

POST OFFICE ACT
(Cap. 72:01)

POST OFFICE (POSTAGE AND MISCELLANEOUS CHARGES)
(AMENDMENT) REGULATIONS, 1986

(Published on 27th March, 1986)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation and commencement
2. Amendment of tariffs in Schedule to Cap. 72:01 (Sub. Leg.)

IN EXERCISE of the powers conferred on the Minister of Works and Communications by section 56 of the Post Office Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Post Office (Postage and Miscellaneous Charges) (Amendment) Regulations, 1986, and shall come into force on 1st April, 1986. Citation and commencement
2. The Schedule to the Post Office (Postage and Miscellaneous Charges) Regulations is hereby amended by substituting for the charges listed in the said Schedule relating to the following provisions — Amendment of tariffs in Schedule to Cap. 72:01 (Sub. Leg.)
 - (a) Surface Mail;
 - (b) Rates of Postage — Airmail;
 - (c) Limits of Weights and Dimension of Postal Articles;
 - (d) Special Charges;
 - (e) Other Postal Charges;
 - (f) Cash on Delivery;
 - (g) Parcel Post Rates — Within Botswana;
 - (h) Insurance fees on parcels;
 - (i) Express Delivery Services;
 - (j) Money Orders;
 - (k) Postal Orders; and
 - (l) Private Boxes and Bags,

which appear therein, the following charges specified in the Schedule to these Regulations.

SCHEDULE

"SURFACE MAIL"

Class of Mail Matter	Weight	Within Botswana		Lesotho, Malawi, Namibia, South Africa, Swaziland and Zimbabwe		All Other Countries	
		P	t	P	t	P	t
Letters	Up to 20g	—	08	—	12	—	25
	Above 20g up to 50g	—	12	—	15	—	—
	Above 50g up to 100g	—	15	—	35	—	55
	Above 100g up to 250g	—	22	—	70	1	05
	Above 250g up to 500g	—	40	1	35	1	85
	Above 500g up to 1000g	—	75	2	40	3	10
	Above 1000g up to 2000g	—	1	00	3	85	5

Post Cards		—	07	—	15	—	20
Printed Papers	Up to 20g	—	10	—	12	—	15
	Above 20g up to 50g	—	12	—	15	—	—
	Above 50g up to 100g	—	15	—	25	—	35
	Above 100g up to 250g	—	20	—	45	—	50
	Above 250g up to 500g	—	35	—	75	—	80
	Above 500g up to 1000g	—	55	1	25	1	30
	Above 1000g up to 2000g	—	85	1	70	1	75
	Above 2000g up to 3000g	1	00	2	60	2	65
	Above 3000g up to 4000g	1	60	3	50	3	55
	Above 4000g up to 5000g	2	10	4	40	4	45
Small Packets	Up to 100g	—	15	—	30	—	35
	Above 100g up to 250g	—	20	—	45	—	50
	Above 250g up to 500g	—	35	—	75	—	80
	Above 500g up to 1000g	—	55	1	30	1	35
Literature for the Blind			Free		Free		Free

RATES OF POSTAGE - AIRMAIL

Countries	Letters per 10g		Post Cards		Aero-grammes		Printed Papers (Second Class Mail) per 10g	
	P	t	P	t	P	t	P	t
Within Botswana	—	12	—	08	—	10	—	10
AFRICA								
(a) Lesotho, Malawi, Namibia South Africa, Swaziland and Zimbabwe	—	15	—	15	—	15	—	10
(b) All countries in the continent including the islands of Mauritius, Reunion, Seychelles, but excluding countries mentioned in (a)	—	28	—	20	—	25	—	20
EUROPE								
All countries including USSR, islands in the Mediterranean, the Azores, Canary Islands, Iceland and Madeira	—	30	—	25	—	35	—	50
MIDDLE EAST								
Bahrein, Dubai, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Muscat, Saudi Arabia, Sharjah, Syria, Turkey and Egypt	—	40	—	25	—	35	—	25
INDIAN REGION								
Afghanistan, Bangladesh, Burma, India, Pakistan, Sri Lanka, Singapore and Thailand	—	40	—	25	—	35	—	25
AMERICAS								
Canada, United States, Central and South America, and Caribbean Islands	—	40	—	25	—	35	—	25
PACIFIC AND FAR EAST								
China, Japan, Korea, and Islands in the Northern and Southern Pacific Ocean not mentioned elsewhere	—	40	—	25	—	35	—	25
AUSTRALIA								
Australia, Papua New Guinea and New Zealand	—	40	—	25	—	35	—	25

