South Africa

Postcode type and position

4 digits below the name of the locality or post office.

Coding method

0 0 8 3

Position of the address on the envelope

Centred

Alignment of address lines

Left-aligned

Address format

The last line (above the country name) always contains the postcode. The second last line contains locality or office name. The third last line contains the postal delivery point.

The last three lines (above the country name) are formatted according to three standard address types.

• Type 1: Physical addresses: The postcode identifies the delivery locality. The name of this locality is in the line above the postcode. Above this line is the delivery point number + street name or section. Physical addresses in areas without street names are informal area addresses.

• Type 2: Rural addresses: The postcode identifies the delivery Post Office. The name of this Post Office is in the line above the postcode. Above this line is the delivery point number + village name. A five- or six digit number identifies the delivery point in the village.

• Type 3: Postal delivery service addresses: The postcode identifies the Post Office. The name of this Post Office is on the line above the postcode. Above this line is the delivery point (PO Box or Private Bag) number.

The second last line (locality or post office) should be in upper case. The locality / post office and correct postcode fully identify the postal delivery area or office. Province name and city name can be in the address only if there is no postcode.

Variation of standard types: where the address is one of many addresses within the postal delivery point, this is a complex address. These internal delivery details, also any supplementary routing information, must be above the line containing the postal delivery point.

The address must not contain any punctuation marks.

Examples

Urban street address:

Mr P. Rossouw
442 Thirteenth Avenue
FISH HOEK
7975
SOUTH AFRICA

Mr J Nel
10 Church Street
COLBYN
0083
SOUTH AFRICA

Urban street address (complex):

Mr. Jimmy Jones
1023 Collet Heights
449 Collet Drive
LYNDHURST
1852
SOUTH AFRICA
Informal areas address:
TV Matemala
9285 Block E
KHAYELITSHA
1982
SOUTH AFRICA

Rural areas address:
Mr. Joko Oxo
c/o Bamba Zonke primary school
960401 Kwatsita Village
NTABANKULU
5170
SOUTH AFRICA

P.O. Box delivery:
Accounts
Development Bank of SA Limited
PO Box 92214
PROTEA PARK
0305
SOUTH AFRICA

Private Bag delivery (complex):
Ms. E. Wentzel
Postnet suite 8839
Private Bag X09
WELTEVREEDENPARK
1715
SOUTH AFRICA

Contact
Addressing and Postcoding
c/o The Senior General Manager
Mail Business
SA Post Office Ltd.
PO Box 10 000
PRETORIA
0001
SOUTH AFRICA

Website
www.sapo.co.za

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