



BOTSWANA POSTAL SERVICES GUIDE

1982

Price: P1,50

AVAILABLE AT ALL POST OFFICES IN BOTSWANA

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This Guide has been brought out to assist the users to be familiar with the services offered by the Post Office and the rules and regulations that govern it.

Without making it cumbersome, but yet attempting to provide full details, this Guide is brief. This is the first time that such a Guide is brought out and as our services develop we expect the Guide to grow.

Information contained in this book is the latest available and is subject to alteration. Charges shown are subject to revision and services may be modified. When changes occur users will be notified through 'supplements' which will be issued when such changes occur. The whole Guide may be revised and republished once in two years.

ORGANISATION OF THE DEPARTMENT OF POSTAL SERVICES

HEADQUARTERS

- | | |
|--------------------------|---|
| Director | - Overall control, policy matters,
International Affairs, etc. |
| Asst. Director (Posts) | - Operational matters |
| Asst. Director (Finance) | - Financial and accounting matters |

ADDRESS

P.O. Box 100
Gaborone
Botswana

Letters of complaint should be addressed to the Postmaster of the area where the complaint arises.

Letters of complaint may also be addressed to the Director of Postal Services, P.O. Box 100, Gaborone.

The Department renders all kinds of postal business explained in Section II (ii) and also acts as an agent for Botswana Telecommunications Corporation in certain areas. Excepting Francistown, Gaborone, Lobatse and Selibe-Phikwe all other post offices transact the following telecommunications business: receiving telegrams and receiving payment for telecommunication accounts.

Post Offices are not in a position to render assistance in wide range of telecommunication matters. Customers are requested to contact the engineer in the local office or Botswana Telecommunications Corporation, P.O. Box 700, Gaborone.

II POSTAL SERVICES

(i) HOURS OF WORK

- | | |
|-----------------------|--------------------|
| - General Information | |
| - Weekdays | - 0815 - 1300 hrs. |
| | - 1415 - 1600 hrs. |
| - Saturdays | - 0830 - 1130 hrs. |

(ii) Postage stamps

Parcels

Money Orders

Cash on Delivery (COD) Parcels

Savings Bank

Philatelic

Registration

Private Boxes

Poste restante

Telegrams (only in some offices)

Customs

Express Delivery

(iii) LIST OF POST OFFICES

Bobonong	Mabutsane	Ramotswa Station
Bontleng (Gaborone)	Machaneng	Ramotswa Village
Broadhurst "	Mmadinare	Sebina
Botshabelo	Mahalapye	Sedibeng
Charles Hill	Maitengwe	Sefhare
Francistown	Mmathethe	Sefhope
Gaborone Central	Matsiloje	Sehitwa
Gaborone Village	Maun	Selibe-Phikwe
Gabane	Mochudi	Serowe
Gantsi	Moeng	Serule
Gomare	Mathubantwa (Molepolole)	Shakawe
Gweta	Molepolole	Shashe
Hukuntsi	Monarch (Francistown)	Sherwood
Jwaneng	Moshupa	Shoshong
Kang	Oodi	Sikwane
Kanye	Ootse	Tatitown
Kasane	Orapa	Tlokweng
Lerala	Palápye	Thamaga
Letlhakane	Pilikwe	Tonota
Letlhakeng	Pitsane	Tutume
Lentsweletau	Rakops	Tsabong
Lobatse	Ramokgwebane	Tshesebe

PHILATELIC SERVICES

Botswana Post Office offers philatelic services. Stamps are sold directly to philatelists through mail orders. Usually, philatelists deposit money and ensure that every issue made by the Post Office is supplied on the basis of a standing order.

GENERAL POLICY

As a matter of general policy, Botswana Post Office produces, normally, four commemorative issues annually. Exceptionally, this number may be exceeded, depending upon special events or occasions. The aim of the Post Office is to produce about 20 commemorative stamps annually, i.e., each issue having 4 or 5 denominations. Souvenir sheets are issued only once in a year.

Definitive stamps are brought out about once in 4 years. First Day Covers are issued usually for every new issue. Since the denominations of stamps in a Definitive Issue are many two types of First Day Covers are issued. One is with high values and the other with low value stamps.

CIRCULATION PERIOD

First Day Covers will be sold in Post Offices only on the day of issue. Only standing orders will be executed after the date of issue.

Commemorative Stamps will be sold through Post Offices for a period of six months from the date of issue. The Philatelic Bureau is authorised to sell commemorative stamps for a period of 12 months from the date of issue.

Previous issue of Definitive Stamps will cease to be sold by the Philatelic Bureau two years after the introduction of the new definitive issues.

UN STAMPS

Botswana Philatelic Bureau is an agent for the sale of United Nations stamps.

OTHER POSTAL STATIONERY

The Philatelic Bureau sells many other postal stationery such as, Postage Due Labels, Registered Envelopes, Air Letter forms, Post Cards, etc., etc.

ADDRESS

The Address of the Philatelic Bureau is -

P.O. Box 100

Gaborone

Botswana

RATES OF POSTAGE

I SURFACE MAIL

Class of Mail Matter	W e i g h t	Within Botswana		Lesotho, Malawi, Namibia, South Africa, Swazi-Land and Zimbabwe		All other Countries	
		P	T	P	T	P	T
Letters	Upto 20g	-	07	-	8	-	25
	Above 20g upto 50g	-	11	-	12	-	-
	Above 20g upto 100g	-	-	-	-	-	45
	Above 50g upto 100g	-	14	-	20	-	-
	Above 100g upto 250g	-	21	-	40	-	70
	Above 250g upto 500g	-	40	-	80	1	40
	Above 500g upto 1000g	-	75	1	40	2	50
	Above 1000g upto 2000g	1	38	2	00	4	00
Post Cards		-	05	-	06	-	15
Printed Papers	Upto 20g	-	06	-	06	-	12
	Above 20g upto 50g	-	09	-	09	-	-
	Above 20g upto 100g	-	-	-	-	-	25
	Above 50g upto 100g	-	12	-	12	-	-
	Above 100g upto 250g	-	17	-	25	-	40
	Above 250g upto 500g	-	34	-	45	-	65
	Above 500g upto 1000g	-	52	-	75	1	15
	Above 1000g upto 2000g	-	92	1	10	1	70
	For each additional 1000g upto a maximum of 5000g	-	40	-	60	-	70
Small	Upto 100g	-	12	-	14	-	30
Packets	Above 100g upto 250g	-	17	-	29	-	45
	Above 250g upto 500g	-	34	-	50	-	70
Literature for the Blind		Free		Free		Free	

II AIRMAIL

C O U N T R I E S	Letters per 10g		Post Cards		Aero- grammes		Printed Paper (Second Class Mail) per 10g	
	P	T	P	T	P	T	P	T
<u>AFRICA</u>								
a) Lesotho, Malawi, Namibia, South Africa, Swaziland and Zimbabwe	-	10	-	08	-	10	-	07
b) All countries in the continent including the islands of Mauritius, Reunion, Seychelles but excluding countries ment- ioned in (a)	-	25	-	15	-	22	-	15
<u>EUROPE</u>								
All countries including USSR, islands in the Mediterranean, the Azores, Canary Islands, Iceland and Madeira	-	25	-	20	-	23	-	15
<u>MIDDLE EAST</u>								
Bahrein, Dubai, Iran, Iraq, Israel, Jordan, Kwait, Lebanon, Muscat, Saudi Arabia, Sharjah, Syria and Turkey	-	35	-	20	-	30	-	20
<u>AMERICAS</u>								
Canada, United States, Central and South America and Carribean Islands	-	35	-	25	-	30	-	20
<u>PACIFIC AND FAR EAST</u>								
China, Japan, Korea and islands in the Northern and Southern Pacific Ocean not mentioned elsewhere	-	35	-	28	-	30	-	20
<u>AUSTRALASIA</u>								
Australia, Papua New Guinea, Fiji, Newzealand	-	35	-	28	-	30	-	20
<u>INDIAN REGION</u>								
Afghanistan, Bangladesh, Burma, India, Pakistan, Sri Lanka, Singapore and Thailand	-	35	-	25	-	30	-	20

SPECIAL CHARGES

	P	T
1. Registration of a postal article	-	30
2. Compulsory registration of a postal article posted out of course	-	45
3. An advice of delivery of a registered postal item or an insured parcel	-	25
4. Acceptance of postal articles other than registered articles and parcels after closing of the mail per article	-	30
5. Acceptance of registered article and parcels after closing of the mail	-	40
6. Parcel posted in a posting box	-	20
7. Demurrage on a parcel (After first 10 days)	-	10
8. A certificate of posting a parcel	-	10
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	-	40
10. The exchange of one denomination of postal stamps or postal stationery for another 6% of the value of stamps or stationery with a minimum charge of 20t	5% of the value of stamps or stationery with a minimum charge of 20	
11. Registration of a news paper with the Director	10	00
12. For a stamp duty clearing of a parcel article through the customs	-	20
13. Search fee for letters	-	20
14. Taxation of express letters posted out of course	-	25

P T

15. Stoppage of a parcel during transmission through the post and delivery thereof from the office at which stoppage is effected

- 07

16. A postal item delivered to the licensee in accordance with the provisions of the business reply service

(1t plus the postage)

OTHER POSTAL CHARGES

	P	T
1. International Reply Coupons	-	40
2. Aerogramme forms	-	07
	-	20
3. Registered Envelopes	-	07
4. Post Cards	-	02

CASH ON DELIVERY PARCELS

1. Cash on delivery fee up to and including P 5,00	-	30
Over P 5 up to and including 10,00	-	60
Over 10 " " " " 15,00	-	70
Over 15 " " " " 20,00	-	80
Over 20 " " " " 25,00	-	90
Over 25 " " " " 30,00	1	15
Over 30 " " " " 40,00	1	25
Over 40 " " " " 50,00	1	40
Over 50 " " " " 60,00	1	50
Over 60 " " " " 70,00	1	60
Over 70 " " " " 80,00	1	85
Over 80 " " " " 90,00	2	05
Over 90 " " " " 100,00	2	30
2. Fee for reduction of trade charges	-	35
3. Handling charges for COD parcels delivered		
Parcels with a trade charge value up to 50,00	-	85
" " " " " " " " 100,00	1	15
" " " " " " " " 200,00	1	70
" " " " " " " " 300,00	2	30
" " " " " " " " 400,00	2	90
4. <u>Search fee</u> : Inquiry regarding the payment - Trade charges	-	35

PARCEL POST AIRMAIL RATES

	Charge for First 500g		Per 500 g thereafter	
	P	T	P	T
Algeria	7	20	3	00
Angola (Service suspended)				
Argentina	12	20	7	00
Australia (inc. cocoa, Christmas & Norfolk Island)	6	15	4	50
Austria	5	60	3	20
Belgium	8	40	3	60
Brazil	15	00	6	50
Canada	6	50	5	00
China (People's Republic)	9	30	6	30
Cyprus	9	40	6	00
Denmark	5	90	3	60
Egypt	9	40	4	00
Ethiopia	8	70	4	50
Finland	7	40	3	40
Gambia	8	85	4	85
Germany, Federal Republic	5	60	3	40
Germany, Democratic Republic	8	60	3	60
Ghana	8	80	4	60
Great Britain and Northern Ireland	8	20	3	50
Greece	7	40	3	10
Hong Kong	6	30	4	00
India	8	50	5	10
Ireland/Eire	5	45	3	65
Israel	7	10	4	50
Italy	6	80	3	15
Ivory Coast	7	80	4	40
Japan	8	65	5	30
Kenya	5	10	2	10
Korea	8	00	5	60
Kuwait	6	80	4	10
Lesotho	4	50	-	90

					Charge for First 500g		Per 500g thereafter	
					P	T	P	T
Algeria	Liberia	06	81	9	5	60	3	40
Angola	Malagasy				5	20	1	45
Australia	Malawi	06	3		5	30	1	30
Belgium	Malaysia	06	3		9	30	6	90
Bolivia	Malta	06	90	2	7	80	4	15
Brazil	Mauritius	06	45	2	7	45	4	70
Bulgaria	Mexico	06	3		8	50	6	40
Canada	Morocco	13	32	12	5	90	3	90
Chile	Mozambique	9	40	12	4	00	1	10
China	Netherlands	6	75	10	6	55	3	45
Ceylon	Newzealand	6	95	9	7	50	4	90
Denmark	Nigeria	5	45	7	7	50	4	70
Egypt	Norway	8	90	11	7	40	3	80
Finland	Pakistan	10	95	15	8	00	4	95
France	Philippines	6	95	9	6	70	4	40
Gambia	Portugal	7	20	8	6	70	3	30
Germany	Saudi Arabia	7	25	9	8	40	4	70
Ghana	Senegal				8	25	4	50
Greece	Sierra Leone	8	06	10	7	90	4	90
Guatemala	Singapore	5	30	7	7	10	4	80
Haiti	Somalia	10	10	11	5	75	2	00
Honduras	South Africa				4	20	1	50
Iceland	Spain	7	25	9	7	10	3	50
India	Sri Lanka				9	90	5	50
Ireland	Sudan				8	65	4	30
Israel	Swaziland	7	15	10	2	45	-	80
Italy	Sweden	5	30	7	7	60	3	70
Jamaica	Switzerland	6	75	9	6	05	3	25
Japan	Taiwan	8	25	10	7	50	4	80
	Tanzania	5	30	6	6	40	1	85
	Turkey	6	15	9	7	10	3	60
	Uganda	6	90	9	4	10	1	80