LIMITS OF WEIGHTS AND DIMENSIONS OF POSTAL ARTICLES

<i>Class of Article</i>	<i>Maximum Weight</i>	<i>Maximum Dimension</i>	<i>Minimum Dimension</i>
Letters	2 kg	Length, width and depth combined 900 mm but the greatest dimension may not exceed 600 mm. In roll form: Length plus twice the diameter 1040 mm but the greatest dimension may not exceed 900 mm	Surface measurement not less than 900 mm × 140 mm. In roll form: Length plus twice the diameter 170 mm but the greatest dimensions may not be less than 100 mm
Post Cards		105 mm × 148 mm with a tolerance of 2 mm	As for letters
Printing Papers	5 kg	As for letters	As for letters
Literature for the Blind	7 kg	As for letters	As for letters
Small Packets	1000 g	As for letters	As for letters
All Articles for express delivery	2 kg	As for letters	As for letters
Parcels	10 kg	length, width and depth combined 2 m but the greatest dimension may not exceed 1 m	As for letters

SPECIAL CHARGES

	<i>P</i>	<i>t</i>
1. Registration of a postal article (Reg. 40)	—	40
2. Compulsory registration of a postal article posted out of course (Reg. 40)	—	50
3. An advice of delivery of a registered postal item or an insured parcel (Reg. 40)	—	35
4. Acceptance of postal article other than registered articles and parcels after closing of the mail (Reg. 13) per article	—	50
5. Acceptance of registered article and parcels after closing of the mail (Reg. 13)	—	60
6. Parcel posted in a posting box (Reg. 42 (2))	—	25
7. Demurrage on a parcel (after first 10 days (Reg. 42 (8) (b)))	—	10
		per day
8. A certificate of posting a parcel (Reg. 42 (20))	—	15
9. Enquiry in regard to a postal item or in respect of each Postal order or Money Order enclosed in an unregistered letter where the counterfoil of MO/PO can be produced or the number of PO/MO furnished (Reg. 26)	—	50
10. The exchange of one denomination of postal stamps of postal stationery for another Reg. 12 — 6% of the value of stamps or stationery with a minimum charge of P0,20	10% of the value of stamps or stationery with a minimum charge of	P0,25
11. Registration of a newspaper with the Director (Reg. 32 (1))	50	00
12. Search fee for Registered Articles/Parcels	—	30
13. Taxation of express letters posted out of course (Reg. 40 (3))	—	25
14. Stoppage of a parcel during transmission through the post and delivery thereof from the office at which stoppage is effected (Reg. 42 (7) (a))	—	20
15. A postal item delivery to the licensee in accordance with the provisions of the business reply service (Reg. 8 (1))	3t plus the postage	

16. Stamp duty fee/handling charges for parcel articles cleared through the Customs (Reg. 20 (2))

50t per
parcel
(o/s)

OTHER POSTAL CHARGES

- International Reply Coupons
2. Registered envelopes
3. Post Cards

P	t
1	75
—	15
—	02

CASH ON DELIVERY

1. Cash on delivery fee
2. Fee for reduction of trade charges
3. Handling charges for C.O.D. parcels delivered

P2,00	flat rate
—	50
P2,00 per parcel irrespective of the value	

PARCEL POST RATES — WITHIN BOTSWANA

Class of Mail	Mass Steps	Surface Mail		Rate Airmail	
		P	t	P	t
Parcels	Up to 100g	—	30	—	60
	Above 100g up to 250g	—	45	—	90
	Above 250g up to 500g	—	50	1	00
	Above 500g up to 1000g	—	75	1	50
	Above 1000g up to 2000g	—	90	1	80
	Above 2000g up to 3000g	1	20	2	40
	Above 3000g up to 5000g	2	50	5	00
	Above 5000g up to 10000g	4	70	9	40

INSURANCE FEES ON PARCELS

	Limit of Compensation Fee			
	P	t	P	t
1. Service in Botswana	50	00	—	40
	100	00	—	70
	200	00	1	25
	300	00	1	85
2. Service to South Africa, Lesotho and Swaziland	400	00	2	40
	50	00	—	50
	100	00	1	25
	200	00	2	40
3. Service to Zambia and Zimbabwe	300	00	3	75
	400	00	4	75
	50	00	—	50
	100	00	1	50
	120	00	1	80

- Notes 1. In addition to parcel postage rates, insurance fees shall be paid.
2. Insured parcel service operates on specific agreements with other Postal Administrations. At the moment the above are the only Administrations with whom agreements have been entered into.

EXPRESS DELIVERY SERVICE

Express delivery fee P1,50 plus postage.

