

Statutory Instrument No. 36 of 1980

POST OFFICE ACT  
(Cap. 72:01)  
POST OFFICE (POSTAGE, TELEGRAPH AND MISCELLANEOUS  
CHARGES) REGULATIONS, 1980  
(Published on 21st March, 1980)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation and commencement
2. Prescription of tariffs
3. Revocation of S.I. 55 of 1971 and S.I. 33 of 1980

SCHEDULE

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

- |   |  |
|---|--|
| Citation and commencement                         | 1. These Regulations may be cited as the Post Office (Postage, Telegraph and Miscellaneous Charges) Regulations, 1980, and shall be deemed to have come into operation on 1st March, 1980. |
| Prescription of tariffs                           | 2. The charges listed in the Schedule are hereby prescribed in respect of postage, telegraph and miscellaneous charges.  |
| Revocation of S.I. 55 of 1971 and S.I. 33 of 1980 | 3. The Post Office (Postage, Telegraph and Miscellaneous Charges) Regulations, 1971 and 1980, are hereby revoked.  |

SCHEDULE

RATES OF POSTAGE — SURFACE MAIL

Class of Mail	Weight	• Within					
		Lesotho, Malawi, Botswana	Mozambique, Namibia, Rhodesia, South Africa and Swaziland	For other countries			
Matter		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.

<i>Country of Destination</i>	<i>Letters</i>	<i>Postcards</i>	<i>Aero-</i>	<i>Second Class</i>
	<i>(per 20 g)</i>	<i>each</i>	<i>grammes</i>	<i>Mail</i> <i>(per 20 g)</i>
	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, Icelands 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>each</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

<i>Amount of Money Order</i>	<i>Botswana</i>	<i>Malawi</i>	<i>Other Countries</i>
	P t	P t	P t
10t up to P50	55	80	1,00
P50,01 up to 100,00	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	—	—
P250,01 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:**

- |   |   |
|---|---|
| <p>(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).</p>  | <p>25t</p>  |
| <p>(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).</p> | <p>The cost of the telegram of the rate applicable to the country of destination.</p>   |
| <p>(c) Foreign countries not mentioned in (a) and (b) above.</p>  | <p>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.</p> |



	70	7
	80	8
	90	9
	1,00	10
	2,00	15
	4,00	25
	5,00	30
	10,00	35
	20,00	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

	P	t
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 stamp duty clearing of a parcel article through the customs, (regulation 32 (2))	10	

### INSURANCE FEES ON PARCELS

	<i>Limit of Compensation</i>	<i>Fee</i>
	P t	P t
	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 31st 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>
	P t	P t	P t	P t
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  
Belgium  
Denmark  
Egypt  
France  
German Federal Republic  
Ghana  
Greece  
Holland  
Israel  
Italy  
Kenya

•Lesotho  
•Mozambique  
Norway  
Portugal  
•South Africa  
Spain  
•Swaziland  
Sweden  
Switzerland  
United Kingdom  
United States of America  
Zaire;

in respect of parcels:

Denmark  
France  
German Federal Republic  
Holland  
Kenya  
Lesotho  
Norway

Portugal  
South Africa  
Swaziland  
Sweden  
Switzerland  
United Kingdom

•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 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: 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