	Charge for First 500g		Per 500 thereafter	
	P	T	P	T
U.S.S.R.	10	80	4	50
U.S.A. (Including Alaska, Hawai, Puerto, Rico and Virgin Isl.	6	90	4	90
Yugoslavia	6	90	3	40
Zaire	3	60	1	80
Zambia	5	20	1	20
Zimbabwe	2	25	1	00

PARCEL POST - SURFACE MAIL RATES

Country of Destination	Up to 1 kg		Over 1 kg Up to 3 kg		Over 3 kg Up to 5 kg		Over 5 kg Up to 10 kg	
	P	T	P	T	P	T	P	T
Algeria	6	90	9	40	12	50	17	00
Angola (Service suspended)	-		-		-		-	
Australia (including Cocos Keeling Christmas and Norfolk Islands)	4	90	7	70	11	35	17	05
Austria	5	45	7	45	10	00	13	65
Belgium	6	05	8	20	10	80	15	00
Brazil	14	85	18	70	23	00	30	40
Canada	8	40	12	80	17	90	27	10
China, People's Republic	6	75	10	25	14	00	20	05
Cyprus	6	95	9	60	12	90	17	50
Denmark	5	45	7	47	10	15	13	80
Egypt	8	90	11	60	15	00	19	95
Ethiopia	10	95	15	20	19	65	27	85
Finland	6	95	9	30	12	25	16	75
France	7	20	8	90	11	25	14	80
Gambia	7	35	9	80	12	85	16	60
Germany (Democratic Republic)	8	00	10	30	13	05	17	05
Germany (Federal Republic)	5	30	7	05	9	25	12	45
Ghana	10	70	14	45	19	10	26	15
Great Britain and Northern Ireland	7	55	9	85	12	75	16	50
Greece (including Aegean Islands, Crete Dodecanene and Rhodes)	7	75	10	35	13	70	18	70
Hong Kong	5	30	7	05	9	25	12	30
India	6	75	9	35	12	45	17	15
Ireland Republic of (Eire)	8	35	10	85	13	50	18	00
Israel	5	90	8	55	11	95	17	30
Italy	6	75	9	00	11	80	15	75
Japan	6	90	9	30	12	15	15	65

Country of Destination	Up to 1 kg		Over 1 kg Up to 3kg		Over 3 kg Up to 5kg		Over 5 kg Up to 10 kg	
	P	T	P	T	P	T	P	T
Kenya	5	95	7	85	10	20	13	50
Lesotho	6	10	7	20	8	90	11	00
Liberia	6	60	9	55	13	10	20	05
Madagascar	6	55	8	40	10	70	13	95
Malawi	5	50	7	55	10	05	13	65
Malta	10	15	13	70	17	70	24	30
Mauritius	6	55	8	65	11	15	15	20
Morocco	5	30	7	60	10	50	14	90
Mozambique	5	45	7	55	9	40	11	65
Netherlands	6	10	8	10	10	95	14	75
New Zealand (including Coco Islands)	6	10	8	60	11	80	16	80
Nigeria	9	50	13	05	17	10	23	60
Norway	6	90	9	05	11	85	16	05
Pakistan	5	80	8	45	11	00	16	15
Phillipines	5	80	8	10	11	00	15	50
Poland	6	20	8	55	11	40	15	70
Portugal	6	60	9	00	12	10	16	50
Saudi Arabia	7	20	8	90	11	25	14	80
Senegal	7	10	10	20	13	90	19	30
Siera Leone	9	55	13	55	17	15	23	90
Singapore	5	30	7	05	9	25	12	30
Somalia	7	50	10	30	14	15	19	70
South Africa and Namibia	3	70	4	50	5	85	7	30
Spain	6	75	8	90	11	60	15	50
Sudan	8	90	12	65	17	45	24	10
Swaziland	4	15	5	35	7	15	9	15
Sweden	7	10	9	40	12	30	16	80
Switzerland (including Liechtenstein)	5	85	8	00	10	65	14	80
Taiwan	6	20	8	70	11	80	16	50
Tanzania	8	45	11	65	15	30	21	10
Turkey	6	85	9	65	12	85	17	85
Uganda	6	40	8	60	11	30	15	40

Country of Destination	Up to 1 kg		Over 1 kg Up to 3 kg		Over 3 kg Up to 5kg		Over 5 kg Up to 10 kg	
	P	T	P	T	P	T	P	T
U.S.S.R.	9	80	13	55	18	15	24	85
United Kingdom (see Great Britain)	-	-	-	-	-	-	-	-
U.S.A. (including Alaska, Hawaii, Puerto Rico and Virgin Islands)	5	05	8	05	11	95	18	15
Yugoslavia	6	75	9	15	12	05	16	65
Zaire	6	00	8	15	10	95	15	55
Zambia	7	90	10	80	14	50	19	75
Zimbabwe	-	20	-	45	-	80	1	50

NOTE: (1) In addition to parcel postage rates, insurance fees shall be paid.

(2) Insured Parcel Service operates on specific agreements with other Postal Administrations and at the present time above are the only Administrations with whom agreements have been entered into.

PARCEL POST RATES - SURFACE MAIL

	Up to 1 kg	Over 1 kg Up to 3 kg	Over 3 kg Up to 5 kg	Over 5 kg Up to 10kg
	P T	P T	P T	P T
Within Botswana	- 55	1 15	2 30	4 60

INSURANCE FEES ON PARCELS

	Limit of Compensation		F E E	
	P	T	P	T
1. Service in Botswana	50	00	-	30
	100	00	-	60
	200	00	1	15
	300	00	1	75
	400	00	2	30
2. Service to S. Africa, Lesotho and Swaziland	50	00	-	40
	100	00	1	15
	200	00	2	30
	300	00	3	45
	400	00	4	60
3. Service to Zambia and Zimbabwe	50	00	-	40
	100	00	1	15
	120	00	1	40

- 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 and at the moment the above are the only Administrations with whom agreements have been entered into.

PRIVATE BOXES AND BAGS

1. PRIVATE BOXES

	P	T
(a) Annual Rent (1 January - 31 December)	12	00
(b) For a period commencing on any date from 1st April to 31st December - on a quarterly basis	3	00
(c) For each additional key	3	50
(d) New lock and keys	12	00

2. PRIVATE BAGS

(a) Cost of a bag	23	00
(b) Annual Rent (1st January - 31st December)	24	00
(c) Conveyance fee on bags not collected at a Post Office per annum	25	00

M O N E Y O R D E R S1. Money Order Commission - Table of Rates

Amount of Money Order	Botswana		Other Countries	
	P	T	P	T
10t up to P 50,00	-	70	1	40
P50,01 up to P75,00	-	-	1	60
P50,01 up to P100,00	1	40	-	-
P100,01 up to P150,00	1	85	-	-
P150,01 up to P200,00	2	30	-	-
P200,01 up to P250,00	2	65	-	-
P250,01 up to P300,00	3	00	-	-
P300,01 up to P350,00	3	45	-	-
P350,01 up to P400,00	4	00	-	-
P400,01 up to P450,00	4	60	-	-
P450,01 up to P500,00	5	20	-	-

NOTES: RESTRICTION OF EXTERNAL MONEY REMITTANCES

In terms of the Exchange Control Regulations, no remittance shall exceed (P 75,00) that being the maximum amount which may be transferred in any month to countries outside Botswana.

2. The charge for the telegraphic advise 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 (30t)

(b) By telegraph Cost of the telegram plus the alteration fee.

4. Fee for an advice of payment of a Money Order -

(a) (i) by post (15t)

(ii) by telegraph Cost of the telegram plus advice of payment fee.

(b) (i) by post (40t)

- (iii) 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 (20t)
- (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 anew 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. Fee for the issue of a duplicate Money Order (40t)

P O S T A L O R D E R S

1. Rates of Commission:

Denominations		Commission	
P	T	P	T
	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.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.

EXPRESS DELIVERY SERVICE

(a) Within Botswana A handling charge of (25t) for each item in addition to the usual postage, plus a delivery fee of (30t) up to a maximum delivery area of 3 km.

(b) Outside Botswana A handling charge of (35t) per item in addition to the usual postage. Items for express delivery in the following countries are accepted in respect of letters, post cards, aerogrammes, printed matter and small packets:

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	Sweden
Lesotho	Switzerland
	United Kingdom

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

LIMITS OF WEIGHTS AND DIMENSIONS OF POSTAL ARTICLES

Class of Article	Maximum Weight	Maximum dimension	Minimum dimension
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 1040 mm but the greatest dimension may not exceed 900 mm	Surface measurements not less than 900 mm x 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 x 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	500g	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

POSTAGE STAMPS, ETC.

1. Postage Stamps - Denominations: There are a total of 18 denominations obtainable in all the Post Offices. These are:
1t, 2t, 3t, 4t, 5t, 6t, 7t, 8t, 10t, 15t, 20t, 25t, 30t, 35t, 45t, 50t, P1,00, P2,00.
2. Postage Due Labels: These are used for bringing to account any deficiency in postage and are not sold for postage of mail articles. There are five denominations, 1t, 2t, 4t, 10, and 16t.
3. Postage Prepaid by Affixing Stamps: Transmission through the post will be made only when the postage is prepaid by affixing stamps issued in Botswana. In some circumstances any other special arrangement is possible with the approval of the Director of Postal Services.
4. Stamps to be correctly Positioned: Stamps, in prepayment of postage or other charges upon any postal article should be affixed upon the face of the article and near the address written thereon.
5. Spoiled Stamps: Any postage stamp spoiled or mutilated so as to make it a matter of doubt whether or not such stamp has been previously used, cannot be used for payment of postage.
6. Prepayment of Postage in Money: At such office as may be determined and notified by the Director, prepayment of postage may be made in money in lieu of postage stamps whenever the number of articles handed in for transmission at one and the same time by any one person amounts to not fewer than 50 in the case of letter rate articles or 100 in the case of other articles and such articles shall be made up in bundles with the addresses the same way up and facing in the same direction.
7. Franking Machines: Use of approved types of franking machines denoting prepayment of postage can be used. Approval for using franking machines must be obtained from the Director of Postal Services.
8. Obsolete Stamps: Stamps issued before Botswana's independence are no longer valid for prepayment of postage and are not repurchased or exchanged with current stamps by the Department.

GENERAL INFORMATION

1. Letters to be conveyed only by post: The Botswana Post Office Act has conferred the exclusive privilege upon the Director of Postal Services for receiving, collecting, despatching, conveying or delivering letters and of performing all incidental services relating thereto.

The only exceptions are:

- (i) if the dimension of letters exceed the prescribed standards;
- (ii) mails sent by hand without payment of a fee;
- (iii) letters containing process of, proceedings or pleadings in any court of competent jurisdiction or affidavit or depositions.

Any person who violates this exclusive privilege shall be guilty of an offence and shall be liable for conviction in accordance with Section 6.2 of the Post Office Act.

2. Limitation of Liability: In terms of the Post Office Act, the Department will not be liable for any error, default, delay, omission, damage, destruction, non-delivery or loss in respect of any postal article unless it is established that it was due to the negligence of an officer of the Department.
3. Detention of certain postal items: The Director of Postal Services has power to delay the despatch or delivery of books, periodicals, postcards, parcels and newspapers when it is necessary to do so to secure the due despatch of letter mails and also to delay parcels when it is considered expedient for their safety and protection.
4. Information with regard to addresses of persons: Information with regard to the address or whereabouts of a person is furnished to applicants in exceptional cases only and then only with the prior consent of the person concerned.
5. Missing contents, etc. In the event of the contents of a packet being found missing or considered to be missing, the matter should immediately be brought to the notice of the postmaster of the office of delivery and the cover of the packet should be presented.

6. Mail matter wrongly surcharged : Any person who, on receiving a surcharged postal item, has reason to think it has been wrongly taxed, should take it, before it has been opened, to the Post Office and have its exact weight certified in writing. Unless this procedure is followed, the correctness of the surcharge cannot be enquired into.
7. Evasion of Postage:
 - (i) Nothing sent through the post may contain an enclosure directed to a name and address other than that appearing on the cover.
 - (ii) Any postal article found to contain any enclosure contrary to the regulation, shall, without prejudice to any penalty that may be imposed upon in terms of the Post Office Act, be surcharged on delivery with an amount equal to double the postage that would have been payable on each such irregular enclosure had it been posted separately.
8. Postal items subject to examination: All postal items other than those forwarded at the letter rate are subject to examination.
9. Valuable Articles: Valuable articles should be sent by registered or insured post. (Compulsory Registration will be required in these cases - please refer to appropriate section).
10. Insufficiently prepaid postal items: An item posted unpaid or insufficiently prepaid is chargeable on delivery with double the deficiency. In case of non-delivery, the charges due on any unpaid or insufficiently prepaid postal items are recoverable from the sender.

