



# International Bulk Mail Scheme (IBM Scheme)

Effective 1st January 2006





## TERMS AND CONDITIONS ON THE USE OF POSTAGE PAID IMPRESSION (PPI) International Bulk Mail Scheme

- 1 The International Bulk Mail Scheme (IBM) is applicable for Postage Paid Impression (PPI) **Homogeneous** printed papers and small packets to be sent via Airmail, Surface Airlifted Mail (SAL) or Surface. It will be classified into two main categories:
  - (a) IBM for mailing to all countries and
  - (b) IBM for mailing to Bulk Mail Countries which are South Korea, Australia, Japan, United Kingdom and Germany for mailing of **1,500 items or above to each of these countries**.
  
- 2 The IBM mailing to all countries, i.e. point (1a), will apply to homogenous mail with a combine volume of at least **500 copies or more per lodgement to any where in the world outside Singapore**. The 500 minimum applies to per transmission mode (Air, SAL, or Surface) and per weight charge type (piece rate or per kilogram (kg)). The minimum 500 copies could also include Bulk Mail countries as long as is less than 1,500 mail items to each of these countries.
  
- 3 To illustrate, an example on the application of the rates are as follows:

Mail profile: 11,000 homogenous copies, of weight steps 20g, 30g, 110g to be sent via Air to Hong Kong, China, Korea, Germany, Rest of Asia and Australia, the volume-tier and chargeable rates will be as follows:

Destination	Quantity per destination	Weight Per Item	IBM Rate Charged (Air)
			< 50g tier ( volume tier to apply is < 10,000 items)
Hong Kong	100	20g	\$0.36 per piece
Korea*	200	20g	\$0.36 per piece
Germany*	300	20g	\$0.46 per piece
China	500	30g	\$0.51 per piece
Rest of Asia	900	20g	\$0.36 per piece
Australia*	1,000	20g	\$0.41 per piece
Rest of World	6,000	30g	\$0.61 per piece
Total	9,000		
			> 100g tier (volume tier to apply 1,501 - 10,000 items)
Rest of Asia	2,000	110g	\$13.40 per kg
Total volume	11,000		

\* Bulk Mail Countries rates are not applicable here, as it is less than 1,500 copies per Bulk Mail Country.

- 4 The IBM rates to the Bulk Mail Countries, i.e., (1b), will apply for homogenous mail with a posting quantity of 1,500 or more copies **per lodgement, per country, per transmission mode**. Any copies less than 1,500 to each of these countries can be posted under (1a).
- 5 An example of an application of IBM rates to Bulk Mail Countries are as follows:  
Mail Profile: A lodgement of the following homogenous mail of 20g and 30g via air and surface mail to S Korea and 550 copies by air to Japan at Bulk Mail Centre will be charged as follows:

Destination	Quantity per destination	Weight Per Item	IBM Rate
S Korea Via air	10,100	20g	Charged by Air based on <b>&gt; 10,000 volume tier rate</b> \$0.59 per piece \$0.64 per piece
	10,000	30g	
S Korea Via surface	10,000	20g	Charged by Surface based on <b>&gt; 10,000 volume tier rate</b> \$0.57 per piece \$0.61 per piece
	100	30g	
Japan via air	350	20g	Charged by Air based on <b>500-1,500 volume tier rate</b> \$0.42 per piece \$0.57 per piece
	200	30g	

Example 2 on application of IBM rates to Bulk Mail Countries per lodgement

The IBM rates to apply for a posting of 6,000 copies of 20g and 30g airmail to S Korea, Japan and Germany are:

Destination	Quantity per destination	Weight Per Item	IBM Rate by Air based on <b>1,500 – 10,000 volume tier rate</b> rate per country
S Korea	2,000	20g	\$0.60 per piece
Japan	2,000	30g	\$1.02 per piece
Germany	2,000	20g	\$0.83 per piece
Total Volume	6,000		

- 6 Singapore Post reserves the right to decrease or increase the number of countries to be designated as Bulk Mail Countries from time to time.
- 7 For SAL, there must be a minimum posting of 5 kg per destination and a minimum of 500 copies per title. SAL Service is only available to countries shown on page 2 of the IBM scheme.



