

SL LXII (1978)

C.493

Statutory Instrument No. 129 of 1978

POST OFFICE ACT  
(Cap. 72:01)

POST OFFICE (POSTAGE, TELEGRAPH AND MISCELLANEOUS CHARGES)  
(AMENDMENT) REGULATIONS, 1978

(Published on 1st November, 1978)

IN EXERCISE of the powers conferred by section 4 of the Post Office Act, the Director of Posts and Telecommunications, with the approval of the Minister of Works and Communications, hereby makes the following Regulations —

1. These Regulations may be cited as the Post Office (Postage, Telegraph and Miscellaneous Charges) (Amendment) Regulations, 1978, and shall come into operation on 5th November, 1978. Citation and commencement

2. The Post Office (Postage, Telegraph and Miscellaneous Charges) Regulations are amended by substituting for the Schedule thereto the new Schedule following — Substitution of Schedule Cap. 72:01 Sub. Leg.

“SCHEDULE  
RATES OF POSTAGE — SURFACE MAIL

Class of Mail Matter	Weight	*Within		
		Botswana	Lesotho, Malawi, Mozambique, Namibia, Rhodesia, South Africa and Swaziland	For other countries
		P t	P t	P t
Letters	Up to 20 g	5	5	15
	Above 20 g up to 50 g	8	8	25
	Above 50 g up to 100 g	10	10	30
	Above 100 g up to 250 g	15	17	50
	Above 250 g up to 500 g	30	35	1,00
	Above 500 g up to 1000 g	55	70	1,60
	Above 1000 g up to 2000 g	1,00	1,20	3,00
Postcards		4	4	10.
Printed papers	Up to 20 g	4	4	8.
	Above 20 g up to 50 g	6	6	12.
	Above 50 g up to 100 g	8	8	17
	Above 100 g up to 250 g	12	15	30
	Above 250 g up to 500 g	25	30	45
	Above 500 g up to 1000 g	35	40	80
	Above 1000 g up to 2000 g	60	70	1,20
	For each additional 1000 g up to a maximum of 5000 g	25	30	50
Small packets	Up to 100 g	9	10	20
	Above 100 g up to 250 g	13	20	35
	Above 250 g up to 500 g	27	35	50
Literature for the blind		Free	Free	Free

\*Mail within Botswana is transported by means which will achieve earliest postal delivery. In the event of mail being transported by air, there will be no special charge and there is no need for airmail marking.

## RATES OF POSTAGE – AIRMAIL

Country of Destination	Letters (per 20 g)		Postcards each		Aero- grammes		Second Class Mail (per 20 g)	
	P	t	P	t	P	t	P	t
<b>AFRICA:</b>								
(a) All countries in the continent including the islands of Mauritius, Reunion and Seychelles but excluding countries mentioned in (b)	25		10		15		10	
(b) Lesotho, Malawi, Mozambique, Namibia, Rhodesia, South Africa and Swaziland	10		6		7		6	
<b>EUROPE:</b>								
All countries including USSR, Islands in the Mediterranean, the Azores, Canary Islands, Iceland and Madeira	30		12		15		12	
<b>NEAR EAST:</b>								
Bahrein, Dubai, Iran Iraq, Israel, Jordan, Kuwait Lebanon, Muscat, Saudi Arabia, Sharjah and Turkey	35		12		20		15	
<b>INDIAN REGION:</b>								
Afghanistan, Bangladesh, Burma, India, Pakistan, Sri Lanka, Thailand	45		18		20		22	
<b>AMERICAS:</b>								
Canada, United States, Central and South America and Carribean Islands	45		22		20		22	
<b>PACIFIC AND FAR EAST:</b>								
China, Japan, Korea and Islands in the Northern and Southern Pacific Ocean not mentioned elsewhere	45		22		20		22	
<b>AUSTRALASIA:</b>								
Australia and New Zealand	45		22		20		22	

## OTHER POSTAL CHARGES

	<i>ea. h</i>
1. International Reply Coupons	30t
2. Aerogram Forms	5t
	10t
3. Registered Envelopes (small)	5t
4. Registered Envelopes (medium)	6t
5. Postcards	1t