I N L A N D P O S T

- I Letters, Cards and Packages
- II Bulk Posting
- III Newspapers
- IV Parcels (COD, Insured, Etc.)
- V Franking Machines
- VI Make-up of mail and parcels
- VII Prohibited Articles
- VIII Delivery - Private Boxes and Bag
- IX Redirection
- X Non-delivery and periods of Retention
- XI Express Services
- XII Registration
- XIII Compensation
- XIV Miscellaneous

I LETTERS, CARDS AND PACKAGES

In this category, letters, aerogrammes, postcards, printed papers, small packets and literature for the Blind are included.

There is only one category of letter post within Botswana.

Surface and airmail services are not separately treated. This is because air services operate only in two sectors and majority of mail is transported by surface means. There is no surcharge for airmail service within Botswana.

Rate of Postage

Up to 20 g	7t
Above 20 g up to 50g	11t
Above 50 g up to 100 g	14t
Above 100g up to 250 g	21t
Above 250g up to 500 g	40t
Above 500g up to 1000g	75t
Above 1000g upto 2000g	P1,38

Weight: The maximum weight is 2 kg.

Size: Maximum - length, width and depth combined: 900 mm, but the greatest dimensions may not exceed 600 mm. In roll form: length plus twice the diameter: 1040 mm, but the greatest dimension may not exceed 900 mm.

Minimum - surface measurement not less than 900 mm x 140 mm. In roll forms: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.

2. Post Cards

Rate of Postage 2t

Size: The size of a card shall not exceed 148 mm in length and 105 mm in width and shall have a tolerance of 2 mm.

Conditions: Postcards should not have attachments except

- i) stamps in payment of postage;
- ii) a label of paper completely adherent to the card, and bearing the name and address of the addressee;

- (iii) a similar label bearing the name and address of the sender of the card.

The right hand side of the postcard face is reserved exclusively for the postage stamp and the address of the recipient.

Post cards may not be cut, folded or defaced.

3. Printed Papers - Rates of Postage

Up to	20 g	6t
Above	20 g up to 50 g	9t
Above	50 g up to 100 g , ,	12t
Above	100 g up to 250 g	17t
Above	250 g up to 500 g	34t
Above	500 g up to 1000 g	52t
Above	1 000 g up to 2000 g	92t
	For each additional 1000 g	
	Up to a maximum of 5000 g	40t

Weight and size

Maximum weight 5 kg

Size limitations are the same as for letters.

Definition of Printed Papers

- a) Any paper, parchment or cardboard bearing an impression obtained by means of printing, engraving, lithoraphy, photography or any other mechanical process will be regarded as a printed paper provided the printed portion is the essential part of the article.
- b) A reproduction of a manuscript or typewritten original obtained by a mechanical process which is easy to recognise, or any document printed in imitation of manuscript or typewriting will be accepted as printed paper if handed in at the counter of a post office in quantities of at least 20 packets each containing identical copies.
- c) Books, magazines, newspapers and other similar publications or works of a literary or technical character, catalogues in each case being printed on paper or on some other substance ordinarily used for printing.

- d) Maps, plans, charts, photographic prints, engravings, sketches, drawings and paintings will be regarded as a printed paper provided the articles are not fragile.
- e) It is permissible inside or outside a packet of a printed paper -
 - (i) to indicate by hand or by a mechanical process the name, occupation and address of the sender and of the addressee, the date of dispatch, telephone number, telegraphic address and code, the postal cheque or bank account number and a serial or identity number referring solely to the article;
 - (ii) to correct errors in printing;
 - (iii) to indicate in manuscript in any form of order or subscription for any publication, book, newspaper, engraving, or piece of music the work required or offered as well as the price of such work;
 - (iv) to add in manuscript on any pictorial card or printed visiting card or Christmas or New Year card the name and address of the sender and any good wishes, congratulations, thanks, condolences or other formulae of courtesy, expressed in five words or by means of five conventional initials at the most;
 - (v) to add in manuscript on a book, a pamphlet, a newspaper, a photograph, an engraving, a sheet of music and in general on any literary or artistic production whether printed, engraved or lithographed, a dedication consisting of any expression of regard and on a photograph a concise description.

The printed paper rate will not apply to:

- (i) a photographic negative, a cinematograph film, a gramophone record, a loose paper pattern or a perforated sheet intended for use with an automatic musical instrument;

- (ii) a stamp or a form of pre-payment whether obliterated or not;
- (iii) a printed paper representing a monetary value;
- (iv) a printed paper which bears any mark whatsoever capable of constituting a conventional language or printed papers of which the text has been modified after printing.

Make-up

Packets of printed papers and printed matter should clearly bear the inscription 'PRINTED PAPER' on the left hand corner of the address side.

Every printed paper is subject to examination in the post and must, therefore, be posted without a cover. However, printed papers may be posted in an unfastened or unstuck cover or in a cover from which the article can be removed for inspection without damaging the cover or the contents. Postal items closed by means of adhesive tapes and/or wire staples are not admitted for transmission at printed paper rates since the items are sealed against inspection.

Authorised Annotations, Deletions and Corrections

a) On printed papers it is permissible to -

- (i) indicate by any process the name, status, profession, address of the sender and/or addressee, the place and date of despatch of the article, and the serial or registration number referring solely to the article.
 - (ii) delete, mark or underline certain words or certain parts of the printed text and
 - (iii) correct printing errors; provided that such additions and improvements have a direct bearing on the contents of the reproduction and are not of such a nature as to constitute conventional language.
- b) Apart from the deletions and corrections mentioned in subparagraph (a) slight modifications in the text of printed

papers may be effected by means of a computer or some other mechanical process, provided such modifications do not alter the substance of the printed paper.

II BULK POSTING

If at least 100 printed papers are handed in a post office for surface mail despatch within Botswana, a discount of 5% will be allowed provided that -

- (i) the items comprising the posting must all be sent by the same sender and must be such that each of them is chargeable with the same amount of postage as the others. They should be identical in shape and size, but minor variations may be permissible at the discretion of the Postmaster.
- (ii) the consignment is made up in bundles of 100 articles falling under the same class and each subject to the same amount of postage and such articles do not exceed 500 g each in weight.
- (iii) the articles are arranged with the addresses same way up and facing in the same direction.
- (iv) the consignment is handed in between the hours of 9 a.m. and 1 p.m. on Mondays to Fridays and 9 a.m. and 11 a.m. on Saturdays at the post offices.

III NEWSPAPERS

Rates of Postage	-	No special rate at present
Weight and size	-	The maximum weight is 500 g
		The limits of size are: length, width and depth combined 900 mm, but the greatest dimensions should not exceed 600 mm
		In roll form: length plus twice the diameter - 1040 mm but the greatest dimension may not exceed 900 mm.

Conditions of inclusion
in the Register

- Any publication falling within the following description can, upon payment of an annual fee of P 10,00 be registered at the Post Office for transmission by inland post as a newspaper.
- 1. At least one-third of the publication must consist of political or other news or of articles relating thereto or to other current topics.
- 2. It must be printed and published in Botswana.
- 3. It must be published in numbers at intervals of not more than seven days.
- 4. The full title and date of publication must be printed prominently on the first page and the whole or part of the title and date of publication printed on every detached sheet which is issued as part of the newspaper.
- 5. The publication on each copy, must indicate that it is 'Registered as a Newspaper at the Post Office'.

Regulations

Newspapers printed and published within Botswana and duly registered with the Department of Postal Services will, when posted by the publisher and addressed to bonafide subscribers, be transmitted to any place within Botswana under the following conditions -

- (i) charged at the prescribed rates are prepaid;
- (ii) a minimum of 240 copies of the same issue should be posted at one time;

- (iii) Wrappers should bear the title of the newspaper and the name and address of the publisher; in addition, the words 'Newspaper Postage Paid' should appear in the right hand upper corner where postage stamps are usually affixed;
- (iv) each copy should be enclosed in a separate wrapper;
- (v) not more than five copies of each issue to be sent to one subscriber;
- (vi) newspapers should be sub-divided by the publisher or his agent into bags or tied in bundles not exceeding 500 g, labelled in accordance with the sorting requirements of the Post Office;
- (vii) a certificate showing the number of copies should accompany each posting and
- (viii) the publisher should give a written undertaking to the Post Office that his dispatch department, books and wrapping will be open for inspection by a duly authorised official of the Department of Postal Services when required.
- (ix) no supplement to a publication registered as a newspaper is admissible at the newspaper rate unless it be sent through the post with the publication to which it is a supplement.

Articles for the Blind

Packets containing literature and other articles mentioned below adapted for the use of the blind will be transmitted free of charge.

Weight and Size

Maximum weight - 5 kg

Size limitations are the same as for letters

Permissible Articles

- a) Books and papers (including letters to or from blind persons)

- b) Paper posted to any person for the purpose of being so impressed or prepared;
- c) Braille board and metal pegs therefor;
- d) Braille instructional devices;
- e) Games for the blind;
- f) Voice records, on discs, film, tape or wire readings from books, journals, newspapers, periodicals or other similar printed publications and apparatus designed to play such records;
- g) Metal plates impressed, or posted for the purpose of being impressed for the use of blind;
- h) Braille watches and clocks;
- i) Tools, aids and precision instruments for the blind.

Conditions

A packet should consist only of articles as described above for use of the blind and should not contain any communication in writing or printing in ordinary type, except:

- (i) a title, date of publication, names and addresses of printer, publisher or manufacturer, price and table of contents of a book or paper, or any key to, or instructions for, the use of special type or of any enclosed article; and
- (ii) a printed label for the return of the article;
- (iii) a packet must bear on the outside the indication 'ARTICLE FOR THE BLIND' and must be made-up in such a manner that the article may be inspected without difficulty by Post Office officials.

If these conditions are not fulfilled, the packet will be charged as unpaid letter carrying the usual surcharges.

Business Reply Service

Business Reply Service enables a client to reply to the addressee without having to pre-pay postage. In this service a person who wishes to obtain a reply from a customer may enclose a business reply card or envelope in his publications and other printed matter in accordance with the specimen shown below:

Postage will be paid by addressee		No Postage Stamp necessary if posted within Botswana
<p style="text-align: center;">BUSINESS REPLY SERVICE</p> <p style="text-align: center;">LICENCE NO.</p>		

2. Conditions

- (i) Any person or firm wishing to use the service, must obtain a licence from the Director of Postal Services through the local Postmaster. There is no licence fee;
- (ii) The licensee will be required to pay in advance a sum of money sufficient to cover the amount of the charges likely to accrue during a period of approximately a month and when the sum so paid is exhausted or nearly exhausted, the licensee will be required to make a further payment;
- (iii) Complete printed proofs of cards or printed material intended to be used for business reply service must be forwarded to the local Postmaster for approval;
- (iv) In designing the card or the envelope the following requirements must be complied with:

- The name and full address of the licensee must be printed parallel to the length of the card or envelope below the words BUSINESS REPLY SERVICE.
- The words "Postage will be paid by Addressee" must be printed in the top left hand corner.
- The words "No postage necessary if posted within Botswana" must be printed in the top right-hand corner of the card or the envelope.
- Two heavy vertical lines must be printed on the face of the card or envelope near the right hand edge.

3. Fee

A fee of 1t in addition to the normal postage will be charged on each card or envelope returned by post to the addressee. For example, a 5t letter-card will be charged 6t, and a 6t item will be charged 7t.

4. Business reply cards and envelopes will be subject to the general postal regulations and rules relating to inland letters, post cards and printed papers excepting that they cannot be accepted for registration or express delivery.

IV INLAND POST - PARCELS

	<u>Up to 1 kg</u>	<u>1 - 3 kg</u>	<u>3 - 5 kg</u>	<u>5 - 10 kg</u>
Rates of Postage	55t	P 1,15	P 2,30	P 4,60
Weight	: The maximum weight is 10 kg.			
Size	: Length, width and depth combined - 2 meters but the greatest dimension may not exceed 1 meter.			
Addressing	: The address should be written on the parcel itself and not merely on a label which may get detached in the course of handling.			
Packing and Make up	: See separate section: Page 42 Parcels should be securely fastened with strong string or adhesive tape.			

- Prepayment and Posting : The postage on a parcel must be prepaid.
- /not A parcel must/be posted in a posting box. It should be marked 'Parcel Post' and handed at the parcels counter in a post office. Parcels that are deposited in the posting box instead of being handed in over the post office counter are subject on delivery to a fine of 15t in addition to double the deficiency in postage. A certificate of posting may be obtained on payment of 10t.
- Period of Retention : The Director may return to sender, at sender's expense, any parcel for an addressee living or having a place of business within which the post office of delivery is situated, if the parcel has not been claimed within 21 days following the day of arrival of the parcel at such post office.
- Demurrage : If a parcel is not claimed by the addressee within 10 days from the day of receipt at the post office of delivery, demurrage charges will be levied:
- After retention for 10 days, including day of receipt, Sunday and other holidays 10t per day per parcel.
- Compensation : Compensation is not paid for an ordinary parcel. If an ordinary parcel is damaged or lost due to the negligence of the Department, the Director may compensate the sender.
- See page 39 for insured parcel service.
- Prohibited Articles : Parcels that contain indecent literature, offensive or filthy matter are prohibited. No parcel shall contain explosive materials, or any matter or thing likely to injure an

officer or servant of the Post Office or damage any letter, packet, newspaper or parcel.