- 8 SAL mail will be forwarded to the respective destinations by air subject to a holding period in Singapore as follows:

<u>Destination</u>	<u>Estimated holding period</u>
Indonesia, Philippines, Thailand and Hong Kong	3 to 5 days
Other countries in Asia, Australia and New Zealand	5 to 7 days
Other countries	7 to 10 days

- 9 There is no SAL and surface service to Malaysia and Brunei. **Mail to these countries will have to be posted under Air service.**

- 10 Posting must be made at the Bulk Mailing Centre, 10 Eunos Road 8, Singapore Post Centre (East Entrance), Singapore 408600 between the following hours:

Monday to Friday	:	10.00 am to 6.00 pm
Saturday	:	10.00 am to 4.00 pm

A Appearance on Individual Mail Pieces

- 1 Printed papers must have the indication "Printed Papers" on all envelopes or wrappers.
- 2 A custom declaration (green sticker) must appear on every small packet lodged.
- 3 A Singapore PPI design and a Singapore return address are to appear on every mail piece.
- 4 The mode of transmission (e.g. Airmail, SAL or Surface) is to be clearly indicated on each mail piece.

B Declaration on Posting Dockets

- 1 The posting docket is for billing purpose. Please ensure all information is accurate and complete.
- 2 2 copies of the posting docket, form P149, are to accompany each posting.
- 3 For per piece rate (up to 50g), please declare the weight per item on the posting docket. The weight must correspond with the IBM weight step (i.e. 20g, 30g, 40g and 50g)
- 4 For per kilogram weight rate (i.e. > 50g category), the chargeable weight will be rounded up to the nearest 100 gram for each destination or zone.

- 5 Please indicate on the posting docket the details on the weight per item, total number of items and weight per bag and total weight for each of the following destinations, **regardless of the quantity of mail to these destinations:**

The destination are:	
Australia	Japan
Brunei	Korea
China	Malaysia
Germany	New Zealand
Hong Kong	Philippines
India	Thailand
Indonesia	United Kingdom
	United States of America

For the remaining countries, they may be grouped to their respective zones (A to F).

- 6 Posting to the Bulk Mail Countries must be declared in separate dockets from postings to the rest of the destinations so long as the number of items to any of these countries is 1,500 pieces or more. The mail has to be separately bagged with a violet label only if the posting to any of these countries exceeds 1,500 items.
- 7 For destinations which are bagged to a single country including Bulk Mail countries exceeding 1,500 items, a detailed BAG list is required (please refer to point 2 under section C). The Bag List will show the country of destination, the individual weight of each bag and number of pieces of mail per bag. This Bag List will accompany the posting docket.

**C** Bagging Procedures

- 1 Mail must be arranged in the same direction and tied up in bundles comprising 50, 100, 150 and 200 of mail in each bundle depending on the weight per item. This is to minimize movement during transportation.
- 2 Any single destination with the same weight step and exceeds 5 kg must be bagged separately and the name of the country and office of exchange (if relevant) clearly labelled. Each bag must contain **only one weight step**. For example, there are 500 copies to be sent to Malaysia, 200 are of 20g and 300 copies are of 30g, two separate bags must be made up, one containing 20g and the other 30g. The 20g and 30g mail must not be mixed up and bagged into one bag. The maximum weight per bag is 20 kg.
- 3 **Mailing to Bulk Mail countries exceeding 1500 items have to be separately bagged with a violet label.**
- 4 To improve service quality, the mail should be sorted to the office of exchange. For details of the bagging list to each destination office of exchange, please get a copy of the Airmail Circulation list from the Bulk Mail Centre.
- 5 Posting dockets, neck labels, violet labels for Bulk Mail countries and mail bags can be indented using the attached indent form via the supplies indent form available at the Bulk Mail Centre. These items are supplied free of charge.