## MONEY ORDERS

## 1. Money Order Commission — Table of Rates

Amount of Money Order	Botswana	Malawi	Other Countries
	P t	P t	P t
10t up to P50.	55	80	1,00
P50,01 up to P100,00	1,00	—	—
P100,01 up to P150,00.	1,40	—	—
P150,01 up to P200,00	1,80	—	—
P200,01 up to P250,00	2,10	—	—
P250,01 up to P300,00	2,35	—	—
P300,01 up to P350,00	2,60	—	—
P350,01 up to P400,00	2,80	—	—
P400,01 up to P450,00	3,00	—	—
P450,01 up to P500,00	3,20	—	—

## NOTE: Restriction of external money order remittances

In terms of the Exchange Control Regulations, no remittance may exceed P50,00 as that is the maximum amount which may be transferred in any month to countries outside Botswana.

## 2. The charge for the telegraphic advice of a money order:

(a) within Botswana (the remitter may, on paying for the additional words required, have a short private message for the payee not exceeding 12 words).

25t

(b) interterritorial (Lesotho, Malawi, Mozambique, Namibia, Rhodesia, South Africa and Swaziland), (the remitter may on paying for the additional words required have a short private message for the payee not exceeding 12 words).

The cost of the telegram of the rate applicable to the country of destination.

(c) Foreign countries not mentioned in (a) and (b) above.

A charge for the telegram of advice at the ordinary or letter telegram rate as the remitter prefers. The remitter is allowed, on paying for additional words required, to add to the telegram of advice any short communication for the payee, not exceeding twelve words.

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

(a) by post

24t

(b) by telegraph (i) internal

(ii) interterritorial

The cost of the telegram at the rate applicable to the country destination.

## 4. Fee for an advice of payment of a Money Order:

(a) inland (i) by post

10t

- (ii) by telegraph
  - The cost of the telegram of advice of payment fee (10t) plus the cost of the telegram reply. 30t
- (b) foreign
  - (i) by post
    - The cost of telegram of advice, including the words "ADVICE PAYMENT" plus the advice of payment fee (30t). 30t
  - (ii) by telegraph
    - 15t
    - 15t plus the cost of the telegram.
- 5. Fee for the stoppage of payment of a Money Order:
  - (a) by post (within Botswana only) 15t
  - (b) by telegraph (within Botswana only) 15t plus the cost of the telegram.
- 6. Fee for the repayment of a money order to the remitter:
  - (a) by post
    - The amount of a further commission at the rates shown in paragraph 1
    - The amount of a further commission and in addition the cost of the telegram.
  - (b) by telegraph
    - The amount of a further commission at rates shown in paragraph 1
    - 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 rates shown in paragraph 1
    - The amount of a further commission and in addition the cost of the telegram.
  - (b) by telegraph
    - The amount of a further commission of rates shown in paragraph 1
    - the amount of a further commission plus the telegram charge. 30t
- 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 of rates shown in paragraph 1
    - the amount of a further commission plus the telegram charge. 30t
  - (b) by telegraph
    - 30t
- 9. Fee for the issue of a duplicate Money Order. 30t

POSTAL ORDERS

1. Rates of commission:

<i>Denomination</i>	<i>Commission</i>
<i>P t</i>	<i>P t</i>
10	2
20	4
30	5
40	5
50	5
60	5
70	6
80	7
90	8
1,00	9
2,00	10
4,00	15
5,00	25
10,00	30
20,00	35
	40



2. Fee for the repayment of a Botswana postal order to the remitter.
3. Fee for the issue of a duplicate Botswana postal order.
4. Fee for the extension of a Botswana postal order after the expiry of the period of validity. An amount of further commission at the rates specified in paragraph 1.

## MISCELLANEOUS POSTAL CHARGES

	<i>P t</i>
1. Registration of a postal article (regulation 52)	20
2. Compulsory registration of a postal article posted out of course (regulation 52 (6))	30
3. An advice of delivery of a registered postal item or an insured parcel (regulation 52 (5))	15
4. Acceptance of postal articles other than registered articles and parcels after the closing of the mail (per article) (regulation 25)	20
5. Acceptance of registered articles and parcels after the closing of the mail (per article) (regulation 25)	30
6. A parcel posted in a posting box (regulation 54 (2))	10
7. Demurrage on a parcel (after the first seven days) per day. (regulation 54 (7))	5
8. A certificate of posting a parcel (regulation 54 (16))	7
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 the PO/MO can be produced or the number of the PO/MO furnished (regulation 38)	30
10. The exchange of one denomination of postal stamps or postal stationery for another. (regulation 24)	5% of the value of stamps or stationery, with a minimum charge of 15t
11. Registration of a newspaper with the director. (regulation 44) per annum	5,00
12. For stamps duty clearing of a parcel article through the customs. (regulation 32 (2))	10t

