

# Postage Rates & Mailing Guidelines

Your guide to Domestic and International  
postage rates for mail and packages.



## Domestic Postage Rates (inclusive of 7% GST)

Postage Calculator is available on [www.singpost.com](http://www.singpost.com) and the SingPost mobile app.

Mail (Letter/ Postcard/Printed Paper <sup>1</sup> )				
Weight-Step (up to)	Basic Mail			Tracked <sup>2</sup> Mail
	Registered Service (Singapore): An optional sign-for service Fee: \$2.24 + Prevailing postage rate Available for Basic Mail (Singapore) only			
	Standard Regular (C5/C6/DL)	Standard Large (up to C4)	Non-Standard	
20g	\$0.30	\$0.60	\$0.60	\$2.55
40g	\$0.37			\$2.65
100g		\$0.90	\$0.90	\$2.85
250g			\$1.15	\$3.15
500g		\$1.15	\$1.70	\$3.40

Package			
Weight (up to)	Dimensions (up to)	Basic Package	Tracked <sup>2</sup> Package
2kg	324 x 229 x 65 mm	\$1.50	\$3.00

Please refer to Mail Sizes and Conditions guide for more information.



## Speedpost (Singapore) Service Rates

Parcel <sup>3</sup>		
Weight (up to)	Dimensions (up to)	Speedpost Standard
30kg	600 x 400 x 300 mm	\$6.00

All rates are in Singapore Dollars.

- Printed Papers include but are not limited to paper based items like annual reports, books, catalogues, direct mail, newspapers or periodicals with no commercial value.
- Mail and packages sent via Tracked services must not exceed the maximum dimensions of 324mm x 229mm x 65mm and maximum weight of 500g for mail/2kg for packages. Additional surcharge may apply for oversized and/or overweight items.
- For posting of bulky parcels larger than 600mm x 400mm x 300mm but L+2W+2H within 3M (max length 1.5M) and weight within 30kg, Speedpost delivery rate of \$12.00 will apply.

SingPost shall not be liable for all untracked services and Registered Service (Singapore).



## International Postage Rates - Airmail<sup>4,5</sup>

Mail (Letter/ Postcard <sup>6</sup> / Printed Paper <sup>1</sup> /Aerogramme)			
Destination	Weight-Step up to (Max Weight: 2kg)	Basic Mail (International)	
		Letter/ Printed Paper <sup>1</sup>	Postcard <sup>6</sup>
		Registered Service (International) <sup>7</sup> : An optional sign-for service Fee: \$3.60 + Prevailing postage rate Applicable for Basic Mail (International) only	
<b>Zone 1</b> Malaysia & Brunei	20g	\$0.70	\$0.60
	50g	\$0.90	
	100g	\$1.30	
	per additional 100g	\$1.10	
<b>Zone 2</b> Countries in Asia & The Pacific (except Australia, Japan & New Zealand)	1 <sup>st</sup> 20g	\$0.80	\$0.70
	per additional 10g	\$0.25	
<b>Zone 3</b> Australia, Japan, New Zealand & Rest of the world	1 <sup>st</sup> 20g	\$1.40	\$0.70
	per additional 10g	\$0.35	
<b>Aerogrammes</b> (to all countries except Malaysia & Brunei)	\$0.70		

All rates are in Singapore Dollars.

4 GST is not applicable for international mail rates.

5 To calculate postage rates, please use the Postage Calculator on [www.singpost.com](http://www.singpost.com) or the SingPost mobile app.

6 Letter/Printed Paper rates will apply if the postcard exceeds the maximum dimensions of 235mm x 120mm (for overseas posting only).

7 Only selected countries offer tracking services.

SingPost shall not be liable for all untracked services and Registered Mail Service (International).



## International Postage Rates - Airmail<sup>2</sup>

Package <sup>3</sup> (Small Packet)			
Destination	Weight Step Up To (max weight: 2kg)	Basic Package (International)	Registered Package <sup>1</sup> (International)
<b>Zone 1</b> Malaysia & Brunei	250g	\$3.50	\$7.10
	500g	\$5.70	\$9.30
	1kg	\$10.10	\$13.70
	2kg	\$20.00	\$23.60
<b>Zone 2</b> Countries in Asia & The Pacific (except Australia, Japan & New Zealand)	250g	\$5.70	\$9.30
	500g	\$12.50	\$16.10
	1kg	\$22.50	\$26.10
	2kg	\$45.00	\$48.60
<b>Zone 3</b> Australia, Japan, New Zealand & Rest of the World	250g	\$8.30	\$11.90
	500g	\$17.50	\$21.10
	1kg	\$31.50	\$35.10
	2kg	\$63.00	\$66.60



## International Postage Rates - Surface Mail<sup>2</sup>

Destination	Weight-Step Up To (max weight: 2kg)	Letter / Printed Paper	Postcard
To all countries (except Malaysia & Brunei)	20g	\$0.50	\$0.30
	50g	\$0.70	
	100g	\$1.00	
	per additional 100g	\$1.00	

All rates are in Singapore Dollars.

