

New Zealand (including the Ross dependency)

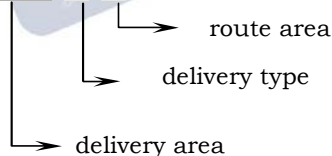
Postcode

Postcode type and position

4 digits to the right of the town or city name.

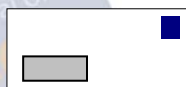
Coding method

6 0 1 1



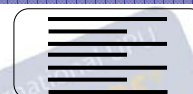
Position of the address on the envelope

Bottom left-hand corner



Alignment of address lines

Left-aligned



Address format

Postcodes are mandatory for use by bulk mailers.

A distinction should be drawn between four address types according to the type of delivery:

- home delivery;
- delivery to PO Box;
- delivery to private bag;
- rural deliveries.

For certain districts/suburbs, there is a private bag service. A charge is levied for this service, which enables large customers to receive all their mail in a separate delivery, generally by courier.

To benefit from reduced rates, items must meet the following criteria:

- addresses must be machine-printed, with a uniform left-hand margin;
- handwriting is not acceptable;
- uppercase letters are required on the first letter of each word;
- either upper or lower case letters may be used elsewhere in the address;
- underlining is not acceptable;
- the addressee must appear above the actual address;
- the address must contain one of the following: street (must include house number), P.O. box, private bag or rural delivery number and road name;
- province names, regions and nearby cities must not be used;
- for items addressed to P.O. boxes, there must be one space between P and O;
- there must be no spaces or punctuation within the private bag number;
- in rural delivery addresses, there must be one space between R and D and one after D;
- the "RD" construct must be on the line below the "street" construct and must not include the words "Rural Delivery", "Route", "Number" or "No";
- if postcodes are used, they must be 1-2 spaces between city name and postcode;
- all items must have a return address.

Examples

Jollys Jewellery
236 Majoribanks Street
Mount Victoria
WELLINGTON 6011
NEW ZEALAND

name of addressee
street number and name
name of district
name of town + postcode

New Zealand (including the Ross dependency) (cont.)

Examples (cont.)

Attention Mr Martin
Jollys Jewellery
PO Box 19224
Courtenay Place
WELLINGTON 6149
NEW ZEALAND

John Brown
Jabid Electrical
Private Bag 39990
WELLINGTON 5045
NEW ZEALAND

Mrs Brown
Maplethorp Farm
287 Guy Road
RD 2
KAIAPOI 7692
NEW ZEALAND

*PO Box+ PO Box number
name of box lobby
name of town + postcode*

private bag + bag number

*street number and name
RD (Rural Delivery) + round number*

Contact

New Zealand Post Limited
International Customer Service Center
PO Box 90242
Auckland Mail Centre
AUCKLAND 1142
NEW ZEALAND

Tel: (+64 9) 300 36 92
Fax: (+64 9) 367 96 69

Website

www.nzpost.co.nz

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