Delivery of Parcels : On the delivery of a parcel, the person to whom parcel is addressed or his authorised agent must give a written receipt for it on the proper official form. It is within the discretion of the Director to decide the manner in which parcels shall be delivered and the addressee or his authorised agent will be advised to attend at a Post Office in order to take delivery.

Parcels to Postal Agencies : The Department does not undertake to forward parcels to postal agencies, unless the means of conveyance will permit it. However, the Post Office where a parcel is detained will advise the addressee who must make his own arrangements for obtaining delivery.

CASH-ON-DELIVERY PARCELS

Under this service, the Post Office undertakes, upon payment of the parcel post charges and cash-on-delivery fee, to accept parcels for delivery at Post Offices within Botswana, Lesotho, Namibia, South Africa and Swaziland to collect from addressee on delivery an amount specified by the sender (the trade charge) and to pay the sum to the sender of the article.

Trade Charge - The trade charge in respect of any one parcel may not exceed P 400 for those parcels that are for delivery within Botswana, Lesotho, Namibia, South Africa and Swaziland.

COD Fees - In addition to the postal charges, a cash-on-delivery fee is payable at the time of posting. The fees which are to be prepaid are as follows:

Trade charge of parcel up to P 5,00	0,30
" " " " Over P 5,00 up to P 10,00	0,60
" " " " Over P10,00 up to P 15,00	0,70
" " " " Over P15,00 up to P 20,00	0,80
" " " " Over P20,00 up to P 25,00	0,90
" " " " Over P25,00 up to P 30,00	1,15
" " " " Over P30,00 up to P 40,00	1,25
" " " " Over P40,00 up to P 50,00	1,40
" " " " Over P50,00 up to P 60,00	1,50
" " " " Over P60,00 up to P 70,00	1,60
" " " " Over P70,00 up to P 80,00	1,85
" " " " Over P80,00 up to P 90,00	2,05
" " " " Over P90,00 up to P100,00	2,30

Conditions of Acceptance

(i) The sender must affix to each parcel a COD adhesive label bearing:

- the name and address of the addressee
- the amount of the trade charge to be collected
- particulars of the contents
- alternative delivery instructions
- sender's name and address

The sender must also complete in ink a trade charge card to tender COD fee and tie the card to the parcel with string.

(ii) A certificate of posting must be obtained on each parcel posted.

(iii) Parcels containing any precious stone, coin, bullion, bank note or other paper having a monetary value are not acceptable. Parcels containing silver and gold articles and jewellery must be insured.

(iv) The dispatch of goods by COD parcel must be in response to an order.

(v) COD parcels are accepted for insurance upon payment of the prescribed fees.

CompensationSee page 51Delivery

1. COD parcels must be collected by the addressee at the Post Office. Advice of the arrival of a COD parcel will be issued to the addressee.
2. COD parcel must be claimed within 21 days as otherwise it will be disposed of in accordance with the alternative delivery instruction given by the sender. Demurrage charges will be collected if the COD parcel is not collected within 10 days from the date of advice sent to addressee at 10t per day.
3. A trade charge once collected is non-refundable under any circumstance.
4. Examination of the contents of a COD parcel by the addressee before payment of the trade charges is not permitted.
5. Handling Charges - In addition to the trade charges, the addressee must pay handling charges at the following rates:

Parcels with a trade charge of up to P 50,00	0,85
" " " " " " Over P 50,00 up to P100,00 -	1,15
" " " " " " Over P100,00 up to P200,00 -	1,70
" " " " " " Over P200,00 up to P300,00 -	2,30
" " " " " " Over P300,00 up to P400,00 -	2,90

6. Search Fee - A search fee of 35t will be charged to the sender in respect of any enquiry regarding the payment of a trade charge.
7. Unless posted as an insured parcel compensation will not be paid in the event of a total loss of a cash-on-delivery parcel which contained gold, silver or jewellery.

Insured Parcels

1. Insured parcel service applies to all parcels including COD parcels addressed to destinations within Botswana. For insurance of parcels to foreign countries see International Post.

2. Insurance Fees - In addition to normal postage, the insurance fee is payable at the following rates:

<u>Limit of compensation</u>	<u>Insurance fee</u>
P 50,00	0,30
100,00	0,60
200,00	1,15
300,00	1,75
400,00	2,30

3. Conditions of Acceptance

- a) An insured parcel label must be affixed to each parcel. The label must bear, in ink, the name and address of the addressee, a description of the contents, the total value of the content as well as the insured value, the name and address of the sender and the alternative delivery instruction.
- b) On the cover of the parcel the name and address of the sender and of the addressee must be printed or written.
- c) A certificate of posting must be obtained for an insured parcel posted.
- d) It is not permissible to insure a parcel for part of the value of the contents.
- e) A postal article which may not lawfully be sent through the post is not eligible for insurance against loss or damage and should a parcel containing any such article be accepted for insurance such insurance shall be of no force or effect.
- f) A liquid, perishable or fragile article or any article composed of brittle material shall not be eligible for insurance against damage but may be accepted for insurance against loss.

4. Packing and Make-up

Every insured parcel must be adequately and securely packed with due regard to the nature of the contents.

An insured article must be sealed in such a way that it cannot be opened without breaking the seal and leave an obvious trace of violation. Each joint and loose flap of the cover of a parcel must be sealed. Adhesive tapes or paper may be used but it must bear a stamp or a print on it that would be distinctive to the sender so that any unauthorised removal of the tape or paper would be apparent.

Every seal on an insured parcel must be of the same kind of material (wax, lead, steel or tape) and must bear a distinct impression or mark of the sender.

5. Compensation See page 51
6. Delivery - Insured parcel delivered to the addressee, his agent or any other person authorised by the addressee to receive, must be acknowledged by signing a prescribed form that will be presented by that post office.

V FRANKING MACHINES

Use of franking machines will be subject to:

- (i) the user obtaining an approval from the local post office in the form of a licence.
- (ii) payment being made in advance and the machine presented at the post office for meter setting.
- (iii) franked correspondence must be faced in the same direction and bundled securely. The posting of franked correspondence must be made at an authorised point (either handed over or posted in a box) as advised by the Postmaster.
- (iv) to check that the machine is working properly the post office needs to have the completed record book or card every fortnight whether or not the machine has been used.
- (v) clear and distinct impressions of the franking must appear on correspondence. It is the responsibility of the user to maintain the franking machine in good condition.

Some known suppliers of franking machines are:

- | | |
|--|--|
| <p>1. Mathieson & Ashley
Pitney Bowes Mailing Equipment
Division
P.O. Box 31027
Braamfontein, Johannesburg</p> | <p>2. Roneo-Vickets S.A.
P.O. Box 27196
Johannesburg</p> |
| <p>3. Hasler (SA)(Pty) Ltd.
P.O. Box 61460
Marshalltown</p> | |

VI MAKE-UP OF MAILS AND PARCELS

1. Articles to be properly packed

- a) Each postal article, except an aerogram, a postcard and a printed paper in the form of a card, must be posted in a wrapper, cover or some other container acceptable to the Director of Postal Services.
- b) Subject to the conditions deemed necessary, envelopes with transparent panels may be used as covers for postal articles.
- c) Postal despatch of envelopes that are entirely transparent, even when bearing an address label and of envelopes with an open (cut-out) panel, is not permitted.
- d) To guard against damage, postal articles that are liable to damage from date-stamping or pressure should be packed in strong covers. Even with these precautions no fragile articles should be sent through the post as every item has to be handled several times and is exposed to considerable pressure and friction in the mailbags during transit.

2. Fragile articles sent by post must be packed in a box of metal, wood or strong cardboard filled with paper or other protective materials of a similar nature to protect the articles from the effects of concussion, pressure, etc. to which postal articles are exposed to during the course of transmission. The packets must also bear the words 'Fragile - With Care' written conspicuously on the face of the cover above the address.

3. Fruits and Vegetables can be accepted for transmission by parcel post only. They should be packed with absorbent material in such a way that other postal items will not be damaged by juice in case of leakage if the fruit or vegetables are damaged. In the case of ordinary fruit or vegetable boxes, an effective outside wrapping is also necessary. Parcels should be clearly marked FRUITS/VEGETABLES.
4. Butter, Cream, Semi-liquids, Greasy or Strong smelling Articles should be packed in an airtight tin, or other airtight container securely covered by grease-proof paper.
5. Liquids must be in two containers. The inner container (a bottle, tin, and so on) must be securely sealed; bottles should also be wrapped separately. The outer container must be a box of metal, solid wood or strong cardboard box. Between the outer container and inner container, adequate space must be left all around which must be filled with absorbents (saw-dust papers, cotton, etc.)
6. Fatty Substances - such as ointments, soft soap, resin, must be enclosed in a box or bag of linen or parchment which should be packed in a metal, wooden or thick leather container.
7. Photographic Films must be packed in a tin case enclosed in a strong box or a vulcanised fibre container. A label bearing the words "Films - Inflammable" should be affixed to any packet containing films.
8. Precision instruments, clocks, watches and cameras must be enclosed in a metal or wooden case or a strong cardboard box filled with paper or other material to prevent movement and damage through jolting.
9. Items not properly secured - Officials may refuse to accept items that in the opinion of the Post Office, are not packed or made up in such a way as to afford adequate protection to the contents thereof or to other postal items.

VII PROHIBITED ARTICLES

1. Indecent Articles

It is forbidden to send by post any indecent or obscene article such as painting, photograph, engraving, book or card or any letter, newspaper, publication or packet having thereon any words, marks or drawings of an indecent, obscene, libellous or offensive character.

Items of the above nature found in transmission in any office will be confiscated.

2. Dangerous Articles

Articles that could damage the contents of a mail bag will not be accepted for transmission. Examples are:

explosives, inflammable articles, corrosive articles, noxious substances, sharp instruments not properly protected, radioactive materials, etc.

3. Dangerous Drugs except by parcel post and for medicinal purposes only.

4. Export of Animal Products except with the approval of the authorities concerned.

5. Postal articles that contravene the regulations concerning acceptance, size, weight, making-up or packing.

6. Other Prohibited Articles

(i) Contraband

(ii) Counterfeit bank currency notes and postage stamps

(iii) Filth

(iv) Lottery tickets or advertisements, other than those which may lawfully be sent by post

(v) Packets consisting of or containing two or more postal packets of the same or of different descriptions addressed to different persons at different addresses.

VIII DELIVERY

1. The manner in which a postal article is delivered is at the discretion of the Director of Postal Services.
2. There are no door-to-door deliveries in Botswana. The normal method of delivery is through a Post Office box or bag. Postal agencies do not have post box facilities and shortages of boxes could be experienced in post offices. Postal articles intended for persons who have no private box or bag should be addressed to c/o POST OFFICE and postal articles addressed to travellers c/o POSTE RESTANTE. The addressee or the authorised agent will collect such postal articles at the Post Office counter upon producing proof of identity. Authorised agents must be in possession of a written authority to receive the correspondence.
3. Postal articles addressed to initials or to fictitious names or to a christian name without a surname are not admissible and will be treated as undeliverable if addressed POSTE RESTANTE or c/o POST OFFICE.
4. No liability will be accepted by the Post Office in respect of postal article which may be delivered under the arrangements for special delivery to a person not entitled to it.
5. Express delivery service is available upon payment of a special fee of 25t for each item.

Private Boxes

1. The annual rental charge for the box is P12,00. The rental is for the full calendar year (January to December). For new services the fee charged is for the unexpired portion of the year, any portion of a quarter being regarded as a full quarter. Failure to pay the rental of a box when due may result in the forfeiture of the box which may be relet. No rental refund will be made.

2. A private box should not be rented in a fictitious name or for an improper use.
3. The transfer of private box right from one post office to another and the transfer of a private box from one person to another is subject to the approval of the Director.
4. Delivery into a private box constitutes delivery as defined in the Post Office Act.
5. Correspondence addressed to a private box will not be redirected.
6. A private letter box is for the exclusive purpose of delivery of a correspondence which has passed through the post and must not be used for any other purpose.
7. The keys supplied to renters when private boxes are let are the property of the Post Office and renters must pay to the post office the rental fee before keys can be issued. Both keys must be returned when the box is given up. If a key is lost, the box renter must at once advise the Postmaster in order that a new lock may be fitted for a fee.
8. Every effort is made to meet the demand for private boxes and where these are not available, a private bag service can be operated until a private box becomes available.

Private Bag

A private bag may be used for the posting and delivery of postal articles under certain specified conditions of operation between the address of a renter and a specified post office. Where the use of a private bag is authorised the bag is locked at the Post Office before it is handed over.