D Other Conditions

- 1 This scheme only applies to mail generated in Singapore. It does not apply to mail collected from overseas – Remail items.
- 2 If any mail was mis-sorted or mis-labelled to a wrong country of destination, the discounted postage rates would be deducted from the full consignment of mail. In addition, the PPI permit Holder will have to reimburse Singapore Post the additional charges incurred in the returning of the items or re-forwarding them to the correct destination.
- 3 PPI Permit Holder is required to reimburse all additional charges incurred, sustained or suffered by Singapore Post as follows:
  - (a) In the returning of the items or re-forwarding them to the correct destination;
  - (b) If the mail, for any reason, is rejected or returned or identified as re-mailed or Bulk Mail items and is charged at higher settlement rate by the country of destination.
- 4 The discounted postage rate applicable for each posting will be determined at the time of posting at the Bulk Mail Centre. The decision of the rate chargeable is final and once the mailing has been accepted and processed, the PPI Permit Holder is not allowed to claim for refund.
- 5 For non-credit terms, valid cheque and the correct amount of cash must be presented for payment. If dishonoured cheques were used, the correspondingly discounted postage rates given for the consignment would be removed and an administrative charge of Thirty Singapore Dollars (\$30/-) excluding prevailing GST would be imposed for each dishonoured cheque. The discounted postage amount would be recovered by Singapore Post by deducting the amount from any monies due or to become due from Singapore Post. Alternatively, PPI Permit Holder who is given the discounted postage rates would be required to reimburse the full discounted amount to Singapore Post either by cash or cheque within 5 working days, failing which Singapore Post reserves the right not to accept any further posting under the International Bulk Mail Scheme.
- 6 For credit payment, the bills must be promptly paid within the prescribed credit periods. In the event that payment remains unpaid after becoming due, Singapore Post shall be entitled to charge interest rate on the unpaid amount at the rate of twelve per cent (12%) per annum from the due date of the bill till the receipt of the overdue payment.
- 7 Singapore Post reserves the right to amend, add to, delete and/or vary the terms and conditions and the discounted postage rates herein stated and the Permit Holder shall be bound to observe and comply with the terms and conditions and any amendments thereof.
- 8 Singapore Post reserves the right to immediately suspend and revoke the International Bulk Mail scheme to the Permit Holder either on a temporary basis, the period in which Singapore Post shall solely decide; or on a permanent basis, if
  - a) there is continuous non-payment of the bills for a period of two months; or
  - b) presentation of dishonored cheques for payments.Such action of Singapore Post shall be without prejudice to any other right or remedies, which Singapore Post may have under these terms and conditions, at law or in equity.
- 9 All other clauses listed under the “*Terms and Conditions of Use of Postage Paid Impression (PPI)*” shall be taken, read and construed as part of the “*International Bulk Mail (IBM) Scheme*”.





**International Bulk Mail Scheme Effective From 1 January 2006**

**Printed Papers And Small Packets By Airmail**

Weight per Item	Items per title per lodgement per transmission mode and per weight type (< 50gm or > 50gm)	Zone A	Zone B	Zone C	Zone D	Zone E	Zone F
		Malaysia	Brunei Hong Kong Indonesia Philippines Taiwan Thailand	China, India South Korea # And The Rest Of Asia & Oceania	Australia. # Japan # New Zealand	UK # Germany # Europe And Middle East	USA, Canada And Countries In America And Africa
		Per Piece	Per Piece	Per Piece	Per Piece	Per Piece	Per Piece
<b>20g</b>	500 - 1,500	0.32	0.37	0.37	0.42	0.47	0.52
	1,501 -10,000	0.31	0.36	0.36	0.41	0.46	0.51
	> 10,000	0.30	0.35	0.35	0.40	0.45	0.50
<b>30g</b>	500 - 1,500	0.42	0.47	0.52	0.57	0.59	0.62
	1,501 -10,000	0.41	0.46	0.51	0.56	0.58	0.61
	> 10,000	0.40	0.45	0.50	0.55	0.57	0.60
<b>40g</b>	500 - 1,500	0.46	0.53	0.58	0.63	0.65	0.68
	1,501 -10,000	0.45	0.52	0.57	0.62	0.64	0.67
	> 10,000	0.44	0.51	0.56	0.61	0.63	0.66
<b>50g</b>	500 - 1,500	0.50	0.60	0.66	0.70	0.73	0.76
	1,501 -10,000	0.49	0.59	0.65	0.69	0.72	0.75
	> 10,000	0.49	0.58	0.64	0.68	0.71	0.74
<b>&gt; 50g</b>	500 - 1,500 1,501 -10,000 > 10,000	Per kg	Per kg	Per kg	Per kg	Per kg	Per kg
		11.10 11.00 10.90	12.20 12.10 12.00	13.60 13.50 13.40	15.00 14.90 14.80	16.00 15.90 15.80	17.00 16.90 16.80
<b>&gt; 100g</b>	500 - 1,500	10.20	11.80	13.50	14.00	15.00	15.50
	1,501 -10,000	10.10	11.70	13.40	13.90	14.90	15.40
	> 10,000	10.00	11.60	13.30	13.80	14.80	15.30
<b>&gt; 300g</b>	500 - 1,500	10.20	10.30	12.50	13.00	14.70	15.20
	1,501 -10,000	10.10	10.20	12.40	12.90	14.60	15.10
	> 10,000	10.00	10.10	12.30	12.80	14.50	15.00

