71	Yeme	ROW	C	CN23 CP71
Solomon Is.	ROW	F	PP4	Yugoslavia	ROW	D	CN23 CP71
Somalia	Service suspended			Zambia	SA	B	PP4
Spain	ROW	D	CN23 CP71	Zimbabwe	SA	B	PP4

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.

Speed Services Couriers

Speed Services Couriers provides the most extensive express courier network in Southern Africa. Please enquire at Post Office counters for prices.

Speed Services Couriers' service options

Counter-to-counter delivery	From a Post Office branch, for overnight delivery to the receiver's post box, private bag or a counter at a particular Post Office branch
Counter-to-door delivery	From a Post Office branch, for door delivery by 10:30 the next morning
Door-to-counter delivery	Collected from the sender's door for overnight delivery to a Post Office counter, the receiver's post box or private bag
Door-to-door delivery	Collected from the sender's door for overnight delivery to the receiver's door by 10:30 the following morning
Same-day courier service	Door delivery on the same day as the collection. Collection from a Post Office or a sender's door. This service is only available between major centres and is subject to flight availability.
Early bird delivery	From a Post Office or a sender's door and delivered to the receiver's door by 9:00 the following morning. This service is only available in major centres
Saturday service	Door collection or delivery between 9:00 and 12:00 on a Saturday. Unless Saturday Service is specifically selected, items handed in on Friday will be delivered on Monday.
After hours	Door deliveries or collections after 18:00 on weekdays, 12:00 on Saturdays to 8:00 Mondays and public holidays. This service is only available in major centres.

Additional domestic services

Track and Trace	All recorded and courier items are computer coded and tracked to their destinations. A unique bar code number is all that is required to trace an item through our system. This unique code appears on the customer's portion of the Track and Trace label issued when the item is handed in at a Post Office counter or collected at your door.
Insurance and liability cover	While every care is taken during handling and transport of goods, all items are subject to Speed Services Couriers' trading conditions. Maximum liability is limited. In the event of loss or damage due to negligence on the part of Speed Services Couriers, liability is limited to a maximum of R50,00 (fifty rand) per consignment. Additional liability cover is available at nominal premiums
Proof of delivery	Proof of delivery is available from Speed Services Couriers' Helpline consultants, who will provide telephonic or hard copy confirmation of time, date and receiver's details. No proof of delivery is available for post box or private bag deliveries.

Speed Services Couriers

- Maximum dimensions allowed for documents are 353 mm X 250 mm X 30 mm.
- Maximum mass allowed for documents is 1 kg.

Speed Services Couriers: Documents

A document is any form of written communication or article that is addressed to a specific person, or persons or a specific address; and must be conveyed by other than electronic means.