The Post Office normally supplies a bag of an approved type, including a lock and two keys upon payment of the requisite fee. The bags are given on an annual rent of P23,00.

General Conditions

1. The fees for private bag are payable annually in advance. The rental is for the calendar year (January - December).

2. A private bag should not be rented in a fictitious name or for an improper use.
3. The transfer of a private bag from one person to another is subject to the approval of the Director.
4. The collection and delivery of private bags is carried out only at the appropriate Post Office and the handing over to a renter or his authorised agent at an authorised post office constitutes delivery.
5. A private bag must be used exclusively for the receipt and despatch of correspondence which is intended to be transmitted by post.

IX REDIRECTION

Letters, aerogrammes, postcards, newspapers, books and small packets may be redirected within Botswana free of charge whether redirected by an agent of the addressee after delivery or by the Post Office under certain conditions. Redirection is acceptable provided articles are posted within seven days after receipt.

Conditions

1. The name of the original addressee should remain intact. If there are changes, the article will be liable for surcharge.
2. If the article appears to have been tampered with or opened, it will be treated as having been posted freshly and will be subject to postage as an unpaid mail.
3. If an article is returned to the sender for rectification or completion of address when reposted by the sender, it will be treated as having been reposted and will be subject to normal postage.
4. Registered articles under redirection should not be dropped in a posting box, but must be handed over at the counter in a post office. If the registered article is presented within seven days of receipt no additional registration fee will be charged.
5. If the redirection involves transmission of a postal article

to a country to which the postage is higher than that originally prepaid, the difference will have to be paid.

Parcels

1. A parcel redirected within Botswana will be free of charge if the original and second address are within the same postal district. If the second address is outside the district additional postage will be required.
2. A parcel redirected from one country to another is charged the full postage to the new country of destination.
3. An inland parcel cannot be redirected to a place outside Botswana unless the appropriate foreign postage charges are paid and necessary formalities for foreign parcel post are completed.

X NON-DELIVERY AND PERIODS OF RETENTION

All postal items should bear the full name and address of the sender, preferably on the cover. This will facilitate the return of the mail/parcel to the sender in the event of its being undelivered to the addressee. If a postal item that does not appear to be of value bears no sender's address and is undeliverable it will be sent to the Returned Letter Office (RLO) for destruction.

Postal items that are undeliverable are returned to the sender if sender's address is on the cover.

Registered items for which an advice of arrival is delivered to a private box or Poste Restante are retained in the office of delivery for 21 days from the date the advice of arrival slip is forwarded to the addressee. If the item is not claimed within this period, it is returned to the sender.

Poste Restante Correspondence

Letters or parcels addressed to a Poste Restante which remain unclaimed for a month will be returned to the sender if the sender's address is found in the correspondence. If the sender's address cannot be traced, the letter or parcel is sent to Returned Letter Office for disposal at the expiry of one month period.

Letters containing items of value

Unregistered letters and parcels found to contain items of value are specially recorded and when names and addresses of the sender are given, these are registered and returned to the sender. In these circumstances, the sender will be required to pay the Registration fee in force. If the sender's address is unavailable, the contents are retained by the Returned Letter Office for a further period of six months, after which time they are sold by public auction.

Parcels - Undelivered parcels when returned to senders are due for a fresh charge at the surface mail rate. If returned by airmail at the request of the sender, appropriate airmail charges will be collected.

Airmail items - Undelivered airmail items are returned to the sender by surface means, unless the sender has asked for return by airmail in which case, he is liable for the airmail charges.

XI EXPRESS DELIVERY SERVICE

Express Delivery Service is in operation for all classes of mail with the exception of insured parcels and COD parcels. Upon payment of an Express Delivery Fee, mail matters will receive special treatment and delivery will be effected by **messenger** to the addressee if such a delivery is possible by tracing the location which should not be beyond 3 km from the Post Office. If addressed to a box/bag number, the mail article will be placed in the box/bag promptly.

Express items must bear an EXPRESS label and must be handed over in a post office counter. If a label is not available, the word EXPRESS must be written in bold capital letters in red ink or pencil.

Express items should not be dropped in a mail box. If an express item is found in a box with adequate postage, it will be dealt with as an express item and necessary steps will be taken to handle it specially.

XII REGISTRATION

Registration of a postal article ensures safer handling and in the event of a loss, the sender is compensated in most cases. All postal items with the exception of parcels can be registered. Insured parcel service, which is practised for safer handling, is dealt with separately.

All items to be registered should be handed in at a post office counter and necessary registration fee paid. Registered items should not be posted in a posting box. At the time of handing in a registered item, a receipt must be obtained by the sender from the Post Office. The receipt must be carefully preserved for reference should an enquiry become necessary regarding the delivery of the registered item. If a person posts several registered items, it is preferable to have a list prepared in duplicate by the sender one copy of which will be kept by the Post Office while the sender will retain another copy duly signed by an official of the Post Office.

Make-Up of a Registered Article

Items handed in for registration should be properly made up in a strong cover. Letters and parcels should be sealed with sealing wax or adhesive. In order to avoid interference with a registered article, sent in a packet, the packet must be closed by means of string which must be sealed by metalling or wax seals. If the article is not properly made-up the postal official may refuse to accept it. The writing on a registered item should be in ink only.

Registered envelopes are sold by Post Offices which are of a better quality than normal envelopes. The value of the contents must not be stated on the outer cover of a registered article.

Compulsory Registration

Letters and letter packets that may be believed to contain currency notes, valuable jewellery, watches, uncrossed cheques, uncrossed postal orders or any other valuable item will be subject to compulsory registration and the appropriate fee will be collected.

Postal items except parcels bearing the word REGISTERED or the

letter 'R' will be compulsorily registered.

Receipt from Addressee

No registered item will be delivered to the addressee or his agent unless he has signed a receipt on the prescribed form that will be presented to him for signature by the Post Office staff. It is necessary to provide a proof of identity when a registered article is collected.

Advice of Delivery

The sender of a registered postal articles may, upon application at the time of registration, require to be furnished with an acknowledgement by the addressee of the receipt of such article. A special fee for this purpose is levied.

XIII COMPENSATION

1. The Post Office, at its discretion, pays compensation for the loss or damage to registered articles and parcels while in the custody of the Post Office. The compensation is restricted to P10,00 in the case of a registered article and in case where the contents are coins, the limit is P4,00.
2. No compensation will be given in respect of -
 - (a) a postal article containing anything which may not be lawfully sent by post;
 - (b) money, whether coin or paper, cheques, postal order, money orders unless sent by letter post and then only where -
 - (i) the money has been enclosed in a registered envelope issued by Post Office,
 - (ii) coins enclosed in a letter have been packed in such a way as to move as little as possible,
 - (iii) the amount, number and bank of issue of a bank note enclosed is supplied to the Post Office when required.

- (iv) the amount, number and date of issue of a money order or postal order enclosed is supplied to the Post Office where required,
 - (v) in the case of a bill of exchange, a bond, a coupon or other order or authority for the payment of money or other order or security for money enclosed in the letter, particulars sufficient to identify the document, is supplied to the Post Office.
 - (c) any loss that appears to have occurred due to the negligence of the sender;
 - (d) any postal item, unless the receipt given to the sender at the time of registration is produced to the Post Office when required;
 - (e) any postal item posted unregistered and is subject to compulsory registration;
 - (f) any postal item when an enquiry about the loss is made after the expiry of one year from the date of posting.
3. The Post Office may, in any case, reinstate or make good in kind the contents of a lost article in lieu of giving pecuniary compensation.
 4. Where compensation has been given in respect of a postal article and such article subsequently comes into the possession of the Post Office, it may be retained or disposed of as the Post Office deems fit. The Post Office may demand refund of compensation in the event of a postal article, found subsequently, is restored to the sender.
 5. Every application for compensation in respect of a postal article, the contents of which are alleged to have been lost during transmission through the post must be accompanied by the envelope or cover of such cover as nearly as possible the condition in which it was delivered by the Post Office.

If an item shows signs of damage at the time of delivery, the addressee is advised to open the article in the presence of an official of the Post Office.

XIV MISCELLANEOUS

Certificate of Posting

Parcel - If a sender wishes to have a proof for posting a parcel to a particular person he may ask for a certificate of posting from a Post Office. The charge for the issue of a certificate of posting is 10t for each postal article. The charges are collected by means of affixing postage stamps to the certificate form.

A postal article for which a certificate of posting is issued will not be returned to the sender for posting but will be treated as if it has been already posted in a posting box. The certificate issued to a sender is only a document to prove that a mail article has been posted to a particular addressee and does not confer any rights to compensation nor can the certificate be deemed to furnish a proof of the nature of the contents of a postal article.

Cash On Delivery Parcels - A certificate of posting is issued and the sender must always obtain a certificate. Particulars of Trade charge and COD fee are entered in the certificate.

Insured Parcels - A certificate of Posting is issued and the sender must obtain a certificate. The amount of insured value and the fee paid are entered in the certificate.

Registered Articles - A certificate of Posting is issued.

ACCEPTANCE OF CHEQUES BY POST OFFICE

Cheques will normally be accepted by a Post Office for the following:

Savings Bank deposits

Private box and bag rents

Under special arrangements cheques may be accepted for COD charges and customs duty.

Cheques for regular postal transactions may be accepted from reputable firms and organisations provided an arrangement has been made with the Post Office.

Dissolution of a company or business

In the event of a dissolution of a company or business partnership and in the absence of an order of a court any person gives notice to the Post Office not to deliver any postal article addressed to such company or business, except to the person giving such notice, the Post Office may refuse to deliver the article until such time as the dispute is resolved. If the dispute is not resolved within 30 days from the date of the notice, the article will be treated as undeliverable.

Postal articles addressed to Government Departments

Any postal article addressed to a Government Department is treated as addressed to a private person and the sender must pay the appropriate charges. However, where articles containing Returns required under law may be posted without prepayment of postage provided the envelope/cover is endorsed 'Return required by Income-Tax', etc.

Unpaid and underpaid postal articles

1. An unpaid and underpaid article intended for delivery in Botswana is forwarded and the addressee will be required to pay double the amount of deficiency. If a postal article was accepted at a counter in a Post Office for which a Certificate of posting was issued and if the postage on such an article was deficient, the charges recovered are only the amount of deficiency.
2. For articles received from other countries the unpaid or underpaid charge is recovered at the time of delivery, an amount equivalent to the actual deficiency plus a handling charge equal to the charge for the first mass step at inland letter post rate.

Enquiries and Complaints

An enquiry or complaint should be addressed to the Postmaster of the area in which the complainant resides.

Recall, detention or diversion of postal articles

No letter, parcel or postal packet once it has been posted in a Post Office box or handed to any official of the Post Office in the course of his duty may be taken out of the post, even if application be made for it by a person who can prove he is the sender. A letter cannot be detained or delayed even if a **request** to that effect appear on the cover. It must be forwarded to its address and cannot be diverted to any other address at the request of the sender. Applications to enclose articles inadvertently omitted from a postal packet cannot be entertained nor can search be made for an article on which postage is deficient.

Secrecy of the Post

No information can be given about postal packets to persons other than those to whom they are addressed. Postal officials are not allowed to make public any official information of a private character.

Verification of Surcharges

No one to whom a letter or other postal packet is tendered for delivery should pay any charge demanded in respect of unpaid postage unless a datestamped 'To pay' label to the face value of the amount demanded is affixed to the cover of the packet or to a docket accompanying a number of packets on which a second postage is due.

Enquiries regarding surcharges should be made to the local Postmaster. In some cases it will suffice to enclose the cover, but if the article was forwarded in an unsealed cover, the whole article must be sent. The whole article before being opened, if sealed must also be produced if the surcharge is questioned on the ground of weight and the Post Office cannot entertain any complaints in respect of an article which has been opened.

Late Fee Items

As a general rule postal articles (except parcels and registered articles) posted after the fixed mail closing time will be included in the dispatch, provided the following extra postage stamps are affixed thereto in addition to the normal postage.

Up to 15 minutes late3t.

FOREIGN POST

G E N E R A LUNiversal Postal Union (UPU)

The Universal Postal Union is an inter-governmental body and most of the countries in the world are members of UPU. The function of UPU is to regulate international postal services. Botswana Postal Administration is a signatory to the Convention, Letter and Parcel Post Agreements and is therefore obligated to apply the UPU Regulations in Foreign post.

African Postal Union

Botswana is a member of the African Postal Union based in Pretoria. The members are: Botswana, Lesotho, Malawi, South Africa, Swaziland, Zaire and Zimbabwe.

International Reply Coupons

International Reply Coupons are sold in larger post office in Botswana and are exchangeable in almost all countries in the world for stamps. The coupons are a convenient means of prepaying the cost of a reply from abroad.

The selling price of an International Reply Coupon is in the Post Office tariff list.

An International Reply Coupon received in this country is exchangeable for stamps to the value of the current postage rate for a 20 gram overseas surface letter irrespective of the country in which the coupon was issued and its date of issue.

The selling price and exchange value of International Reply Coupons are regulated in the Universal Postal Union regulations.