Items for express delivery in the following countries are accepted in respect of letters, post cards, aerogrammes, printed matter and small parckets:

Australia	•Lesotho
Belgium	•Mozambique
Denmark	Norway
Egypt	Portugal
France	South Africa
Germany, Federal Republic	Spain
Ghana	Swaziland
Greece	Sweden
Holland	Switzerland
Israel	United Kingdom
Italy	U.S.A.
Kenya	Zaire

In respect of parcels

Denmark	Norway
France	Portugal
Germany, Federal Republic	South Africa
Holland	Swaziland
Kenya	Switzerland
Lesotho	United Kingdom

•Printed papers are also accepted for express delivery in these countries

MONEY ORDER

1. Money Order Commission — Table of Rates

	<i>Botswana</i>		<i>Other Countries</i>	
	<i>P</i>	<i>t</i>	<i>P</i>	<i>t</i>
P0,10t up to P50,00	—	75	1	60
P50,01 up to P100,00	1	50	2	20
P100,01 up to P150,00	1	90	2	80
P150,01 up to P200,00	2	40	3	20
P200,01 up to P250,00	2	80	—	—
P250,01 up to P300,00	3	20	—	—
P300,01 up to P350,00	3	60	—	—
P350,01 up to P400,00	4	30	—	—
P400,01 up to P450,00	5	00	—	—
P450,01 up to P500,00	5	40	—	—

Note: 1. Restriction of External Money Remittances

In terms of the Exchange Control Regulations, no remittance shall exceed (P200,00) that being the maximum amount which may be transferred in any months to countries outside Botswana E.C. Reg. 17 paragraph III of 1976.

2. The charge for the telegraphic advice of a Money Order

Money Order Commission and an additional transmission charge as applicable to the destination.

3. Fee for the alteration of the name of the payee or remitter:

(a) By post

(b) By telegraph

P
— *t*
 40

Cost of the telegram plus the alteration fee

4. Fee for an advice of payment of Money Order

(a) (i) By post		— 25
(ii) By telegraph	Cost of the telegram advice plus the advice of payment fee	
(b) (i) By post (foreign)		— 50
(ii) By telegraph	Cost of the telegram advice including the words "ADVICE PAYMENT" plus the advice of payment fee.	
5. Fee for the stoppage of payment of a Money Order:		
(a) By post	(within Botswana only)	— 35
(b) By telegraph	(Within Botswana only). Cost of the telegram plus the stoppage fee	
6. Fee for the repayment of a Money Order to the remitter:		
(a) By post	The amount of a further commission at rates shown in paragraph 1	
(b) By telegraph	The amount of a further commission and in addition the cost of the telegram	
7. Fee for the transfer of payment of a Money Order to a different Post Office:		
(a) By post	The amount of a further commission at the rates shown in paragraph 1	
(b) By telegraph	The amount of a further commission and in addition the cost of the telegram	
8. Fee for the issue of a new Money Order in place of a void Money Order:		
(a) By post	The amount of a further commission at rates shown in paragraph 1	
(b) By telegraph	The amount of a further commission plus the telegram charges.	
9. Notification fee: By telegraph (TMO) 55t		
10. Fee for the issue of a duplicate Money Order 50t		

POSTAL ORDERS

1. Rates of Commission

<i>Denominations</i>		<i>Commission</i>	
<i>P</i>	<i>t</i>	<i>P</i>	<i>t</i>
—	10	—	02
—	20	—	05
—	30	—	06
—	40	—	06
—	50	—	07
—	60	—	07
—	70	—	08
—	80	—	09
—	90	—	09
1	00	—	12
2	00	—	18
4	00	—	35
5	00	—	40
10	00	—	50
20	00	—	60

2. Fee for the repayment of a Botswana Postal Order to the remitter.

3. Fee for the issue of a duplicate Botswana Postal Order. An amount of further commission at the rates specified in paragraph 1.

4. Fee for the extension of a Botswana Postal Order, after the expiry of the period of validity

PRIVATE BOXES AND BAGS "the following entries —

	<i>P</i>	<i>t</i>
1. PRIVATE BOXES		
(a) Annual Rent (1st January — 31st December)	16	00
(b) For a period commencing on any date from 1st April to 31st December — on a quarterly basis	4	00
(c) For each additional key	3	75
(d) New lock and keys	14	00
2. PRIVATE BAGS		
(a) Cost of bags	24	00
(b) Annual Rent (1st January — 31st December)	28	00
(c) For a period commencing on any date from 1st April to 31st December — on a quarterly basis	7	00
(d) Conveyance fee on bags not collected at a Post Office per annum	30	00"

MADE this 20th day of March, 1986.

C.W. BLACKBEARD,
Minister of Works and Communications.

L2/7/59 III