International destination countries and zone classification

Country Gateway city	Zone	Transit time		Country Gateway city	Zone	Transit time	
		Docs	Non docs			Docs	Non docs
A				Cape Verde Islands Praja	H	4-5	5-6
Afghanistan Kabul	H	3-4	4-5	Caribbean Islands -	H	4-5	5-6
Aland	E	3-4	4-5	Cayman Islands George Town	H	3-4	4-5
Mariehamn	G	3-4	4-5	Central African Republic Bangui	H	3-4	4-5
Albania Tirana	H	3-4	4-5	Chad Njamena	H	3-4	4-5
Algeria Algiers	G	3-4	4-5	Channel Islands Guernsey	E	2-3	3-4
American Samoa Pago Pago	H	3-4	4-5	Chile Santiago	H	3-4	4-5
Andorra Andorra la Vella	E	3-4	4-5	China Beijing	G	3-4	4-5
Angola Luanda	G	3-4	4-5	Christmas Island -	H	4-5	5-6
Anguilla The Valley	H	3-4	4-5	Cocos & Keeling Islands -	H	4-5	5-6
Antigua & Barbuda St. Johns	H	3-4	4-5	Colombia Bogotá	H	3-4	4-5
Argentina Buenos Aires	H	3-4	4-5	Comores Moroni	H	3-4	4-5
Armenia Yerevan	G	3-4	4-5	Congo Brazzaville	H	3-4	4-5
Aruba Oranjestad	H	3-4	4-5	Cook Islands Avarua on Rarotonga	H	4-5	5-6
Ascension Georgetown	H	3-4	4-5	Costa Rica San José	H	3-4	4-5
Australia Sydney	F	3-4	4-5	Croatia Zagreb	G	3-4	4-5
Austria Vienna	F	2-3	3-4	Cuba Havana	H	4-5	5-6
Azerbaijan Baku	G	4-5	4-5	Curaçao Willemstad	H	4-5	5-6
Azores Ponta Delgada	H	4-5	5-6	Cyprus Nicosia	E	3-4	4-5
B				Czech Republic Prague	G	3-4	4-5
Bahamas Nassau	H	3-4	4-5	D			
Bahrain Manama	G	3-4	4-5	Democratic Republic of Congo Kinshasa	H	3-4	4-5
Bangladesh Dhaka	H	3-4	4-5	Denmark Copenhagen	F	2-3	3-4
Barbados Bridgetown	H	3-4	4-5	Djibouti Djibouti	G	4-5	5-6
Belarus Minsk	H	3-4	4-5	Dominica Roseau	H	3-4	4-5
Belgium Brussels	E	2-3	3-4	Dominican Republic Santo Domingo	H	3-4	4-5
Belize Belmopan	H	3-4	4-5	E			
Benin Porto Novo	H	3-4	4-5	East Timor (See Indonesia)			
Bermuda Hamilton	H	3-4	4-5	Ecuador Quito	H	3-4	4-5
Bhutan Thimphu	H	4-5	5-6	Egypt Cairo	G	3-4	4-5
Bolivia La Paz	H	3-4	4-5	El Salvador San Salvador	H	3-4	4-5
Bonaire Willemstad	H	4-5	5-6	Equatorial Guinea Malabo	H	5-6	6-7
Bosnia & Herzegovina Sarajevo	G	3-4	4-5	Eritrea Asmara	H	5-6	5-6
Botswana Gaborone	A	1-2	2-3	Estonia Tallinn	H	3-4	4-5
Brazil Brasilia	G	3-4	4-5	Ethiopia Addis Ababa	H	4-5	5-6
British Virgin Islands Road Town	H	4-5	5-6	F			
Brunei Bandar Seri Begawan	H	3-4	4-5	Faeroes Torshavn	H	4-5	5-6
Bulgaria Sofia	G	3-4	4-5	Falkland Islands Stanley	H	5-6	6-7
Burkina Faso Ouagadougou	H	4-5	5-6	Fiji Suva	H	4-5	5-6
Burma (Myanmar) Rangoon	H	4-5	5-6	Finland Helsinki	F	2-3	3-4
Burundi Bujumbura	D	3-4	4-5	France Paris	E	2-3	3-4
C				French Guiana Cayenne	H	3-4	4-5
Cambodia Phnom Penh	H	4-5	5-6	French Polynesia Papeete	H	4-5	5-6
Cameroon Yaounde	G	4-5	5-6	G			
Canada Ottawa	G	2-3	3-4	Gabon Libreville	H	4-5	5-6
Canary Islands Las Palmas	G	3-4	4-5	Gambia, The			