Services - Both air and surface mail services are available for foreign post.

Airmail - First class mail service that covers letters, letter packets, post cards and aerogrammes is available. Aerogrammes are available in all post offices. Privately, printed aerogrammes may be used only after an approval by the Director of Postal Services.

Second class mail consists of printed papers, small packets (including samples) and Literature for the Blind.

Parcels - Air parcel service is available to most of the countries in the world. See International Tariff list.

Exchange Control Regulations

The Exchange Control regulations affecting Money Orders, Postal Orders and Cash On Delivery parcels (COD) are explained separately.

For import of postage stamps for philatelic purposes and coins for numismatic purposes, applications must be made to the Bank of Botswana. Details of how payment will be effected, value of items to be imported, overall annual quota allocated, etc., must be stated.

LETTER POST SERVICE

Under letter post services, the following five categories are available:

Letter service, post cards, printed papers, small packets and Literature for the Blind.

1. Letter Service

The quickest means of transmission is letter service. Both air and surface services are available and rates are shown separately.

Weight and Size: The limit of weight all destinations is 2 kg.

Surface measurement not less than 900 mm x 140 mm.

Maximum dimensions: Length, width and depth combined 900 mm but the greatest dimension may not exceed 600 mm.

In roll form: Maximum length plus twice the diameter 1040 mm, but the greatest single dimension should exceed 900 mm.

Minimum - length plus twice the diameter 170 mm. Greatest single dimension 100 mm.

Addressing: It is strongly recommended that the sender's name and address is written at the back of the envelope to facilitate return of the mail to

the sender in the event of non-delivery.

Insufficiently
Prepaid letters: Insufficiently prepared letters and other articles of mail matter received from abroad are subject to a minimum surcharge of 25t .

Letters posted for any country which are unpaid or insufficiently paid are subject to a surcharge of double the deficiency.

2. Post Cards

Rates of postage are shown in the Post Office tariff list -

Size: Postcards must be rectangular.

Maximum size: 105 mm width x 148 mm length with a tolerance of 2 mm

Minimum size: 90 mm width x 140 mm length

General
Conditions: See Inland post.

3. Printed Papers

Definition - See inland post.

Postage rates - shown in the post office tariff list.

Weight & size - maximum weight 5 kg

size - as for letters.

Unpaid and underpaid printed paper will not be forwarded to addressee. It will be returned to sender if stated so in which case charge equal to the original postage will be levied. If it cannot be returned to sender, it will be sent to the Returned Letter Office.

Liability to Customs duty: Advertising matter is subject to customs duty on entry into certain countries notably Australia and New Zealand. In some cases books are also liable for duty.

4. Small Packets

Weight and Size - Limit - 1 kg (500 g to some countries)

Size - as for letters

Definition - Small packet service is to facilitate and expedite the transmission through post of goods of small quantity at lower rates than parcels.

- The sender must show his name and address on the outside of the packet and must mark the packet conspicuously "small packet" in the top left hand corner on the address side.

Prohibited Articles - Articles prohibited under letter post are also inadmissible under "Small packets". The following also may not be sent in small packets.

- (i) A letter, a note having the character of current and personal correspondence.
- (ii) Coins; bank notes, currency notes or securities of any kind payable to bearer; platinum, gold or silver whether manufactured or not; precious stones, jewels and other valuable articles.
- (iii) Postage stamps, whether cancelled or not, or any paper representing a monetary value.

Posting - Small packets should normally be handed in at a post office counter.

They may be posted in a posting box provided all documentation are correct, such as customs declaration form. Small packets may be registered.

A green customs declaration form must be affixed whether the contents are dutiable or not.

5. Literature for the Blind - As in Inland Post.

REGISTRATION

General conditions applicable to Inland Post will also apply in Foreign Post.

Compensation - In terms of Universal Postal Union Regulations, the maximum compensation payable for the loss of registered articles while under the custody of a postal administration is 60 Gold francs or P20,00.

Under no circumstances will a claim for compensation entertained if such a claim is received one year from the day of posting the item.

EXPRESS DELIVERY SERVICE

1. A handling charge of 35t per item in addition to the usual postage will be charged. Items for express delivery in the following countries are accepted in respect of letters, postcards, aerogrammes, printed matter and small packets:

Australia	Ghana	Netherlands	Sweden
Belgium	Greece	Norway	Switzerland
Denmark	Israel	Portugal	United Kingdom
Egypt	Italy	South Africa	United States of America
France	Lesotho	Spain	Zaire
Germany, Fed. Republic	Mozambique	Swaziland	

In respect of Parcels

France	Norway
Germany, Fed. Republic	Portugal
Kenya	Swaziland
Lesotho	Sweden
Netherlands, The	Switzerland

2. Posting and Marking - Express items must be handed in over a Post Office counter and bear an EXPRESS label. In the absence of a label the word EXPRESS must be written boldly.

3. Delivery of express items received from abroad

Express items from abroad are delivered free of charge in Botswana. In the case of parcels the delivery slip only is delivered to the addressee.

CUSTOMS

General - All letters, packets and parcels are liable for examination in the country of destination (except when addressed to countries in the Customs Union, i.e., Lesotho, South Africa and Swaziland) for customs, assay, trademark and other legal requirements. The sender is required to make an accurate declaration of the contents and its value. Necessary forms required for this purpose are available in all Post Offices.

For letter packets and parcels addressed to all Commonwealth countries, Lesotho, Mozambique, South Africa Swaziland and United States of America an adhesive form, PP/24, PP/4 must be completed.

Customs Procedures - Outgoing

Customs duties and restrictions vary from country to country. Detailed separately under each country are the exact customs requirements. In this section, general regulations that apply to different types of postal articles are explained.

Letters - All packets posted for abroad at the letter rate of postage and containing goods whether or not dutiable in the country of destination must be declared to customs. While some countries accept such articles as ordinary letters, some countries accept only as registered letter post. For details see page 61 onwards. A green customs label, obtainable at any Post Office must be affixed to the address side of the article.

Customs Procedures - Incoming

Botswana is a member of the Common Customs Union. Other members of the Union are Lesotho, South Africa and Swaziland. There is no customs duty for goods imported through post from countries of the Common Customs Union but certain formalities may be required to be completed. Any postal article which may be containing goods received from other countries will be subject to customs examination and duty if necessary. The postal article on which customs duty is assessed will be released to the addressee only upon payment of the duty.

According to the rules of the Common Customs Union, assessment of duty will be done at the place of first entry within the Customs Union countries.

Appeals against assessment of Customs Duty

If an addressee does not accept the correctness of the duty assessed, the duty should nevertheless be paid when the articles are delivered and an appeal, in an application form made available by the Post Office, for refund may be made. If an addressee so wishes, he may leave the article with the Post Office until his appeal is finalised. In such a situation demurrage charges on parcel will be raised.

In cases of appeal against the assessment of customs duty where other documentary evidence as to the contents is not available, the postal article should be opened in the presence of the Postmaster and a written statement of the contents prepared by the addressee and verified and certified by the Postmaster.

For presentation and clearance through customs of a parcel a charge of 20t will be levied irrespective of its contents whether dutiable or not.

In some cases the country of destination requires that the green customs label and customs declaration forms should be made out in a language other than English (for example, French).

Printed Papers

Some countries do not require customs declaration forms for printed papers while some countries require. (See page 61 onwards for details). The following special requirements apply to printed matter sent to Australia, Canada, New Zealand and Norfolk Islands:

Australia and Norfolk Islands: Advertising matter (catalogues, price lists, circulars and loose advertising matters inserted in magazines) is dutiable.

The following are exempt from duty: trade catalogues and price lists not designed to advertise the sale of goods by any person, firm or company in Australia when sent into Australia in single copies addressed to merchants, firms or companies therein and not exceeding one copy to each merchant, firm or company or branch office thereof, and not being for distribution.

Canada: Printed matter must be conspicuously and indelibly marked with an indication of the country of origin.

New Zealand: Advertising matter is subject to customs duty, but trade catalogues and price lists relative to the goods of firms or persons having no established business in New Zealand are not liable to duty.

FOREIGN POST - PROHIBITED ARTICLES
BESIDES THOSE MENTIONED IN OTHER PAGES

ARGENTINA: Printed matter of commercial nature and numerous other classes of printed matter, excluding newspapers, periodicals and books are subject to customs duty. Restrictions apply to the inclusion of securities, including bank cheques made out to BEARER in letter post and registered articles.

The net mass and details of the contents of all items subject to customs duty must be specified on green customs label.

AUSTRALIA: Bank notes, coins, gold, silver, jewels, precious stones and valuables are allowed only in the form of registered letters or insured parcels.

CANADA: Bank notes, coins, securities payable to bearer, jewellery and other precious articles may only be imported by registered mail.

EGYPT: Coins, precious stones and metals, jewellery, tobacco, medicinal products and plants, used clothing and rags.

GERMANY (FEDERAL REPUBLIC): Lottery tickets, advertisements, etc., not authorised. Restrictions apply to money, bank bills and drugs.

GREAT BRITAIN AND NORTHERN IRELAND: Gold, tobacco, cigars, cigarettes.

GREECE: Conditional admission of bonds, government stock and radio sets.

HONG KONG: Gold, silver, platinum, precious stones and jewellery.

INDIA: Gold, silver, precious stones, coins, bank-notes, silk, tobacco. Prohibitions and restrictions apply to a large variety of articles and the sender must first verify before posting.

IRELAND: All articles subject to customs duty.

ITALY: Bank notes, coin, gold, jewellery, platinum and precious stones, cigars and cigarettes. Importation of postage stamps for philatelic purposes admitted conditionally. Such consignments must be registered and must bear a green customs label on the envelope.

JAPAN: Certain drugs are prohibited. Animal products such as wool may be sent provided a certificate of inspection declaring the products will not spread infection, accompanies the consignment.

KENYA: Only bonafide gifts addressed to private individuals and letters and postcards are admitted.

LESOTHO: Eau-de-cologne may not be sent to any place in Lesotho.

MALAWI: Coins and bank notes, except from one bank to another, packets containing seeds or plants must be accompanied by a certificate of origin and disinfection. Medicines are admitted provided the formulae are detailed on the containers. Charlatanic materials will be confiscated.

MAURITIUS: Letters or sample packets containing dutiable articles are not admitted.

MOZAMBIQUE: Bank notes, coins and securities payable to bearer are not admitted. Importation of medicine must be approved by Health Ministry unless addressed to pharmacies.

NETHERLANDS, THE: Letter post items, containing books periodicals, newspapers and postage stamps must bear a green customs label (PP24). Items containing merchandise must be accompanied by a copy of the invoice attached to the customs declaration.

NEWZEALAND: Importation of meat products is prohibited unless authorised by authorities.

NIGERIA: Coin, bank notes, currency notes except from bank to bank, charlatanic materials, lottery circulars, betting advertisements prohibited. Negotiable instruments should be sent only by registered mail.

SINGAPORE: Coins, gold, silver, jewellery and other valuable articles. Forged or used postage stamps and imitation bank notes and coins are not admitted.

TANZANIA: Only letters and postcards are allowed.

UGANDA: Only letters, postcards and printed papers are allowed.

USSR: Dutiable articles are not permitted to be sent by letter post. Seeds, plants, animal raw materials, watches, photographic apparatus are forbidden from being addressed to private persons.

Postage stamps, coins and philatelic collections are not permitted to be imported by private persons.

USA: Obscene literature, spirituous and intoxicating liquor. Restrictions apply in the case of importation of gold bullion, unmanufactured cotton, cigarettes, radio active substances, plants, etc.

ZAIRE: Gold, silver, precious stones and jewellery.

ZAMBIA: Charlatanic materials prohibited. Medicines are admitted provided the formulae are detailed on the containers.

ZIMBABWE: Medicines admitted provided the formulae are detailed on the containers. Charlatanic materials will be confiscated.

FOREIGN PARCELS - OUTGOING

Parcels may be sent to the following countries:

ALGERIA: Service suspended.

AUSTRALIA: Importation of Absinth, blank invoice forms, contraceptives counterfeit coins, heroine, meat, narcotics prohibited. Restrictions apply to the importation of arms, fruits, plants, tinned meat, vaccines, leather goods, hides. Senders must ascertain from addressees as to the formalities to be observed in imports into Australia.

Adhesive customs forms must be used.

AUSTRIA: Perishable articles, postage stamps medicines, bulbs, potatoes, spirits, tobacco, animals, radio active materials, are prohibited.

Non adhesive customs, forms must be used.

BELGIUM: Weapons, sweets, fats, spirits, household linen, clothing, contraceptives, coins, currency are prohibited. Restrictions apply to importation of dairy products, plants, fruits, seeds, potatoes.

Non-adhesive customs forms must be used.

BRAZIL: Importation of alcoholic beverages, narcotics, spirituous liquors prohibited.

Restrictions apply to cotton seed, cotton, dyes, cinematographic films, plants, sweetening agents, veterinary products.

Non-adhesive form must be used.

CANADA: A wide range of articles is prohibited entry into Canada, except when sent as gifts of a value not exceeding five dollars.