**Note: # - The above rates will not be applicable for South Korea, Australia, Japan, Germany and UK, if posting volume is 1,500 copies or more to each of the 5 "Bulk Mail Countries"**

**International Bulk Mail Scheme Effective From 1 January 2006**

**Printed Papers And Small Packets By Surface Airlifted Mail (SAL)  
(minimum of 5kg per destination AND 500 copies per posting under SAL services)**

Weight Per Item	Items per title, per lodgement, per transmission mode and per weight type (< 50gm or > 50gm)	Zone B	Zone C	Zone D	Zone E	Zone F
		Brunei Hong Kong Indonesia Philippines Taiwan Thailand	China, India South Korea # And The Rest Of Asia And Oceania	Australia #, Japan # New Zealand	UK # Germany # Europe And Middle East	USA, Canada And Countries In America And Africa
		Per Piece	Per Piece	Per Piece	Per Piece	Per Piece
20g	500 - 1,500	0.36	0.36	0.41	0.46	0.51
	1,501 - 10,000	0.35	0.35	0.40	0.45	0.50
	> 10,000	0.34	0.34	0.39	0.44	0.49
30g	500 - 1,500	0.42	0.47	0.52	0.54	0.57
	1,501 - 10,000	0.41	0.46	0.51	0.53	0.56
	> 10,000	0.40	0.45	0.50	0.52	0.55
40g	500 - 1,500	0.48	0.53	0.58	0.60	0.63
	1,501 - 10,000	0.47	0.52	0.57	0.59	0.62
	> 10,000	0.46	0.51	0.56	0.58	0.61
50g	500 - 1,500	0.57	0.62	0.65	0.70	0.75
	1,501 - 10,000	0.56	0.61	0.64	0.69	0.74
	> 10,000	0.55	0.60	0.63	0.68	0.73
		Per kg	Per kg	Per kg	Per kg	Per kg
> 50g	500 - 1,500	11.90	13.00	14.00	15.00	16.00
	1,501 - 10,000	11.80	12.90	13.90	14.90	15.90
	> 10,000	11.70	12.80	13.80	14.80	15.80
> 100g	500 - 1,500	11.60	12.80	13.50	14.50	15.10
	1,501 - 10,000	11.50	12.70	13.40	14.40	15.00
	> 10,000	11.40	12.60	13.30	14.30	14.90
> 300g	500 - 1,500	10.10	12.00	12.50	14.50	15.10
	1,501 - 10,000	10.00	11.90	12.40	14.40	15.00
	> 10,000	9.90	11.80	12.30	14.30	14.90

**Note: # - The above rates will not be applicable for South Korea, Australia, Japan, Germany and UK, if posting volume is 1,500 copies or more to each of the 5 "Bulk Mail Countries"**

**International Bulk Mail Scheme Effective From 1 January 2006**

**Printed Papers And Small Packets By Surface Mail**

Weight Per Item	Items per title per lodgement per transmission mode per weight type (< 50gm or > 50 gm)	All Countries ( excluding Malaysia And Brunei) #
<b>20g</b>	500 - 1,500 1,501 - 10,000 > 10,000	Per Piece
		0.42
		0.41
		0.40
<b>30g</b>	500 - 1,500 1,501 - 10,000 > 10,000	0.43
		0.42
		0.41
<b>40g</b>	500 - 1,500 1,501 - 10,000 > 10,000	0.45
		0.44
		0.43
<b>50g</b>	500 - 1,500 1,501 - 10,000 > 10,000	0.50
		0.49
		0.48
<b>&gt; 50g</b>	500 - 1,500 1,501 - 10,000 > 10,000	Per kg
		10.60
		10.50
		10.40
<b>&gt; 100g</b>	500 - 1,500 1,501 - 10,000 > 10,000	10.30
		10.20
		10.10
<b>&gt; 300g</b>	500 - 1,500 1,501 - 10,000 > 10,000	9.80
		9.70
		9.60