Country	Gateway city	Zone	Transit time		Country	Gateway city	Zone	Transit time	
			Docs	Non docs				Docs	Non docs
	Banjul	G	4-5	5-6		Beirut	F	3-4	4-5
	Gaza & Khanyunis					Lesotho			
	Gaza	H	5-6	6-7		Maseru	A	1-2	2-3
	Georgia					Liberia			
	Tbilisi	G	3-4	4-5		Monrovia	H	4-5	5-6
	Germany					Libya			
	Berlin	F	2-3	3-4		Tripoli	H	4-5	5-6
	Ghana					Liechtenstein			
	Accra	G	3-4	4-5		Vaduz	E	3-4	4-5
	Gibraltar					Lithuania			
	Gibraltar	H	3-4	4-5		Vilnius	H	3-4	4-5
	Greece					Luxembourg			
	Athens	E	2-3	3-4		Luxembourg	E	2-3	3-4
	Greenland					M			
	Nuuk (Godthåb)	H	4-5	5-6		Macau			
	Grenada					Macau	F	3-4	4-5
	St. George's	H	4-5	5-6		Macedonia			
	Guadeloupe					Skopje	H	4-5	5-6
	Pointe-a-Pitre	H	4-5	5-6		Madagascar			
	Guam					Antananarivo	G	3-4	4-5
	Agaña	H	4-5	5-6		Madeira			
	Guatemala					Funchal	H	4-5	5-6
	Guatemala City	H	4-5	5-6		Malawi			
	Guernsey (See Channel Islands)					Lilongwe	C	2-3	3-4
	Guinea					Malaysia			
	Conakry	H	4-5	5-6		Kuala Lumpur	F	3-4	4-5
	Guinea-Bissau					Maldives			
	Bissau	H	4-5	5-6		Male	H	3-4	4-5
	Guyana					Mali			
	Georgetown	H	3-4	4-5		Bamako	G	4-5	5-6
H						Malta			
	Haiti					Valletta	G	3-4	4-5
	Port-au-Prince	H	4-5	5-6		Marshall Islands			
	Heard & McDonald Islands					Majuro	H	5-6	6-7
	Edmonton	H	4-5	5-6		Martinique			
	Honduras					Fort-de-France	H	4-5	5-6
	Tegucigalpa	H	4-5	5-6		Mauritania			
	Hong Kong					Nouakchott	H	4-5	5-6
	Kowloon	F	3-4	4-5		Mauritius			
	Hungary					Port Louis	C	2-3	3-4
	Budapest	G	3-4	4-5		Mayotte			
I						Dzaoudzi	C	2-3	3-4
	Iceland					Mexico			
	Reykjavik	H	3-4	4-5		Mexico City	G	3-4	4-5
	India					Micronesia			
	Delhi	G	3-4	4-5		Palikir	H	5-6	6-7
	Indonesia					Moldova			
	Jakarta	G	3-4	4-5		Chisinau	H	3-4	4-5
	Iran					Monaco			
	Tehran	H	4-5	5-6		Monte Carlo	E	2-3	3-4
	Iraq					Mongolia			
	Baghdad	H	4-5	5-6		Ulan Bator	H	4-5	5-6
	Ireland, Republic of					Montserrat			
	Dublin	E	2-3	3-4		Brades (Plymouth)	H	3-4	4-5
	Isle of Man					Morocco			
	Douglas	E	2-3	3-4		Rabat	H	3-4	4-5
	Israel					Mozambique			
	Jerusalem	F	2-3	4-5		Maputo	C	1-2	2-3
	Italy					Myanmar (Burma) (See Burma)			
	Rome	E	2-3	3-4		N			
	Ivory Coast (Côte D'Ivoire)					Namibia			
	Abidjan	G	3-4	4-5		Windhoek	B	1-2	2-3
J						Nauru			
	Jamaica					Yaren	H	5-6	6-7
	Kingston	H	4-5	5-6		Nepal			
	Japan					Kathmandu	H	4-5	5-6
	Tokyo	G	2-3	3-4		Netherlands			
	Jersey (See Channel Islands)					Amsterdam	E	2-3	3-4
	Jordan					Netherlands Antilles			
	Amman	H	2-3	3-4		Willemstad	H	3-4	4-5
K						Nevis (See St. Kitts & Nevis)			
	Kazakhstan					New Caledonia			
	Astana	G	4-5	5-6		Nouméa	G	4-5	5-6
	Kenya					New Zealand			
	Nairobi	C	1-2	2-3		Wellington	G	3-4	4-5
	Kiribati					Nicaragua			
	Tarawa	H	4-5	5-6		Managua	H	4-5	5-6
	Kuwait					Niger			
	Kuwait City	G	3-4	4-5		Niamey	H	4-5	5-6
	Kyrgyzstan					Nigeria			
	Bishkek	G	4-5	5-6		Lagos	G	3-4	4-5
L						Niue			
	Laos					Alofi	H	4-5	5-6
	Lao	H	5-6	6-7		Pyongyang	H	4-5	5-6
	Latvia					Northern Ireland	D	2-3	3-4
	Riga	H	3-4	4-5		Northern Mariana Islands			
	Lebanon					Saipan	H	4-5	5-6
						Norway			

