

Date: 28th March 2018

Our Ref: Debtcol Postage Fee Update
Your Ref: Collections Department

Attention: COLLECTIONS DEPARTMENT (DEBTCOL)

Dear Debtcol Client

Postage fees will be increasing with effect from the 1st April 2018 as published in the Government Gazette No. 41377 of 12 January 2018. Please follow the instructions below:

1. Click on “File”
2. Click on “Tariff Maintenance” and then on the “Look up” button to select the tariff code.
3. Double click on the selected tariff code.
4. Make the changes as requested below and click on the “OK” button to save the changes.

Repeat steps above for each tariff below and ensure the correct **P/T, Max and Range** values are updated as specified below:

Tariff Code	Sequence	Description	P/T Fee	A/T Fee	Max Value	Range Value
T00004	0001	Tariff for stamp on a letter	4.20	4.20	999999999.99	999999999.99
T00006	0001	Tariff for stamp on a registered letter	29.40	29.40	999999999.99	999999999.99

Should you need assistance please contact our Support Centre on 0860 99 55 55.

Kind Regards

SUPPORT TEAM