

Delivery Rates & Mailing Guidelines

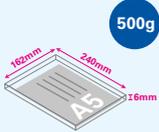
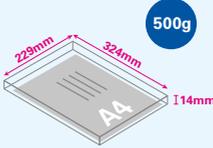
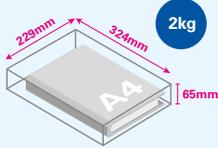
Your guide to Domestic and International postage rates for mail and packages.





Domestic Delivery Rates

Rate Calculator is available on www.singpost.com and the SingPost mobile app.

	Untracked		Tracked
	Standard Regular (Mail')	Standard Large (Mail')	Tracked Letterbox ² (Mail/Packages)
Maximum Dimensions and Weight			
Postage Rate	\$0.52	\$0.80	\$2.00

Registered Service

A sign-for doorstep service available for Standard Regular and Standard Large only.
Fee: \$6.16 + prevailing postage rate

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



Speedpost (Singapore) Service Rates

Parcel		
Weight Up To	Dimensions Up To	Speedpost Standard ³
30kg	600 x 400 x 300mm	\$6.20

All rates are in Singapore Dollars, inclusive of prevailing GST.

- 1 For letters, postcards or mail items in card form, printed paper or paper-based items in a paper-based envelope.
- 2 Mail and packages sent via Tracked Letterbox must not exceed the maximum dimensions of 324mm x 229mm x 65mm and maximum weight of 2kg.
- 3 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 \$12.30 will apply.

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



International Postage Rates - Airmail⁵

Mail (Letters/Printed Papers ⁴ /Postcards ⁶ /Aerogrammes)			
Destination	Weight Up To (Max Weight: 2kg)	Basic Mail (International)	
		Letters/ Printed Papers ⁴	Postcards ⁶ (Per Piece)
		Registered Service (International) ⁷ : An optional service Fee: \$3.60 + Prevailing postage rate Applicable for Basic Mail (International) only	
Zone 1 Malaysia & Brunei	20g	\$0.85	\$0.75
	50g	\$1.05	
	100g	\$1.45	
	Per additional 100g	\$1.10	
Zone 2 Countries in Asia & The Pacific (except Australia, Japan & New Zealand)	20g	\$0.95	\$0.85
	Per additional 10g	\$0.25	
Zone 3 Australia, Japan, New Zealand & Rest of the world	20g	\$1.55	\$0.85
	Per additional 10g	\$0.35	
Aerogrammes (to all countries except Malaysia & Brunei)		\$0.85	

All rates are in Singapore Dollars.

4 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.

5 GST is not applicable for international mail rates. To calculate delivery rates, please use the Rate Calculator on 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 - Airmail²

Package ³ (Small Packets)			
Destination	Weight Up To (Max Weight: 2kg)	Basic Package (International)	Registered Package ¹ (International)
Zone 1 Malaysia & Brunei	250g	\$3.50	\$7.10
	500g	\$5.70	\$9.30
	1kg	\$10.10	\$13.70
	2kg	\$20.00	\$23.60
Zone 2 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
Zone 3 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 Mail²

Destination	Weight Up To (Max Weight: 2kg)	Letters/ Printed Papers	Postcards (Per Piece)
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	Package (Speedpost) ²		
		Speedpost Express	Speedpost Priority	Speedpost Economy ³
Zone A Malaysia	Document ¹	\$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
Zone B Asia	Document ¹	\$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
Zone C Australia, New Zealand, Europe, USA & Canada	Document ¹	\$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
Zone D Rest of the World	Document ¹	\$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 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 for more details.
- Please refer to 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



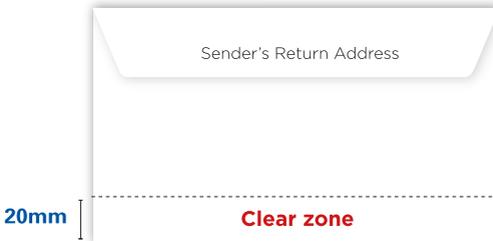
3

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 honeycomb wrap, foam peanuts or kraft 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/packing-materials



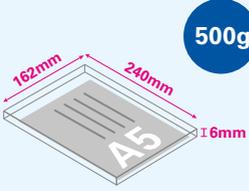
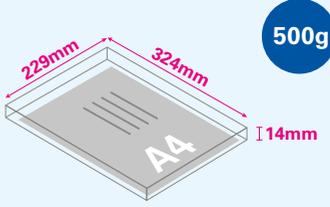
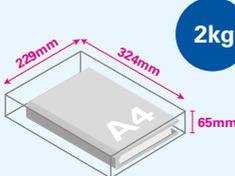
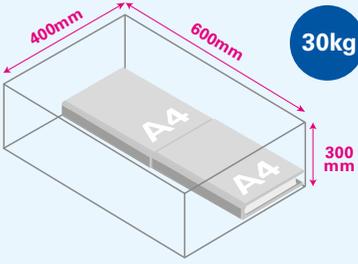
Returning Mail

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.