## INSURANCE FEES ON PARCELS

	<i>Limit of Compensation</i>	<i>Fee</i>
	<i>P t</i>	<i>P t</i>
	50,00	20
	100,00	30
	200,00	40
	300,00	50
	400,00	60
Insured parcels to Rhodesia, Malawi and Zambia	50,00	25
	100,00	40
	120,00	50

NOTE: In addition to the parcel postage rates the above fees are payable and must be accounted for by affixing postage stamps to the parcel.

## CASH ON DELIVERY PARCELS

	<i>Fee</i>
	<i>P t</i>
1. Cash on delivery fee up to and including P5	25
Over P5 up to and including P10	45
Over P10 up to and including P15	55
Over P15 up to and including P20	65
Over P20 up to and including P25	75
Over P25 up to and including P30	90
Over P30 up to and including P40	1,00
Over P40 up to and including P50	1,10
Over P50 up to and including P60	1,20
Over P60 up to and including P70	1,30
Over P70 up to and including P80	1,40
Over P80 up to and including P90	1,50
Over P90 up to and including P100	1,70
2. Fee for reduction of trade charge	25
3. Handling charges on COD parcels. For each parcel delivered irrespective of value.	50

## PRIVATE BOXES AND BAGS

1. <i>Private Boxes:</i>	
(a) Annual rent (1 January – 31 December)	7,50
(b) For a period commencing on any date from 1 April to 31 December on a quarterly basis	1,90
(c) Lost keys (for each key)	1,50
(d) New lock	6,00
2. <i>Private Bags:</i>	
(a) Cost of a bag	15,00
(b) Annual rent (1 January – 31 December)	10,00
(c) Conveyance fee on bags not collected at a post office	15,00 p.a.

## PARCEL POST RATES – SURFACE MAIL

	<i>Up to 1 kg</i>	<i>Over 1 kg and up to 3 kg</i>	<i>Over 3 kg and up to 5 kg</i>	<i>Over 5 kg and up to 10 kg</i>
	<i>P t</i>	<i>P t</i>	<i>P t</i>	<i>P t</i>
Within Botswana	30	75	1,25	2,00

## EXPRESS DELIVERY SERVICE

(a) Within Botswana –

a handling charge of 20t for each item in addition to the usual postage, plus a delivery fee of 20t per km up to a maximum delivery area of 3 km.

(b) Outside Botswana –

a handling charge of 20t per item in addition to the usual postage. Items for express delivery in the following countries are accepted in respect of letters, postcards, aerogrammes, printed matter and small packets –



Australia	*Lesotho
Belgium	*Mozambique
Denmark	Norway
Egypt	Portugal
France	*South Africa
German Federal Republic	Spain
Ghana	*Swaziland
Greece	Sweden
Holland	Switzerland
Israel	United Kingdom
Italy	United States of America
Kenya	Zaire;
in respect of parcels:	
Denmark	Portugal
France	South Africa
German Federal Republic	Swaziland
Holland	Sweden
Kenya	Switzerland
Lesotho	United Kingdom
Norway	

\*Printed papers are also accepted for express delivery in these countries.

#### LIMITS OF WEIGHTS AND DIMENSIONS OF POSTAL ARTICLES

<i>Class of Article</i>	<i>Maximum weight</i>	<i>Maximum dimensions</i>	<i>Minimum dimensions</i>
Letters	2 kg	Length, width and depth combined: 900 mm but the greatest dimensions may not exceed 600 mm. In roll form: length plus twice the diameter: 1 040 mm but the greatest dimension may not exceed 900 mm.	Surface measurement not less than 900 mm × 140 mm. In roll forms: length plus twice the diameter: 170 mm but the greatest dimension 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 blind	7 kg	As for letters	As for letters
Small packets	500 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: 3 m but the greatest dimension may not exceed 1,50 m	As for letters