

# INFORMATION

## Weight and Dimensions

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The cost of mailing an item will depend on the weight and dimensions. Most international postal administration now make use of automatic sorting machines instead of manual sorting. If your mail does not confirm to international standards like envelope sizes and shapes your mail can get delayed and even get lost or returned. You can avoid such situations by conforming your mail articles to standards. We have given on this page some guide lines to help you.

			
Postcard	Letter	Large Envelope	Package
Rectangular cardstock and should not be enclosed in an envelope	Small rectangular mail article not thicker than 5 mm	Flat rectangular mail article not thicker than 20 mm	A three-dimensional mail article contained in a box, thick envelope, or tube, weighing up to 30 kg

### Mail articles Dimensions

SHAPE	LENGTH	HEIGHT
Postcard	13 cm's min.  15 cm's max.	9 cm's min.  11cm's max.
Letter	114 mm minimum. ± 2 mm  162 mm maximum. ± 2 mm	81 mm minimum. ± 2 mm  89 mm maximum. ± 2 mm
Large Envelope	176 mm minimum. ± 2 mm  324 mm maximum. ± 2 mm	250 mm minimum. ± 2 mm  458 mm maximum. ± 2 mm
Parcels	Weight cannot exceed 30 kg.  Length + girth (distance around the thickest part of the package) cannot exceed 42.5 cm's. (Parcel Post cannot exceed 51cm's.)	

Letters: maximum thickness 5 mm. Large Envelopes: maximum thickness 2 cm's

Once a piece of mail exceeds the maximum length, height, or thickness of one shape, it automatically gets classified as the next largest shape; which means it may not carry appropriate postage with the subsequent result that the mail may get returned to you, and you or the recipient being asked to pay extra as surcharge.

In your own interest please inquire at any postal counter whether the article to be posted is within permissible limits and avoid surcharges or returns.

***If you have any questions or queries, please visit the nearest Post Office for assistance.***