- 1 Only selected countries offer tracking services. For any loss of package with optional Registered Service, the maximum liability of SingPost is limited to \$68.00 (Singapore Dollar) per package or the declared value of the package, whichever is lower.
- 2 GST is not applicable for international mail rates.
- 3 "Package" refers to small packets containing goods or merchandise that are up to 2kg in weight. The largest dimension should not exceed 600mm, with length, width and height combined not exceeding 900mm.  
In roll form: length plus twice the diameter: 1,040mm, but the greatest dimension may not exceed 900 mm.

SingPost shall not be liable for all untracked services.



## Speedpost (International) Service Rates

Destination	Weight Up to (kg)	Package (Speedpost) <sup>2</sup>		
		Speedpost Express	Speedpost Priority	Speedpost Economy <sup>3</sup>
<b>Zone A</b> Malaysia	Document <sup>1</sup>	\$25.00	\$20.00	-
	2kg	\$61.00	\$39.00	\$26.00
	5kg	\$91.00	\$55.00	\$26.00
	10kg	\$122.00	\$78.00	\$43.00
	20kg	\$158.00	\$115.00	\$66.00
<b>Zone B</b> Asia	Document <sup>1</sup>	\$50.00	\$45.00	-
	2kg	\$108.00	\$78.00	\$37.00
	5kg	\$180.00	\$123.00	\$37.00
	10kg	\$269.00	\$182.00	\$64.00
	20kg	\$398.00	\$278.00	\$106.00
<b>Zone C</b> Australia, New Zealand, Europe, USA & Canada	Document <sup>1</sup>	\$75.00	\$70.00	-
	2kg	\$159.00	\$107.00	\$80.00
	5kg	\$259.00	\$161.00	\$80.00
	10kg	\$400.00	\$232.00	\$135.00
	20kg	\$569.00	\$354.00	\$202.00
<b>Zone D</b> Rest of the World	Document <sup>1</sup>	\$100.00	\$95.00	-
	2kg	\$393.00	\$155.00	\$86.00
	5kg	\$630.00	\$260.00	\$86.00
	10kg	\$929.00	\$386.00	\$160.00
	20kg	\$1,388.00	\$603.00	\$282.00

All rates are in Singapore Dollars.

- 1 This rate is for Documents in flat envelope up to 1kg only. For documents exceeding 1kg, Speedpost (International) parcel rates apply. Compensation is not applicable for items sent using Speedpost Document rates.
- 2 All packages are subject to a maximum size of 2M. Max length 1.05m; max length plus girth (2W + 2H) must not exceed 2M.
- 3 Maximum posting weight of either 10kg or 20kg applies, depending on destination. Please refer to [www.speedpost.com.sg](http://www.speedpost.com.sg) for details.

- International rates are exclusive of duties and other relevant taxes.
- Optional enhanced liability for extra coverage is available, please refer to [www.speedpost.com.sg/EnhancedLiability](http://www.speedpost.com.sg/EnhancedLiability) for more details.
- Please refer to [www.speedpost.com.sg](http://www.speedpost.com.sg) for the latest terms and conditions.

# Mailing Guidelines



## Writing Address Right

②

Ensure mailing address is correct and complete in large font size (preferably font size 12).

①

Use good quality envelope size (DL, C4, C5 or C6); white or light colours.

FRONT



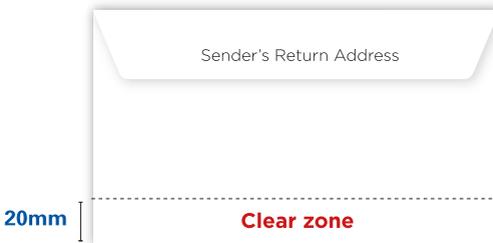
③

Affix sufficient postage; if more than one stamp is used, affix them horizontally.

④

Return address should be clearly written on the back of the envelope (at the top position).

BACK



⑤

Seal your letter with glue. **Do not** staple.

⑥

Avoid printing in colour or writing within the 'Clear Zone' of the envelope.



## How to Pack and Seal Packages

- 1 Use good quality packaging with cushioning materials such as bubble wrap, foam peanuts or waterproof paper to protect the contents.
- 2 Pack the items tightly to prevent shifting.
- 3 Always use tape designed for shipping. **Do not** use wrapping paper and string.
- 4 Use clear tape to secure carton boxes of all sizes. Seal your box with H-shape taping for maximum strength.