In respect of parcels of merchandise, the addressee must submit certified invoices in duplicate in the form prescribed. The sender must forward the invoices separately from the parcels. The packing of parcels may not consist of hay, straw, etc.

Adhesive customs forms must be used.

DENMARK: Restrictions apply to the importation of agricultural produce, boots and shoes, medicines and spirits.

Non-adhesive customs form must be used.

ETHIOPIA: Importation of a wide range of articles is prohibited. Regulations permit importation of some items with the approval of the authorities. Approved imports through parcel post must be accompanied by an invoice certified by a legal authority of the country of origin. The contents and value must be declared.

Delivery charges are collected from the addressee.

Non-adhesive customs declaration form must be used.

FRANCE: Plants and shrubs, butane gas lighters, tobacco, playing cards, seeds usable as fodder. A few classes of goods may be imported upon obtaining an import licence. A special charge is levied on foreign merchandise.

Non-adhesive customs declaration form must be used.

GERMANY, FEDERAL REPUBLIC (WEST GERMANY): Explosive materials, phosphorous matches, obscene publications, sound recordings, etc., inflammable materials, etc. are prohibited. Restrictions apply to the importation of wool, bones and bone-meal, cigars, cigarettes, pipes, tobacco, meat, narcotics, pharmaceutical products, plants, seed, playing cards, radio-active material.

Non-adhesive customs declaration must be used.

GREAT BRITAIN AND NORTHERN IRELAND: Varnish, foreign reprints of British copyright works; extracts, concentrations of coffee, chicory or tea, preparation from tobacco, tobacco, coins, precious stones, jewellery and other articles of gold and silver cannot be sent to Great

Britain and Northern Ireland.

Restrictions apply to the importation of plants, trees seeds, vegetables, fruits, potatoes and cherries.

Senders of gift parcels should write the word GIFT clearly on the cover of the parcel. Adhesive customs labels must be used.

GREECE: Arms, charged butane gas, lighters and refills, playing cards, salt. Bonds, government stock and radio sets are admitted conditionally.

Restrictions apply to the importation of cigarette papers, medicines, plants, tobacco, worn clothing, footwear and used bed linen.

Import restrictions apply to commercial articles.

Non-adhesive customs label must be used.

HONG KONG: Restrictions apply to the importation of paints, varnish, coffee, coins, fire arms, precious stones, jewellery and gold.

Adhesive customs declaration form must be used.

INDIA: Coins, currency note, gold, silver, jewellery, all articles made from silk, nylon materials, lottery tickets; all goods of South African origin.

Restrictions apply to importation of chemicals, cigars and cigarettes; perfumes and playing cards; spirits and medicines.

Gift articles not exceeding the value of RS 100 may be sent.

Non-adhesive customs forms must be used.

IRELAND: Importation of agricultural products, cigarettes and tobacco if packed with other goods; coins and imitation money, meat, and postage stamps imitation are prohibited.

Plants, trees, flowers, vegetables, foodstuff and drinks are conditionally accepted.

Adhesive customs forms must be used.

ITALY: Meat, potatoes and saccharine, photographic equipment, bank notes, gold and jewellery are prohibited.

Non-adhesive customs form must be used.

JAPAN: The following are admitted conditionally: Bank notes, currency notes, coins, cigarette paper, tobacco, wool, meat and plants.

It is better to consult the addressee before sending a parcel.

KENYA: Prohibitions: gold, silver, precious stones, fire arms and ammunitions, drugs unless an import licence has been obtained.

Import licences are required for certain classes of goods.

Adhesive customs form must be used.

LESOTHO: Eau-de-cologne prohibited.

MALAWI: Obscene and seditious literature and firearms prohibited.

Many goods are prohibited without an import licence.

MAURITIUS: Coins, bank notes and currency notes are prohibited.

Restrictions: Platinum, gold and silver must be registered. Adhesive customs forms must be used.

MOZAMBIQUE: Books, magazines, newspapers and tape-recordings are totally prohibited if addressed to an individual. They may be sent to:

INSTITUTO NACIONAL DO LIVRO DE DISCO, MAPUTO

Restrictions: Importation of merchandise is permitted only if the importer produces proof of authority for payment abroad.

Adhesive customs declaration form must be used.

NETHERLANDS: Authorisation from Nederlandsche Bank is required for all goods. Exceptions are:

1. bonafide gifts of which the value does not exceed NZ £ 20,00.
2. goods which are intended for the addressee's domestic use, the value of which does not exceed NZ £ 10.

Adhesive customs forms must be used.

NIGERIA: Import licences are required, excepting for gift parcels.

An invoice and certificate of origin should be furnished by the addressee for commercial parcels and senders are advised to dispatch these documents in advance of the parcels.

Adhesive customs forms should be used.

NORWAY: Importation of luxury articles, except under permit, is prohibited. Commercial parcels must be accompanied by an invoice in duplicate.

Non-adhesive customs forms must be used.

PAKISTAN: Arms and ammunition, plants, cotton and woollen piece goods, sulphur.

Restrictions apply to importation of potatoes and seeds, silver, wireless transmitting apparatus.

SINGAPORE: Firearms and charged butane gas prohibited. Meat and meat products, narcotics, plants and seeds are conditionally admitted.

A number of articles are either prohibited or conditionally admitted. Senders should verify before despatching a parcel.

Adhesive customs forms must be used.

SPAIN: Arms, playing cards, potatoes, relics and similar articles; tobacco are prohibited.

Restrictions apply to the importation of jewellery, and precious stones, plants.

Parcels are delivered by railway companies. The name of the station where parcel post business is done must be shown in the address.

Non-adhesive customs form must be used.

SRI LANKA: Currency notes. Restrictions apply to almost all goods and senders must ensure that addressee has a valid permit to import the article sent by parcel post.

Adhesive customs form must be used.

SWAZILAND: Charged butane gas lighters, diamonds, gems, fresh and dried citrus fruits, precious metals, second hand clothing and stone fruits prohibited.

Restrictions: Skin, bees, cheese, liquors, narcotics, plants, rice, vaccines, unmanufactured tobacco, water material.

Gift parcels which do not exceed 5 kg and P 10,00 in value may be sent.

Adhesive customs form must be used on ordinary parcel only.

SWEDEN: Firearms only after obtaining approval from authorities concerned. Tobacco, plants and vegetables subject to production of certificate of disinfection. A commercial invoice signed by the sender must be attached to the dispatch note of a parcel containing merchandise.

Non-adhesive customs form must be used.

SWITZERLAND: Corrosive materials and phosphorous and sulphur matches are prohibited.

Alcohol, ammunition, films, meat and meat products, plants, salt, vaccines are admitted conditionally.

The non-adhesive customs declaration form must show the gross and net weight and the value of the contents of a parcel.

TANZANIA: All goods of South African origin. A number of items are either prohibited or restricted from importation and it is advisable to seek details before sending a parcel.

Invoices must accompany every parcel other than those sent to individuals. Adhesive customs form must be used.

UGANDA: There are prohibitions and restrictions and full details must be obtained from the addressee before sending a parcel. Import licences are required for certain classes of goods. Invoices must accompany all parcels, other than those sent to individuals.

Adhesive customs form must be used.

USSR: Seeds and plants, animal raw material, watches, wine and photographic apparatus are prohibited.

Permit is necessary for importation of many articles and the sender must consult the addressee before sending a parcel.

Contents of all parcels must be declared exactly as otherwise they may be returned at sender's cost. Non-adhesive customs form must be used.

USA: Opium, morphine, cocaine and narcotics, spirituous and intoxicating liquors, meats and meat products.

Restrictions apply to a wide number of articles and the sender must consult the addressee before despatching a parcel.

Commercial parcels must have an enclosed invoice giving an accurate description and the value of contents.

Adhesive customs forms must be used.

ZAIRE: Gold, silver, platinum, jewellery and precious articles.

Medicines may be sent only under the authority from the Chief Chemist of the Province of Lubumbashi.

Non-adhesive customs forms must be used.

ZAMBIA: Permit requirements are rigid and the sender must ensure that the requirements have been followed before despatching a parcel.

Every parcel must indicate

the weight (gross and net)
value of contents
full description of the content and the
country of origin.

If the parcels are deficient in information required, they will be returned to the sender.

Within a maximum value of P50 the following articles are admitted whether enclosed in a single parcel or a consignment of more than one parcel.

Cigars, cigarettes, snuff, tobacco, blankets, rugs, carpets, mats, clothing, furs, gloves, hats, cups, socks and stockings, shawls, cutlery, perfumes, footwear, books, playing cards.

Adhesive customs form must be used.

ZIMBABWE: Articles made in prison, citrus plants and seeds, precious articles such as gold, silver and jewellery are prohibited.

Celluloid, cinematographic films, vaccines are admitted conditionally.

Net and gross weight of a parcel and contents must be declared on the customs forms. Commercial parcels must be accompanied by certified invoice.

Adhesive customs forms must be used.

CASH ON DELIVERY PARCELS

Customers in Botswana are permitted to import goods through post for which the trade charge is raised by the sender. Such charges are collected by the post office and paid over to the sender. This is known as cash-on-delivery (COD).

Most of the COD service is in operation with Common Customs Union member countries (Lesotho, Malawi, South Africa and Swaziland) although a few COD parcels arrive from other countries also.

COD parcels delivery are handled in all the post offices and a few agencies.

Exchange Control: There is no limit in the value of a COD parcel that can be imported from countries in the Common Customs Union.

However the value of any one parcel imported should not exceed P400,00.

COD Handling fee - COD Parcels posted

In addition to the postage a cash on delivery handling fee is payable at the time of posting.

COD Parcels delivered

Handling fee for every COD parcel delivered is:

	<u>Amount of fee</u>
Parcel with a trade charge value up to P 50,00 -	0,85
" " " " " " " " 100,00 -	1,15
" " " " " " " " 200,00 -	1,70
" " " " " " " " 300,00 -	2,30
" " " " " " " " 400,00 -	2,90

PREPARATION OF COD PARCELS DOCUMENT

The addressee's name and address must be written on the cover of the parcel and the amount of the trade charge must also be written. The sender's name and address must also appear on the cover of the parcel, but it must be distinctly positioned to avoid any confusion.

The sender must indicate on the cover of the parcel, in the COD form or in the relative customs declaration form whether, in the event of non-delivery, it should be

- (i) treated as abandoned
- (ii) tendered for delivery at a second address at sender's expense or
- (iii) returned to sender at his expense.

No other course is permitted.

The sender is required to complete trade charge card for each parcel. The card should have no erasures or alterations. If a correction of an entry in the card is necessary, then a fresh card must be made.

Certificate of Posting

COD parcels must be presented at the counter in a post office and a certificate of posting must be obtained for each parcel.

Delivery

An advice of the arrival of a COD parcel will be sent to the addressee. Upon payment of the trade charge and any other charge due, the parcel will be delivered to the addressee. Trade charge once collected will not be refunded to the addressee under any circumstance. All trade charges must be paid by cash and only by special arrangement with the Department of Postal Services will cheque payments be accepted.

I N S U R A N C E

General

Provided that the appropriate service is available to the country concerned, either letters or parcels may be insured.

The Post Office does not offer a comprehensive insurance service. Not all the member countries of the Universal Postal Union offer insurance service and those countries that offer insurance facility, the service is limited.

At the moment, Botswana offers insurance service only to: Lesotho, South Africa, Swaziland, Zambia and Zimbabwe.

Posting

Items intended for insurance must be presented at the counter of a Post Office and a certificate of posting obtained for them. Insured articles must be properly packed and sealed and if the article does not meet the required standard, it will be refused to be accepted. The Post Office does not accept any liability for loss or damage to an insured article which is defectively made up and may not have been observed at the time of acceptance for transmission.

The certificate of posting must be retained by the sender as it should be produced if a claim is made in respect of the item.

Addressing

An insured item must be addressed in ink and it should not bear a correction or an erasure in the address.

Packing and Make-up

Insured items must be strongly packed and sealed in such a manner that any tampering with the contents is immediately noticeable. The packing and make-up requirements vary according to the nature of the contents.

All insured items must be sealed. Also please refer to inland post - page 50 for more details regarding the use of seal.

Insured value

The amount for which an article is insured must be written in ink by the sender both in words and figures - at the top of the address side of the cover.

Compulsory Insurance

If a parcel containing any article which is proper to be sent only in insured parcels is received uninsured from a place to which the insured service extends, it is compulsorily charged appropriate insurance fees, based on the value of the contents as determined by the Director of Postal Services.

MONEY ORDERS AND POSTAL ORDERSINLAND MONEY ORDERS1. Money Order Offices

Money Orders are issued and paid in all the Post Offices. Postal Agencies neither accept money for transmission nor do they pay. Money Order business will not be transacted on Sundays and Public Holidays.