**Note : # - The above rates will not be applicable for South Korea, Australia, Japan, Germany and UK, if posting volume is 1,500 copies or more to each of the 5 "Bulk Mail Countries" Also exclude Malaysia And Brunei - to be posted under Air service**

**International Bulk Mail Scheme Effective 1 January 2006**

**Printed Papers And Small Packets To Bulk Mail Countries**

**(For posting of 1,500 copies or more to South Korea, Australia, Japan, Germany And UK per country, per transmission mode, per weight type)**

Weight Per Item	Items per title per lodgement per country per transmission mode and per weight type (< 50gm or > 50gm) *	By Airmail			By SAL Mail			By Surface Mail		
		Korea Australia	UK	Japan Germany	Korea Australia	UK	Japan Germany	Korea Australia	UK	Japan Germany
		Per Piece	Per Piece	Per Piece	Per Piece	Per Piece	Per Piece	Per Piece	Per Piece	Per Piece
<b>20g</b>	1,500 - 10,000	0.60	0.75	0.83	0.60	0.75	0.83	0.58	0.72	0.78
	> 10,000	0.59	0.74	0.82	0.59	0.74	0.82	0.57	0.71	0.77
<b>30g</b>	1,500 - 10,000	0.65	0.85	1.02	0.65	0.85	1.02	0.62	0.80	0.95
	> 10,000	0.64	0.84	1.01	0.64	0.84	1.01	0.61	0.79	0.94
<b>40g</b>	1,500 - 10,000	0.72	0.95	1.10	0.70	0.92	1.06	0.67	0.87	1.00
	> 10,000	0.71	0.94	1.09	0.69	0.91	1.05	0.66	0.86	0.99
<b>50g</b>	1,500 - 10,000	0.77	1.05	1.15	0.75	1.00	1.10	0.70	0.95	1.05
	> 10,000	0.76	1.04	1.14	0.74	0.99	1.09	0.69	0.94	1.04
		Per kg	Per kg	Per kg	Per kg	Per kg	Per kg	Per kg	Per kg	Per kg
<b>&gt; 50g</b>	1,500 - 10,000	13.00	17.50	19.70	12.60	17.00	19.50	10.30	13.50	15.00
	> 10,000	12.90	17.40	19.60	12.50	16.90	19.40	10.20	13.40	14.90
<b>&gt; 100g</b>	1,500 - 10,000	10.00	12.50	13.80	9.50	12.00	13.50	7.00	9.00	9.00
	> 10,000	9.90	12.40	13.70	9.40	11.90	13.40	6.90	8.90	8.90
<b>&gt; 300g</b>	1,500 - 10,000	8.50	11.00	11.50	8.00	10.00	11.00	6.50	7.00	7.50
	> 10,000	8.40	10.90	11.40	7.90	9.90	10.90	6.40	6.90	7.40

**Note: \* - 1,500 copies and above per country per mode of transmission will have to be bagged and tagged with violet label**

The IBM rates to the Bulk Mail Countries of South Korea, Australia, Japan, Germany and UK will apply for homogeneous mail with a posting quantity of 1,500 or more copies per lodgement, per country, per transmission mode, per weight step type of < 50gm or > 50gm. Any copies less than 1,500 to each of these countries can be posted under the IBM rates by Air, SAL or Surface as shown from page 1 to 3.