Protect important documents such as certificates and photographs with our rigid envelope made of cardboard or roll it up in a mailing tube if it is larger than A4.

Need more packing solutions and size guide? A wide range of materials is available at [www.singpost.com/packingmaterials](http://www.singpost.com/packingmaterials)



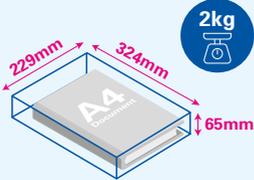
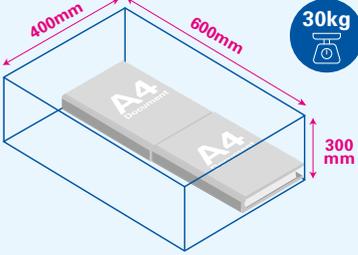
## Returning Mail

If you received mail not meant for you, please drop it into the Returned Mail Letterbox or any posting box. If you know that the recipient has moved out, please strike off the front of the envelope and state the reason e.g. Recipient moved out.





## Package Size Guide

	Package	Parcel
	324 x 229 x 65 mm	600 x 400 x 300 mm
Maximum Dimensions and Weight		
Ideal to fit items like...	 <p>Apparel, books, fashion accessories, small tech gadgets &amp; accessories, makeup &amp; skin/body care products and many more!</p>	 <p>Apparel, shoes, bag, tech gadgets, small electronics and many more!</p>

## 24/7 Convenience



### **SAM - Simplifying Lives Everyday**

Our SAM kiosks are strategically located islandwide to meet your payment and postal needs beyond the operating hours of our post offices. With SAM web and mobile, you can now make payments and more anytime and anywhere. For more information, visit [mysam.sg](http://mysam.sg)



### **ezy2ship - Online Booking Portal for Your Shipment**

With just a few clicks, you can book local/ international mail, package and parcel shipments. Make payment, print shipping labels and documents instantly. For more information, visit [ezy2ship.net](http://ezy2ship.net)



### **POPStation - Hassle-free Parcel Collection**

Enjoy the convenience of collecting, posting, renting or paying for your purchases any time at over 150 POPStations island wide.



### **SingPost Mobile App - Convenience at Your Fingertips**

Track your package, locate the nearest post office, calculate postage and more with the SingPost mobile app.



### **Shop@SingPost - Shop Online & Get it Delivered to You**

Shop@SingPost offers a comprehensive range of Stamps, Gifts and Packaging Materials. You can now shop online and get all these delivered to your door. Start shopping at [www.shop.singpost.com](http://www.shop.singpost.com)

# How to choose the right delivery service?



Is your recipient located in Singapore?

YES

**Domestic Delivery**

Is your item larger than **324 x 229 x 65 mm** and/or weighs more than **2kg**?  
Letterbox delivery allows the recipient to collect the item at their own convenience.

Letterbox Size

YES

Delivers within 1 working day

Speedpost is our local tracked courier service with doorstep collection and delivery.

**Speedpost STANDARD**

Maximum Dimensions and Weight:  
600 x 400 x 300 mm , 30kg

Compensation up to \$150

NO

Do you need tracking?

Track your items on [www.singpost.com](http://www.singpost.com) and receive notifications when items are delivered!

YES

NO

*i* Postage-Paid packaging like Poly M and SmartPac are hassle-free options that come with postage and packaging.

Do you need packaging?

NO

YES

Delivers within 1 - 2 working days*	Delivers within 2 working days*	Delivers within 2 working days*
<b>BASIC MAIL</b> LETTERBOX	<b>BASIC PACKAGE</b> LETTERBOX	<b>polyM</b>

NO

YES

Delivers within 2 working days	Delivers within 2 working days
<b>TRACKED MAIL</b> LETTERBOX	<b>TRACKED PACKAGE</b> LETTERBOX
Compensation up to \$10	
<b>SmartPac</b>	
Compensation up to 3 pcs of SmartPac	

NO

**International Delivery**

Is your item's L+W+H larger than **900mm** and/or weighs more than **2kg**?

YES

**Speedpost EXPRESS**

Delivers within an estimated 2 to 9 working days\*

**Speedpost PRIORITY**

Delivers within an estimated 3 to 14 working days\*

**Speedpost ECONOMY**

Delivers within an estimated 3 to 15 working weeks\*

Maximum Dimensions and Weight:  
2M - max length 1.05m; max length plus girth (2W + 2H) must not exceed 2M

Compensation up to \$150

NO

Do you need tracking?