#### TELEPHONE CHARGES

<i>Service</i>	<i>Annual Rental Connexion Fee</i>	
	<i>P</i>	<i>P</i>
1. Exchange Connexion:		
(a) Normal	48	50
(b) Abnormal i.e. beyond exchange area charge added to 1 (a) per 500 m or part thereof	15	To be specially assessed
(c) VHF/VHF radio telephone	To be specially assessed	"
2. Party Line Automatic	72	"
3. Party Line Manual	60	"
4. Internal Extension	24	15
5. External Extension:		
(a) Up to 200 m linear distance from main	30	20
(b) Beyond 200 m from main, within the same exchange area, charge added to 5 (a) per 200 m or part thereof	9	5
6. Plug, sockets & bell (excluding exchange line charge) Additional socket	18 6	20 10
7. Plan Sets:		
(a) Switching main telephone charge added to 1	15	25
(b) Switching internal extension	24	15
(c) Switching external extension (within compound only)	30	20
8. Rented Coin Box:		
(a) Table mounted payphone (local calls only) – (to be phased out)	80	40
(b) Wall mounted – local and trunk call facilities	360	100
9. Manually operated switchboards (excludes exchange connexion and extension charges):		
(a) 1 + 4	60	–
(b) 2 + 4	72	40
(c) 3 + 9	156	50
(d) 3 + 12	192	–
(e) 4 + 18	288	–
(f) 5 + 20	324	70
(g) Larger switchboards	To be specially assessed.	To be specially assessed
(h) Additional operators headset	24	–



NOTE: Items 9 (a), (d), (e) to be phased out

10. PABX maintenance charge	To be specially assessed	
11. Extension Bell:		
(a) Internal	9	10
(b) External	12	15
12. House Exchange System 2 + 10	To be specially assessed	To be specially assessed
13. Private circuits:		
(a) Internal	24	15
(b) External (within same exchange area):		
(i) Up to 200 m	30	20
(ii) Beyond 200m additional charge per 200m or part thereof	9	5
(c) External (over more than one exchange area) Exchange to terminal points for each end as in (b) above, plus distance between the two exchanges per km	30	30
14. Telephone for connexion to private circuit	18	15
15. All other items not yet in tariff	Supplied initially under special assessment	

#### MISCELLANEOUS SINGLE FEE TELEPHONE CHARGES

<i>Service</i>	<i>Charge</i>
	P t
1. Change of name	20,00
2. Internal removal of telephone	20,00
3. External removal of telephone	
N.B. If outside normal exchange area treated as a new connexion	50,00
4. Temporary disconnexion and reconnexion of exchange line:	
(a) At subscriber's request	10,00
(b) Due to non-payment of account	15,00
5. Temporary disconnexion and recovery for safe keeping, maximum 3 months	40,00
6. Change of number at subscriber's request	15,00
7. Change of instrument at subscriber's request	25,00
8. Telephone directory above free issue	0,80
9. Telephone directory of other countries	Cost plus 20%
10. Changed number interception at subscriber's request (Gaborone area only) per month	5,00
11. Deposit for telephone service	To be specially assessed

## TELEPHONE CALL CHARGES

### INLAND

	P	t
1. CALL OFFICE:		
(a) Local (untimed)		0,10
(b) Trunk and Interterritorial operator controlled (3 minutes minimum charge):	3 minutes	Additional
(i) within Zones	0,40	0,10
(ii) Between Zones	1,00	0,30
(iii) South Africa	1,50	0,50
2. ORDINARY LINES:		
(a) Local (untimed)	0,06	
(b) Trunk (3 minutes charge operator controlled):		
(i) Within Zones	0,30	
(ii) Between Zones	0,84	
(c) STD:		
(i) Within Zones per 45 seconds	0,06	
(ii) Between Zones per 15 seconds	0,06	
(d) Interterritorial operator controlled (3 minutes charge). To the following charge must be added the interterritorial terminal or transit plus terminal charge for the following countries: Lesotho, Malawi, Mozambique, Namibia, Rhodesia, South Africa and Swaziland	0,54	
(e) INTERTERRITORIAL STD:		
(i) Johannesburg per 9 seconds	0,06	
(ii) Mafeking, Marcetsane, Rooigrand and Slurry per 18 seconds	0,06	
(f) CROSS-BORDER (3 MINUTES CHARGE):		
(i) Tom Burke (Border point) from Machaneng, Moeng, Lerala and Sefare Sherwood Ranch	0,36 0,18	
(ii) Border point to Kasane (to which must be added Rhodesia transit plus distant terminal)	0,15	
(iii) Livingstone from Kasane	0,60	
(g) Zambia from all of Botswana	2,22	0,74

### MISCELLANEOUS INLAND CALL CHARGES

	P	t
1. Fixed time call	1/3 of 3 minutes	trunk call charge
2. Personal call		"
3. Transferred charge		nil
4. Alarm call		0,30
5. Advice of duration and charge		0,20
6. Messenger service		1,00

## RADIO CALL SERVICE

A. Service fee	P40,00 per annum
B. Call charge	P0,25 per call

## INTERNATIONAL TELEPHONE CALL CHARGES

These are based on charges raised on Botswana for transit and terminal services by other countries and are subject to variation if the charges are altered.

