
GENERAL NOTICES • ALGEMENE KENNISGEWINGS

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA**NOTICE 6 OF 2018**

INDEPENDENT COMMUNICATIONS AUTHORITY OF SOUTH AFRICA

FEES AND CHARGES FOR POSTAL SERVICES

The Independent Communications Authority of South Africa (ICASA) hereby gives notice in terms of Section 30 of the Postal Services 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 2018.



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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 | 10 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 | |

Out of standard

When articles do not conform to 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, i.e. stamps, remote meter-setting franking machine mail, postage-paid and postage-included 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, i.e. stamps, Permit Mail (only presorted bulk mail), remote meter-setting franking machine mail, postage-paid and postage-included 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 | R 42.00 |
| Boxes of 50 (500 stamps) | R 2100.15 |
| Boxes of 100 (1 000 stamps) | R 4200.30 |
| Roll of 100 (100 stamps) | R 420.00 |
| Rolls of 100 (5) (500 stamps) | R 2100.15 |
| Rolls of 100 (10) (1 000 stamps) | R 4200.30 |

Volume variance discount on domestic stamp products

| Product | Discount | Net Price |
|----------------------------------|-----------------|------------------|
| Boxes of 50 (500 stamps) | 2% | R 2058.15 |
| Boxes of 100 (1 000 stamps) | 5% | R 3990.30 |
| Rolls of 100 (5) (500 stamps) | 2% | R 2058.15 |
| Rolls of 100 (10) (1 000 stamps) | 5% | R 3990.30 |

Ordinary mail

| Product | New rate |
|---|-----------------|
| Client's own envelope (unsorted/non-bulk) | |
| Small (DL) maxi | R 4.20 |
| Medium (B5) | R 8.40 |
| Large (B4) | R 10.30 |
| Cylinder/rolled items | |
| Cylinder/rolled items (520 mm x 70 mm) * | R 10.30 |
| Cylinder/rolled items (620 mm x 70 mm) * | R 18.30 |
| Rolled addressed newspapers | |
| Rolled addressed newspapers (324 mm x 70 mm) | R 5.55 |
| Postage included (prepaid) envelope (postage and cost of envelope) | |

| | |
|---|---------|
| Small (C6) with and without window and self-seal envelope | R 4.45 |
| Small (DL) maxi with and without window and self-seal envelope | R 4.45 |
| Medium (B5) | R 9.65 |
| Large (C4) | R 12.90 |
| Lettergram (prefabricated) | R 4.35 |
| Postcard | |
| Change of address (postage paid) | R 4.45 |
| Ordinary postcard (Post Office card, postage paid) | R 4.45 |
| Client's own postcard | |
| Small (DL) maxi | R 4.20 |
| Medium (B5) | R 8.40 |
| Large (B4) | R 10.30 |
| Advertising mail/Magmail (ordinary mail) [minimum 1 000 items per category, per consignment] | |
| Small (DL) maxi | R 3.45 |
| Medium (B5) | R 6.15 |
| Large (B4) | R 8.90 |
| Response Mail [minimum 1 000 items per category, per consignment] | |
| Small (DL) maxi | R 3.55 |
| Medium (B5) | R 6.20 |
| Large (B4) | R 9.00 |

Postage included envelopes discount

| Postage included envelopes bought in bulk | Discount on postage |
|---|--------------------------|
| 250 – 499 | 1% |
| 500 – 9 999 | 2% |
| 10 000 – 19 999 | 3% |
| 20 000 – 49 999 | 4% |
| 50 000 upward | Consult Sales Department |