Country	Zone	Transit time		Country	Zone	Transit time	
Gateway city		Docs	Non docs	Gateway city		Docs	Non docs
O							
Oslo	F	2-3	3-4	St. Pierre	H	4-5	5-6
Oman				St. Vincent & The Grenadines			
Muscat	G	3-4	4-5	Kingstown	H	4-5	5-6
P				Sudan			
Pakistan				Khartoum	H	4-5	5-6
Islamabad	H	3-4	4-5	Suriname			
Palau				Paramaribo	H	4-5	5-6
Koror	H	4-5	5-6	Swaziland			
Panama				Mbabane	A	1-2	2-3
Panama City	H	3-4	4-5	Sweden			
Papua New Guinea				Stockholm	E	2-3	3-4
Port Moresby	H	4-5	5-6	Switzerland			
Paraguay				Berne	F	2-3	3-4
Asunción	H	3-4	4-5	Syria			
Peru				Damascus	H	3-4	4-5
Lima	H	3-4	4-5	T			
Philippines				Tahiti			
Manila	G	3-4	4-5	Papeete	H	4-5	5-6
Pitcairn Islands				Taiwan			
Adamstown	H	5-6	6-7	Taipei	F	3-4	4-5
Poland				Tajikistan			
Warsaw	G	3-4	4-5	Dushanbe	G	4-5	5-6
Portugal				Tanzania			
Lisbon	E	2-3	3-4	Dar Es Salaam	D	2-3	3-4
Puerto Rico				Thailand			
San Juan	H	3-4	4-5	Bangkok	F	3-4	4-5
Q				Togo			
Qatar				Lomé	H	4-5	5-6
Doha	G	3-4	4-5	Tonga			
R				Tongatapu	H	4-5	5-6
Réunion Island				Trinidad & Tobago			
St. Denis	G	3-4	4-5	Port of Spain	H	4-5	5-6
Romania				Tunisia			
Bucharest	G	3-4	4-5	Tunis	H	3-4	4-5
Russian Federation				Turkey			
Moscow	G	5-6	5-6	Ankara	E	3-4	4-5
Rwanda				Turkmenistan			
Kigali	D	4-5	5-6	Ashkhabad	G	4-5	5-6
S				Turks & Caicos Islands			
Saipan				Grand Turk	G	4-5	5-6
-	H	5-6	6-7	Tuvalu			
San Marino				Funafuti	H	5-6	6-7
San Marino	E	3-4	4-5	U			
Sao Tomé & Príncipe				Uganda			
Sao Tomé	H	5-6	6-7	Kampala	D	2-3	3-4
Saudi Arabia				Ukraine			
Riyadh	G	3-4	4-5	Kiev	G	3-4	4-5
Senegal				United Arab Emirates (UAE)			
Dakar	G	4-5	5-6	Dubai	G	3-4	4-5
Serbia & Montenegro				United Kingdom (UK)			
-	G	3-4	4-5	London	D	1-2	2-3
Seychelles				United States (USA)			
Victoria	H	4-5	5-6	New York	G	2-3	3-4
Sierra Leone				Uruguay			
Freetown	H	4-5	5-6	Montevideo	H	3-4	4-5
Singapore				US Virgin Islands			
Singapore	F	2-3	3-4	Charlotte Amalie	H	4-5	5-6
Slovakia				Uzbekistan			
Bratislava	G	4-5	5-6	Tashkent	G	5-6	6-7
Slovenia				V			
Ljubljana	G	4-5	5-6	Vanuatu			
Solomon Islands				Port-Vila	H	3-4	4-5
Honiara	H	4-5	5-6	Vatican City (see Italy)			
Somalia				Venezuela			
Mogadishu	H	4-5	5-6	Caracas	H	3-4	4-5
South Korea				Vietnam			
Seoul	G	3-4	4-5	Hanoi	G	3-4	4-5
Spain				Virgin Islands (UK)			
Madrid	E	2-3	3-4	(See British Virgin Islands)			
Sri Lanka				Virgin Islands (USA)			
Colombo	G	4-5	5-6	(See US Virgin Islands)			
St. Barthelémy				W			
-	H	4-5	5-6	Western Samoa			
St. Eustatius				Apia	G	4-5	5-6
-	H	4-5	5-6	Y			
St. Helena				Yemen			
Jamestown	H	4-5	5-6	Adem	G	3-4	4-5
St. Kitts & Nevis				Yugoslavia			
Basseterre	H	4-5	5-6	Belgrade	G	5-6	6-7
St. Lucia				Z			
Castries	H	4-5	5-6	Zambia			
St. Maarten				Lusaka	C	1-2	2-3
Phillipsburg	H	4-5	5-6	Zimbabwe			
St. Pierre & Miquelon				Harare	C	1-2	2-3

Philatelic Services

Commemorative stamps

Stamps are issued during the course of the year to commemorate special events in the country. More information about these small ambassadors can be obtained by contacting Philatelic Services at:

Postal address: Private Bag X505, Pretoria, 0001
E-mail: sa.stamps@postoffice.co.za
Telephone number: (012) 845-2814/5
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Internet web site: www.sapo.co.za

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The Post Office offers a range of other services including money transfer services and bill payments for accounts such as Telkom, SABC, Eskom, Municipalities and Traffic Fines.

Also available are business services like faxing, binding, photocopying and public information services.

A range of packaging products also available includes cylinders, boxes, jiffy bags and bubble wrap.

Prices for these services are available over the counter.

Telephone Directory Services

This service offers deliveries of non local telephone directories and Yellow Pages to street addresses. For example the delivery of Limpopo directories and Yellow Pages in Johannesburg. To access this service please phone 0860 111 837 or 0860 111 502 or e-mail tds@postoffice.co.za. The following are guide prices which are subject to change:

Directory	Sales price
Vaal Triangle, NW Province, National Business Directory, KZN/South Coast, KZN North Coast, Limpopo, Northern Cape, and Namaqualand, Mpumalanga, East London and Border, Pretoria (White), Pretoria (Yellow), Durban (White), Southern Cape and Karoo, Pietermaritzburg	R60,00
Pretoria (Yellow), Boland and West Coast, PE and Eastern Cape, Johannesburg (White), Johannesburg (Yellow), West Rand, Cape Peninsula (White), Cape Peninsula (Yellow), Freestate, Durban (Yellow), East Rand	R72,00
Delivery cost (South Africa only)	
1-3 Directories	R68,00
4-6 Directories	R115,00
7-10 Directories	R144,00
Each additional Directory	R8,00
All additional same-day or next-day deliveries subject to quotation. Allow 5 working days for delivery after payment. Orders subject to stock availability.	

For more information on any of these products
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