<i>Destination country</i>	<i>Minimum charge (3 minutes)</i>	<i>Each additional minute</i>
	P t	P t
Abu-Dhabi	12,00	4,00
Afghanistan	12,00	4,00
Ajman	12,00	4,00
Alaska	12,00	4,00
Albania	12,00	4,00
Algeria	12,00	4,00
Angola	8,00	2,00
Antigua	15,00	5,00
Argentina	15,00	5,00
Ascension	6,00	2,00
Australia	12,00	3,00
Austria	12,00	3,00
Azores	12,00	3,00
Bahamas	15,00	5,00
Bahrain	12,00	4,00
Balearic Islands	12,00	3,00
Bangladesh	12,00	4,00
Barbados	15,00	5,00
Belgium	12,00	3,00
Bermuda	15,00	3,75
Bolivia	15,00	5,00
Brazil	15,00	5,00
Burundi	9,00	3,00
Canada	12,00	4,00
Canary Is.	12,00	3,00
Cape Verde Is.	12,00	4,00
Carriacou	15,00	5,00
Cayman Is.	15,00	5,00
Ceuta	12,00	3,00
Chad	12,00	4,00
Chile	15,00	5,00
China	12,00	4,00
Colombia	15,00	5,00
Costa Rica	15,00	5,00
Cuba	15,00	5,00
Cyprus	12,00	4,00
Czechoslovakia	12,00	4,00
Denmark	12,00	3,00

	I Tariff Heading	II Statistical Unit	III Fiscal Duty	IV Customs Duties	
				General	V M.F.N.
84.10	By the deletion of subheading Nos. 84.10.10 and 84.10.15				
90.17	By the substitution for subheading No. 90.17.60.10 of the following:				
	.50 For blood or plasma transfusion or infusion	no.	25%	free	free
	.10 Other indwelling cannulae of artificial plastic material, of a length not exceeding 10 cm, fitted with internal trocars of stainless steel, for intravenous transfusion or infusion (whether or not fitted with valves)	no.	15%	free	free"
	By the insertion after subheading No. 90.17.60 of the following:				
	"90.17.70 Blood or plasma transfusion or infusion equipment (excluding tubes fitted with trocars or other devices), wholly or principally of artificial plastic material		25%	free	free"

SCHEDULE NO. 3 TO THE ACT

I Item	II Tariff Heading and Description	III Extent of Rebate
310.07	By the deletion of tariff heading No. 39.01	
316.04	By the substitution for paragraphs (2) and (3) of tariff heading No. 39.01 of the following:	
	"(2) Epoxides, in blocks, lumps, powders, granules, flakes and similar bulk forms	Full duty"
316.11	By the substitution for tariff heading No. 39.01 of the following:	
	"39.01 (1) Polyimide film	Full duty
	(2) Epoxides, in blocks, lumps, powders, granules, flakes and similar bulk forms	Full duty"
318.04	By the deletion of tariff heading No. 39.01	

SCHEDULE NO. 4 TO THE ACT

I Item	II Tariff Heading and Description	III Extent of Rebate
411.00	By the insertion after tariff heading No. 73.25 of the following: "84.10 Pumps, in such quantities as the Permanent Secretary, Ministry of Commerce and Industry, may allow by specific permit after proof has been furnished to him that such pumps will only be used for the drawing-off of beer	Full duty"

MADE this 18th day of April, 1980

Q.K.J. MASIRE,  
Vice-President and  
Minister of Finance and Development Planning.