NO

Delivers within an estimated 4 to 24 working days*	Delivers within an estimated 6 to 26 working days*
<b>Basic Mail</b> (International)	<b>Basic Package</b> (International)

YES

Delivers within an estimated 4 to 24 working days*	Delivers within an estimated 6 to 26 working days*
<b>Registered Mail</b> (International)	<b>Registered Package</b> (International)

Compensation up to \$68

Scan QR code for Postage Calculator



Domestic



International

*i* Registered Service (Singapore) is an optional sign-for service available for add-on to Basic Mail.

<sup>^</sup> Due to the COVID-19 situation, estimated delivery time may vary depending on destination; Service level is revised periodically and subjected to change without prior notice.

<sup>#</sup> 95% of the Basic services (Basic Mail/Package & Poly M) will be delivered within 2 working days.

Please refer to [www.singpost.com](http://www.singpost.com) for detailed service descriptions, delivery standards and full Terms & Conditions of respective services.

## Actual Size

Applicable for domestic mail only.

## For Basic Services only

### Standard Large Mail (Up to C4 Size Envelope)

Maximum Size : 324mm x 229mm  
 Maximum Thickness : 14mm  
 Maximum Weight : 500g



324mm (Length)

**C4**

229mm (Width)

### Standard Regular Mail (C5, C6 and DL Size Envelope)

Maximum Size : 240mm x 162mm  
 Maximum Thickness : 6mm  
 Maximum Weight : 40g



229mm (Length)

**C5**

162mm (Width)

162mm (Length)

**C6**

114mm (Width)

220mm (Length)

**DL**

110mm (Width)

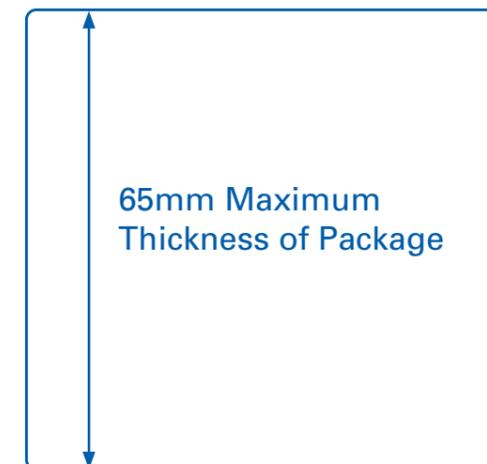
140mm (Length)

90mm (Width)

Minimum Size : 140mm x 90mm  
 Minimum Thickness : 0.2mm  
 Minimum Weight : 2g  
 Minimum GSM : 230gsm

### Package

Maximum Size : 324mm x 229mm  
 Maximum Thickness : 65mm  
 Maximum Weight : 2kg



### Standard Mail Conditions

1. Mail items in standard envelope sizes: C4, C5, C6 and DL or specified Standard Mail sizes.
2. Letters, postcards or mail items in card form, printed papers or paper-based items in a paper-based envelope.
3. Mail items to be fully sealed on all sides.
4. Mail items to be in white, cream, pastel or light-colour.
5. Pressure-sealed and pagemail items.

### Non-Standard Mail Conditions

1. All mail items not meeting the Standard Mail Conditions.
2. Paper based mail items that include but are not limited to annual reports, direct mail, books, catalogues, newspapers and periodicals.
3. Odd-shaped mail, eg. circular, triangular, in roll form etc.
4. Mail items in non-paper cover, eg. plastic envelopes, pillow case envelopes, etc.
5. Mail set or mail with sprocket holes or computer printouts.
6. Mail items smaller than 140mm x 90mm x 0.2mm and lighter than 2g.
7. Mail items in envelope form thicker than 14mm but within 324mm (length) x 229mm (width) x 65mm (height).
8. Mail items with watermark, dark intense colours, background design, patterning, embossing or security printing.
9. Mail Items must not exceed the maximum dimension of 324mm (length) x 229mm (width) x 65mm (height) and weighing not more than 500g.
10. Mail items exceeding 324mm (length) x 229mm (width) x 65mm (height) and/or weighing more than 500g, Speedpost rates will apply with handling fee of \$1.07.

### Package Conditions

1. Mail items containing merchandise, non-paper based content, bulky items etc. Examples: SIM Cards, Clothes, CD-Rom, Phone cases, Hair accessories, Samples.
2. Packages must not exceed the maximum dimension of 324mm (length) x 229mm (width) x 65mm (height) and weighing not more than 2kg.
3. Packages exceeding 324mm (length) x 229mm (width) x 65mm (height) and/or weighing more than 2kg, Speedpost rates will apply with handling fee of \$1.07.



[www.singpost.com](http://www.singpost.com)



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