Countries	Countries	Countries	Countries
Singapore	<b>Zone E</b>	<b>Zone F</b>	<b>Zone F</b>
	<i>Afghanistan*</i>	Alaska	Madagascar
<b>Zone A</b>	Albania	Algeria	Malawi
<b>East Malaysia</b>	Armenia	Angola	Mali Rep
<b>West Malaysia</b>	Austria	Antigua	Martinique
	Azerbaijan	Argentina	Mauritania Rep
<b>Zone B</b>	Azorea	Aruba	Mauritius
<b>Brunei</b>	<i>Bahrain*</i>	Ascencion	Mexico
<b>Hong Kong</b>	Belarus	Bahamas	Montserrat
<b>Indonesia</b>	Belgium	Barbados	Morocco
<b>Philippines</b>	Bosnia Herzegovina	Belize	Mozambique
<b>Taiwan</b>	Bulgaria	Benin	Namibia
<b>Thailand</b>	Canary Island	Bermuda	Netherland Antilles
	Channel Island	Bolivia	Nicaragua
<b>Zone C</b>	Croatia	Botswana	Niger Republic
Bangladesh	Cyprus	Brazil	Nigeria
Bhutan	Czeh & Slovak	Burkina Faso	Panama
Cambodia	Denmark	Burundi	Paraguay
Caroline Island	Eritrea	Cameroon	Peru
<b>China</b>	Estonia	Canada	Pitcairn Island
Christmas Island	Faroe Island	Cape Verde Island	Puerto Rico
Cocos Island	Finland	Cayman Island	Reunion
Cook Island	France	Central African Rep	Rwanda
Fiji Island	Georgia	Chad	Sao Tome & Principe
French Polynesia	<b>Germany</b>	Chile	Senegal
Guam	Gibraltar	Colombia Rep	Seychelles
<b>India</b>	Greece	Comoro Island	Sierra Leone
Kampuchea	Greenland	Congo	Somali Dem. Rep
Kiribati	Hungary	Costa Rica	South Africa
Laos	Iceland	Cote d'Ivoire	St Helena
Macao	<i>Iran*</i>	Cuba	St Kitts
Maldives	<i>Iraq*</i>	Djibouti	St Lucia
Mariana Island	Ireland	Dominica Rep	St Pierre & Miquelon
Marshall Island	<i>Israel*</i>	Ecuador	St Vincent
Micronesia	Italy	Egypt	Sudan
Mongolia	<i>Jordan*</i>	El Salvador	Surinam
Myanmar	Kazakhstan	Equatorial Guinea	Swaziland
Nauru	Kirgizstan	Ethiopia	Tanzania
Nepal	<i>Kuwait*</i>	Falkland Island	Toago
New Caledonia	Kyrgystan	French Guiana	Trinidad & Tobago
New Guinea-Papua	Lativa	French West Indies	Tunisia
Niue Island	<i>Lebanon*</i>	Gabon	Turks & Caicos Island
Norfolk Island	Liechtenstein	Gambia	<b>U S A</b>
North Korea	Lithuania	Ghana	Uganda
Pakistan	Luxembourg	Gilbert Island	Uruguay
Palau	Macedonia	Grenada	Vatican City
Samoa American	Madeira	Guadelope	Venezuela
Samoa Western	Malta	Guatemala	Virgin Island
Soloman Island	Moldovia	Guinea Bissau	Wake Island
<b>South Korea</b>	Monaco	Guinea Rep	Wallis & Futuna
Sri Lanka	Netherlands	Guyana	West Indies
Tahiti	Norway	Haiti	Winward Island
Tonga Island	<i>Oman*</i>	Hawaii	Zaire Rep
Tuvalu	Poland	Honduras	Zambia
Vanuatu	Portugal	Jamaica	Zimbabwe
Vietnam	<i>Qatar*</i>	Kenya	
	Romania	Leeward Island	
<b>Zone D</b>	Russian Federation	Lesotho	
<b>Australia</b>	<i>Saudi Arabia*</i>	Liberia	
<b>Japan</b>	Serbia	Liberia	
<b>New Zealand</b>	Spain	Libya	
	Sweden	Libya	
	Switzerland		
	<i>Syria*</i>		
	Tadzikstan		
	Tajikistan		
	Turkey		
	Turkmenistan		
	<i>U A E*</i>		
	U S S R		
	Ukraine		
	<b>United Kingdom</b>		
	Uzbekistan		
	<i>Yemen Republic*</i>		
	Yugoslavia		

Notes :

- 1) Destination in bold to declared as individual country on posting docket. For the rest to declare under individual zoning.
- 2) \* Middle East Countries that have changed from Zone F to E