2. Commission

The rate of commission for transmitting Money Orders is:

				<u>Commission</u>
10t up to	P	50,00		0,70
P 50,00	"	"	P 100,00	1,40
P 100,10	"	"	P 150,00	1,85
P 150,01	"	"	P 200,00	2,30
P 200,01	"	"	P 250,00	2,65
P 250,01	"	"	P 300,00	3,00
P 300,01	"	"	P 350,00	3,45
P 350,01	"	"	P 400,00	4,00
P 400,01	"	"	P 450,00	4,60
P 450,01	"	"	P 500,00	5,20

3. Limit of Amount of Order

No single inland Money Order issued for payment in Botswana shall exceed P 500,00. However, the transmission of a larger sum between the same remitter and payee, at any one time by number of Money Orders is not prohibited.

4. Remittance Procedure

A remitter must complete an application in the prescribed form available at all post offices. The remitter must furnish on the application form details such as, the amount for which the order is to be issued, the surname of the payee and the place where the payment is to be effected. If the order is drawn in favour of a firm, company, corporation or a society, the ordinary title of the official, in whose favour the Money Order is drawn, is enough.

Payment through a Bank

If the remitter so wishes, he could, by crossing the Money Order form, cause the amount to be paid through a Bank. Payment could be effected through a specific bank if it is indicated on the form by crossing two parallel lines and stating the name of the Bank.

5. Requisitions by Post

It is permissible for persons residing far away from a Money Order office to obtain requisition forms for Money Orders from the nearest postal agency. After the requisition forms have been completed and enclosed in a strong cover/envelope with the required cash for the amount of the order and commission, the forms are forwarded to the Money Order office without prepayment of postage. Such remittances should be registered and the Money Order office will issue the Money Order and send it to the remitter by return of post.

Transmission of order to Payee

The top copy of a Money Order when issued is handed by the Post Office to the remitter who then will transmit it to the Payee. The issuing Post Office will also send an advice to the Paying Office which will provide information about the amount transmitted, name of the Payee and the name of the remitter.

Encashment of Money Orders

The Paying Post Office will not encash a Money Order unless the issuing office's advice has been received. At the time of presenting a Money Order for payment the paying office will verify with the advice as to the name of the remitter, the amount remitted, etc. If the Postmaster has a valid reason, for believing that the applicant is neither the payee nor his authorised agent, he may refuse to pay a Money Order. Payment of a Money Order will be made only upon the payee providing a satisfactory proof of identity.

The Money Order, at the time of encashment, must be signed by the payee or his authorised agent. The signature must be in ink, If an order is payable to a company, corporation or society, the name of the organisation must be signed in the appropriate space in the receipt and the signature of a responsible official must be appended.

Payment of a Money Order is subject to possession of adequate funds by a Post Office. Sometimes, there could be a delay in payment of a Money Order due to insufficient funds.

Cancellation of an order

An order once issued cannot be cancelled. Should the payee or the remitter require refund or transfer to a different office, this may be done. Please refer to a separate section on 'Repayment and Transfers'.

Stoppage of Payment

An inland Money Order may be stopped from payment in which case an application must be made to the office where the order is payable with the requisite fee.

Alteration of Name

Application for the alteration of the name of the payee or the remitter should be made to the Postmaster of the office at which the order was issued. Requisite fee will be charged for this purpose.

Duplicate Money Orders

In case of miscarriage or loss of an inland Money Order, a duplicate order will be issued upon payment of a fee of specified list in the tariff. Applications for the issue of a duplicate Money Order must be made to The Accountant, Money Order Section, P.O. Box 100, Gaborone. The fee will be refunded if it is established that the loss had occurred during transmission of the order through the post.

Repayment or Transfer of Payment

Repayment or transfer of payment of an inland money order may be obtained. An application in the prescribed form obtainable from all money order post offices, should be completed and forwarded to the office of payment. A second commission will be deducted from the amount of the order and the balance paid as instructed.

Advice of Payment

Upon payment of a fee of 15t, the remitter of an order payable in Botswana may arrange to be advised when the order has been paid. Application for an Advice of Payment may be made at the office of issue at the time of issue of the order or within one year thereafter.

Non-liability for wrong payment or for delay in payment

After once paying a money order, by whomsoever presented, the post office is not liable to any further claim. No application for compensation for alleged damage resulting from the non-payment of a money order at the expected time, can be entertained.

Precautions to be taken

To guard against any person fraudulently encashing a money order, the remitter is recommended -

- i) To register the letter enclosing the order or to cross the order for payment through a bank;
- ii) When it is not considered expedient to adopt the above, to send the remitter's name (without a knowledge of which payment cannot be obtained) in a separate letter from the one containing the money order.

Spoilt Money Order

A postmaster may refuse to pay a money order presented for payment in a spoilt or defaced condition. In such a case the applicant should complete the necessary forms and submit to the Postmaster for obtaining a duplicate money order to be issued either free of charge or upon payment of a fee specified in the tariff list.

Void Money Orders

A money order becomes void if it remains unpaid for twelve months from the month of issue. An application for payment will be considered upon payment of 25t plus the usual money order commission.

Enquiry Fee

A remitter or payee of a money order can obtain information regarding the issue or payment of a money order by completing the necessary forms at a Post Office.

For information regarding money orders of which full details can be furnished and which had been enclosed in an unregistered letter an enquiry fee of 40t per order is charged. If the orders had been enclosed in a registered envelope the fee will be 20t irrespective of the number of orders.

Search Fee

Where the remitter or payee requires information regarding the issue or payment of a money order, but is not in a position to provide the date of issue or the number of the order, a search fee of 25t is charged for the examination of every month's account for each money order office which may be searched.

INTERNATIONAL MONEY ORDERS

Subject to exchange control regulations, money order services can be used for remittances to other countries. Presently, exchange control regulations restrict the external transfer of funds to P 75,00 per person per month.

The countries to which money orders may be sent are shown at the end of this section.

Rate of Commission

The rate of commission on international money orders is as follows:

	<u>Commission</u>
10t up to P 50,00	P 1,40
P50,01 up to P 75,00	P 1,60

Commission Deductions

The countries to which money orders are remitted make deductions for their services at rates varying from one quarter percent to one percent of the value of money orders.

Rates of Exchange

The rates of conversion into the currencies of the countries of payment of the amounts of money orders approximate as nearly as possible the current rates of exchange and can be changed without notice.

Payee's Address Required

The office of exchange in the country to which a remittance is made has to issue for payment, an order in favour of the payee. It is therefore, necessary that full postal address of the person to whom the money is to be paid be given in order to avoid delay in payment.

Crossing of Orders

With the exception of orders payable in the USA, Republic of South Yemen and India, the remitter of a money order may direct, by crossing the requisition form, the order to be paid through a bank.

Period of validity

Valid for six months after the month of issue:

Antiles, Austria, Burma, India, Kenya, Poland, Sri Lanka, Tanzania and Uganda.

Valid for twelve months after the month of issue:-

All other countries.

Repayment of an order

Should repayment be required of an order issued in Botswana the original order of receipt must be sent to the Postmaster with a request for payment.

Repayment may take some time as the advice of the order has to be recovered from the country of payment.

Orders on Towns with more than one Money Order Office

When application is made for a money order to be paid in a town where there is more than one money order office, the remitter should state the office, in that town, in which the money order must be paid. If this is not so stated, the order will then be paid in the main post office of the town.

Foreign Telegraphic Money Orders

Telegraphic money orders may be sent to and received from:

Ireland, Kenya, Mauritius, St. Helena, South Africa, Tanzania, Uganda, The United Kingdom and Zambia.

LIST OF COUNTRIES OF WHICH MONEY ORDERS CAN BE DRAWN

Countries	Maximum Amount (Per person per month)	Type of Service (See footnote at end)	Remarks
P			
Australia	75	C	Advised through South Africa
Canada	75	C	" " " "
Finland	75	C	" " " "
Germany (Federal Republic)	75	C	" " " "
Holland	75	C	" " " "
Hong Kong	75	C	" " " "
India	75	C	" " " "
Ireland	75	C Tel.	" " " "
Italy	75	C	" " " "
Kenya	75	C	" " " "
Lesotho	75	C	" " " "
Malaysia	75	C	" " " "
Mauritius	75	C	" " " "
New Zealand	75	C	" " " "
Pakistan	75	C	" " " "
South Africa	75	C	" " " "
Sri Lanka	75	C	" " " "
Swaziland	75	C	" " " "
Sweden	75	C	" " " "
Switzerland	75	C	" " " "
Tanzania	75	C Tel.	" " " "
Uganda	75	C Tel.	" " " "
United Kingdom	75	C	" " " "
United States of America	75	C	" " " "
Zambia	75	C	Direct Exchange via Gaborone
Zimbabwe	75	C	" " " "

Tel - Telegraph Money Order service available

C - Payment effected on Money Order issued by country of payment.
Money Order to be retained by remitter as receipt.

P O S T A L O R D E R SISSUE AND PAYMENT

1. (a) Botswana Postal Orders are issued at all Money Order offices in Botswana. Certain postal agencies also issue Botswana Postal Orders.
- (b) Botswana Postal Orders are payable in all offices in Botswana, Lesotho, South Africa, Swaziland and Zimbabwe.
2. South African Postal Orders are payable in all post offices in Botswana.
3. British and Irish Postal Orders are payable in all Post Offices in Botswana.
4. Botswana Postal Orders - Denominations and Commission:

<u>Denominations</u>		<u>Commission</u>	
P	T	P	T
	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		80

5. Extension of value of a Postal Order

Uncancelled postage stamps affixed in extension of value to the face of postal orders from the following countries will be cashed, provided they

- (i) are affixed in the space set apart on the postal order
- (ii) represent one thebe or a multiple thereof
- (iii) are stamps of the country in which the order was issued.

Countries: British, Irish, Lesotho, South Africa and Swaziland.

No account will be taken of stamps perforated with initials or marks, or of embossed or impressed stamps cut out of envelopes, postcards, etc.

6. Procedure to be followed

- (i) The purchaser of a postal order should fill in the name of the person to whom the amount should be paid.
- (ii) The counterfoil should also be filled and should be retained by the purchaser as it is necessary to give reference to the postal order or submit the counterfoil for obtaining a duplicate postal order, if it should become necessary.
- (iii) The purchaser, while filling in the name in the postal order, should make sure that there are no alterations or erasures.

Alterations or corrections can be made only with the approval of the Accountant, Postal Orders, P.O. Box 100, Gaborone.

7. Conditions of Payment

When a postal order is presented in a post office for encashment the following precautions will be taken:

- (i) to require the receipt for the amount to be signed in ink in agreement with the name given in the postal order.
- (ii) to refuse payment until the post office official is satisfied that it is signed by or under the authority of the person representing himself as the payee.

8. Payment through a Bank

Postal orders may be crossed for payment through a bank. If crossed and if the name of a bank is given payment will be made only to that specified bank.

9. Deposits in Savings Bank

Crossed or uncrossed postal orders may be deposited to an account in the post office savings bank provided that the postal order is valid in all respects.

10. Currency of Postal Orders

Botswana postal orders are valid for three months only from the last day of the month of issue. In cases where the currency of a postal order has expired, the local postmaster should be contacted and necessary application made for renewal of the postal order. Renewal of a postal order will be subject to a fee equivalent to the normal commission applicable to the value of the postal order.

British postal orders are valid for six months from the last day of the month of issue. Orders older than six months cannot be paid without authority from the Accountant, Postal Orders, P.O. Box 100, Gaborone.

These orders should be sent through the local Post Office. Irish, Lesotho, Malawi, South African and Swaziland postal orders are valid for three months from the last day of the month of issue. Orders older than three months cannot be paid without authority from the Accountant, Postal Orders, P.O. Box 100, Gaborone. These orders should be sent through the local Post Office.

11. Repayment of a Postal Order

The sender of a postal order may be repaid the amount of the postal orders provided the sender is known to the post office and/or produces the counterfoil.

12. Duplicate Postal Orders

If the authorities are satisfied, that a Botswana postal order has been lost or destroyed, duplicate postal orders may be issued after the expiry of six months from the last day of the month of issue provided that -

- (i) the application is made within 12 months of the date of issue of order;
- (ii) the counterfoil of the postal order is submitted;
- (iii) the applicant gives an undertaking that the amount will be refunded should the original postal order have been paid already or be paid at anytime thereafter;
- (iv) the applicant tenders a fee equal to the commission charged for the issue of the postal order.

13. Non-Liability for wrong payment

The post office will not accept any claim after paying a postal order by whomsoever presented.

14. Postal Orders not negotiable

Only the rightful owner of a postal order is entitled to receive a payment and any person into whose hands lost or stolen postal orders may fall, though he may be innocent, shall not be entitled to receive payment.

15. Enquiries - Loss or Miscarriage

The remitter of a postal order may obtain information regarding the payment of a postal order provided the counterfoil is submitted. Full particulars should be given to the local postmaster, on a form specifically provided for that purpose which is obtainable at all post offices. A fee of 40t will be collected in respect of each postal order which has been enclosed in an unregistered letter and 30t if the orders have been forwarded by registered post.

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RECORD OF AMENDMENTS

SLIP NO.	CIRCULAR NO.	AMENDMENTS MADE BY	DATE	CHECKED BY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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22				
23				