Fastmail

| Product | New rate |
|---|----------|
| Client's own envelope | |
| Small (DL) maxi | R 6.85 |
| Medium (B5) | R 16.15 |
| Large (B4) | R 19.55 |
| Cylinder/rolled items | |
| Cylinder/rolled items (520 mm x 70 mm) * | R 16.70 |
| Cylinder/rolled items (620 mm x 70 mm) * | R 19.85 |
| Addressed rolled newspapers | |
| Addressed rolled newspapers | R 16.15 |
| Postage included (prepaid) envelope (postage and cost of envelope) | |

| | |
|--|---------|
| Small (DL) maxi with or without window | R 7.15 |
| Medium (B5) | R 17.35 |
| Large (C4) | R 20.35 |
| Large (B4) | R 21.60 |
| Client's own postcard | |
| Small (DL) maxi | R 6.85 |
| Medium (B5) | R 16.15 |
| Large (B4) | R 19.55 |
| Advertising mail and Magmail (Fastmail) - bulk mail only (minimum 1 000 items per category) | |
| Client's own envelope | |
| Small (DL) maxi | R 6.80 |
| Medium (B5) | R 16.15 |
| Large (B4) | R 19.55 |

Business Reply Service

| Product | Rate |
|--|----------|
| New licence | R 298.75 |
| Renewal of licence (annually) | R 298.75 |
| Ordinary mail (service fee) | |
| Small (DL) maxi | R 4.45 |
| Medium (B5) | R 8.60 |
| Large (B4) | R 11.00 |
| Parcel (excludes postage) | R 8.60 |
| Cylinder (postage and handling fee) | |
| 520 mm x 70 mm | R 11.00 |
| 620 mm x 70 mm | R 19.05 |
| Fastmail (handling fee) | |
| Small (DL) maxi | R 7.15 |
| Medium (B5) | R 16.70 |
| Large (B4) | R 19.85 |
| Cylinder (postage and handling fee) | |
| 520 mm x 70 mm | R 16.95 |
| 620 mm x 70 mm | R 20.35 |

| Number of BRS articles returned | Discount per response item |
|---------------------------------|----------------------------|
| 5 000 up to 10 000 | R 0.04 |
| 10 001 up to 20 000 | R 0.05 |
| 20 001 up to 30 000 | R 0.07 |
| 30 001 up to 40 000 | R 0.08 |
| 40 001 up to 200 000 | R 0.12 |
| 200 001 up to 400 000 | R 0.14 |
| 400 001 up to 600 000 | R 0.18 |
| 600 001 up to 800 000 | R 0.20 |
| 800 001 up to 1 000 000 | R 0.25 |
| 1 000 001 and up | R 0.27 |

Registered letter (with insurance option) including postage

| Product | Service fee |
|--------------------------------------|-------------|
| Small (DL) maxi | R 29.40 |
| Medium (B5) | R 33.60 |
| Large (B4) | R 35.40 |
| Postage-included registered envelope | R 32.55 |
| Compulsory registration | R 53.00 |

| Product | Category | Rate |
|----------------------------------|------------------------------------|---------|
| Registered with insurance option | Interception of registered article | R 19.55 |
| SMS Tracking on recorded items | Premium number 32932 | R 1. 00 |

Insurance fee (for registered letters)

| Item value | Service fee |
|-----------------|-------------|
| Up to R100,00 | Free |
| Up to R250,00 | R 20.55 |
| Up to R500,00 | R 42.10 |
| Up to R1 000,00 | R 84.65 |
| Up to R1 500,00 | R 125.95 |
| Up to R2 000,00 | R 168.05 |

Advice

| Product | Service fee |
|------------------------------|-------------|
| Proof of delivery | R 44.85 |
| Advice of delivery (AR card) | R 9.10 |
| Acceptance slip | Free |

Franking machine licences

| Product | Service fee |
|--|-------------|
| New licences | R 326.50 |
| Transfer of licence | R 326.50 |
| Renewal of licence (annual) | R 235.90 |
| Spoiled impression fee (per 100/portion of these) | |
| Small (DL) maxi | R 37.20 |
| Medium (B5) | R 47.05 |
| Large (B4) | R 58.15 |

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 R4.20 |
| Enquiry about letters and parcels (all services) | Free of charge |
| Interception/ redirection of a parcel | R 32.60 |
| Late fee for acceptance of a domestic postal article after closing of mail (all postal articles) | R 22.45 |

Postage included postcards

| Postcards bought in bulk | Discount Given |
|--------------------------|----------------|
| 5 000 to 9 999 | 1.0% |
| 10 000 to 14 999 | 1.5% |
| 15 000 to 19 999 | 2.0% |
| 20 000 and more | 2.5% |

1.3. Domestic parcel service

This service is available at all post offices.

| | |
|---------------------------|---|
| Counter to counter | R 52.50 for the first kilogram R 7.05 for each additional kg or part of a kg |
|---------------------------|---|

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.