Size Guide

	Mail (Standard Regular)	Mail (Standard Large)
	240 x 162 x 6 mm	324 x 229 x 14mm
Maximum Dimensions and Weight	 <p>162mm x 240mm x 6mm 500g</p>	 <p>229mm x 324mm x 14mm 500g</p>
	Package	Parcel
	324 x 229 x 65mm	600 x 400 x 300mm
Maximum Dimensions and Weight	 <p>229mm x 324mm x 65mm 2kg</p>	 <p>400mm x 600mm x 300mm 30kg</p>
Ideal to fit items like...	 <p>Apparel, books, fashion accessories, small tech gadgets & accessories, makeup & 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 delivery 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.singpost.com



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



POPStation - Hassle-free Parcel Collection

Enjoy the convenience of sending and collecting, or paying for your items any time at our POPStations islandwide.



SingPost Mobile App - One App To Do It All

Track packages, make payments, shop online and more.



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

Shop@SingPost offers a comprehensive range of Stamps, Gifts and Packaging Materials. Shop online at shop.singpost.com and get your items delivered to your doorstep or letterbox.

How to choose the right delivery service?



Is your recipient located in Singapore?

YES

NO

International Delivery

Scan QR code for Rate Calculator



Domestic Delivery

Is your item within **324 x 229 x 65mm?**
Letterbox delivery allows the recipient to collect the items at their own convenience.

Letterbox Size

NO

YES

Do you need tracking?
Track your items on SingPost mobile app or www.singpost.com/track-items.

NO

Deliver within 1 - 2 working days*
Mail (Letterbox)

YES

Deliver within 2 working days
smartpac
(no weight limit)
Compensation up to 3 pcs of smartpac

Deliver within 2 working days
Prepaid Label (Tracked Letterbox)
Compensation up to \$10

Deliver within 2 working days
Tracked Letterbox
Compensation up to \$10

i Registered Service (Singapore) is a sign-for doorstep service available for Standard Regular and Standard Large Mail only.

i Postage-paid Products

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

YES

Deliver within 1 working day
Speedpost STANDARD
Speedpost is our local tracked courier service with doorstep collection and delivery.
Maximum Dimensions and Weight:
600 x 400 x 300mm, 30kg
Compensation up to \$150

NO

Speedpost EXPRESS
Deliver within an estimated 2 to 9 working days

Speedpost PRIORITY
Deliver within an estimated 3 to 14 working days

Speedpost ECONOMY
Deliver 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

Do you need tracking?

YES

Deliver within an estimated 6 to 26 working days
Registered Mail (International) | **Registered Package (International)**
Compensation up to \$68

NO

Deliver within an estimated 4 to 24 working days
Basic Mail (International) | **Basic Package (International)**

* 100% of local Basic Mail will be delivered within 2 working days if posted by collection time. Please refer to www.singpost.com for detailed service description, delivery standards and full terms & conditions of respective services.

Actual Size

Applicable for domestic mail 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 : 500g

229mm (Length)

C5

162mm (Width)



162mm (Length)

C6

114mm (Width)

220mm (Length)

DL

110mm (Width)

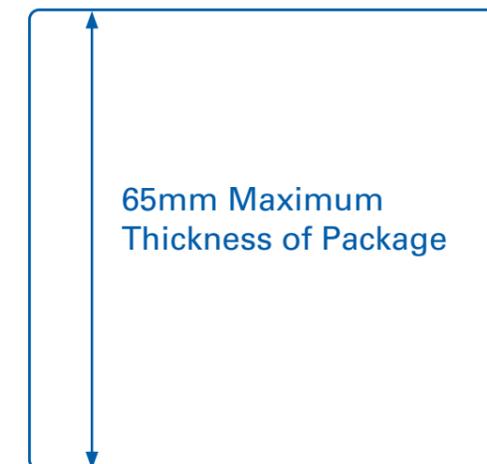
140mm (Length)

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. Paper based mail items that include but are not limited to annual reports, direct mail, books, catalogues, newspapers and periodicals.
4. Mail items must not exceed the maximum of 324mm (length) x 229mm (width) x 14mm (height) and weighing not more than 500g.

Package Conditions

1. All mail items not meeting the Standard Mail Conditions.
2. Mail items containing letters/printed papers with a card/ token, CD-Rom.
3. Packages must not exceed the maximum dimension of 324mm (length) x 229mm (width) x 65mm (height) and weighing not more than 2kg.



www.singpost.com



One App To Do It All.
Download The SingPost
Mobile App.



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Singapore Post Limited (Reg. No. 199201623M)
10 Eunos Road 8, Singapore Post Centre, Singapore 408600