- Fees are based on the greater of the actual mass or the volumetric mass (i.e. Length by width by height (cm) divided by 5000) are charged for non-documents (parcels)

Insurance is an optional extra. The client has the option of insuring the ordinary parcel at a rate of three per cent of the declared value up to a maximum of R5 000 with a minimum rate of R 4.20 per parcel.

1.4 International mail

International letter and parcel services are available worldwide, either by airmail 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 and no bigger than 250 x 176 x 10 mm |
| Large letters | Consists of 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 | For the conveyance of 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 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 rate for 5 kg applies to each bag. The mass of each item in the bag must not be more than 2 kg. |

Special value-added services

Value can be added to basic international mail services by buying additional value-added services. These include express delivery, 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 post-boxes.

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 pre-payable on an air-mail letter. The coupons cost R 33.05 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 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 under 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 over 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 mass | Maximum mass |
|---|-----------------|---------------|-----------------|---------------|---|-------------------------|--------------|--------------|
| | Southern Africa | Rest of world | Southern Africa | Rest of world | | | | |
| Aerograms (per item) | R 6.30 | R 6.30 | N/A | N/A | 120X235 mm | No enclosures permitted | | 10g |
| Postcards (per item) | R 8.50 | R 8.50 | R 5.15 | R 5.15 | 120x235 mm | Must not be enveloped | | 10g |
| Small letters (per item) | R 7.65 | R 9.85 | R 6.40 | R 8.35 | 120x235 mm | 5mm | | 50g |
| Medium letters (per item) | R 27.80 | R 33.60 | R 22.45 | R 25.30 | 250x176mm | 10 mm | | 250g |
| Large letters (per item) | R 43.20 | R 56.95 | R 35.30 | R 38.00 | 353x250mm | 30mm | | 300g |
| Small parcels (per 100 grams) | R 24.45 | R 43.05 | R 18.90 | R 21.60 | Length, width and depth combined not exceed 900 mm, nor the greatest dimension to exceed 600mm ** | | | 2Kg |
| Direct publishers bags (per kg) | R 93.00 | R 266.15 | R 46.40 | N/A | Length + girth not to exceed 2m maximum length not to exceed 1.05m | | 5Kg | 20Kg |
| Registration fee (per item) | R 39.80 | R 39.80 | R 39.80 | N/A | | | | |
| Express delivery fee (per item) | R 45.05 | R 45.05 | R 45.05 | R 45.05 | | | | |
| International reply coupon IRC020001 | R 33.05 | R 33.05 | R 33.05 | R 33.05 | | | | |

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 rate for 5 kg applies

* Registered surface mail service from RSA to rest of the world has been terminated.

Large parcel rates* (all prices shown in Rand)

| 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 | R 156.90 | R 4.80 | R 149.00 | R 1.95 |
| Zone B | Angola, Lesotho, Madagascar, Mozambique, Réunion, Rwanda, Uganda, Zambia and Zimbabwe | R 231.40 | R 6.00 | R 231.40 | R 3.70 |
| Zone C | Northern Africa and the Middle East. Major destinations in this zone include Israel, Nigeria, and Ghana. | R 231.40 | R 21.65 | R 215.40 | R 6.00 |
| Zone D | Europe, Russian Federation and former USSR states. Major destinations in this zone include Austria, Germany, Great Britain, France, Italy, Netherlands and Switzerland. | R 239.40 | R 19.75 | R 226.00 | R 4.20 |
| Zone E | Americas and the Caribbean (except Canada). Major destinations in this zone include the United States of America. | R 178.10 | R 30.85 | R 178.10 | R 6.70 |
| Zone F | Asia Pacific and Canada. Major destinations in this zone include Australia, Canada, China, Japan and New Zealand. | R 170.10 | R 27.50 | R 166.40 | R 4.20 |

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 and 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/Barbados | ROW | E | PP4 | 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 |