

## Guide to the headings used in this chapter

Examples of the various types of information you will find in this chapter are given below. For each country, a varying number of the headings described below will be given, depending on the information available.

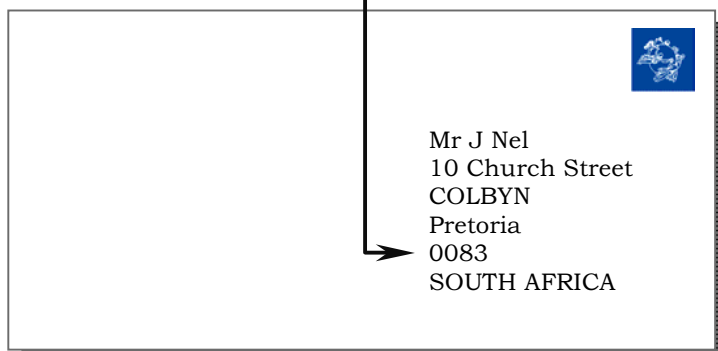
### Postcode

Indicates the postcode type and its position in the address, i.e. the number of, and variations in, the elements that make up the code and its position with respect to other address elements. A graphic example always follows this information.

#### Postcode

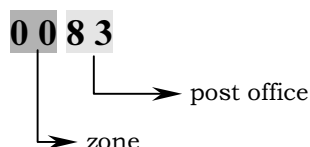
#### Postcode type and position

Four digits below the name of the town or suburb.



This section also contains an explanation of the coding method, i.e. a description of each element (or group of elements) of the code:

#### Coding method



#### Address format

Gives the information published by the country's postal authorities on the composition and ordering of the address, the fonts to be used and the country's specific requirements.

#### Address formats

The Argentine Post recommendations:

- each line should contain a maximum of 40 characters;
- the following symbols should be avoided: full stop (.), dash (-), accents (´, ¨), (°) and parentheses (,);
- in general, it is not necessary to indicate the type of thoroughfare if it is a street (CALLE); other types of thoroughfare must be specified;
- the thoroughfare type (CALLE) is obligatory where the thoroughfare name is a number or letter (e.g. CALLE 7, CALLE A);
- where the thoroughfare name ends in a number, the abbreviation "No" should be used to separate the street number from the number in the street name (e.g. 17 DE OCTUBRE DE 1945 No 1340);

- fonts with characters between 3 and 7 mm high and no more than 7 mm wide are recommended; the preferred fonts are Courier 12 or 15 and Helvetica 12 or 15.

### Examples

Reproduces one or more address models based on the requirements of the country's postal authority. The example(s) show more clearly the ordering and spacing of the address elements.

If necessary, the example(s) are accompanied by explanatory texts.

<b>Examples</b>	Loutsévitch Ivan Fedorovitch Rue Lougoraïa 12, app. 10 Korolevo 223016 NOVY DVOR Minsk District Minsk Region BELARUS	<i>surname, first name, patronymic thoroughfare type, name and number, apartment locality postcode + post office name name of district name of region</i>
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### Contact

Postal address, telephone and/or fax numbers and e-mail address of the contact able to provide full information on the addressing, rates and any other postal operations matters.

<b>Contact</b>	General Post Office 56 Church Street Hamilton HM 12 Bermuda	Tel: (+441) 297 7873 Fax: (+441) 292 1928 E-mail: <a href="mailto:gpo@ibl.bm">gpo@ibl.bm</a>
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### Information

Indicates whether the country publishes addressing information in hard-copy form or on a website.

### List...

Lists all the regional sub-divisions (states, departures, districts, etc.) of the country, together with their code or abbreviation, if any. This list is only supplied where the regional code or sub-division is an integral part of the address.

<b>Abbreviations of names of States</b>	AC Acre	AL Alagoas	AM Amazonas
	AP Amapá	BA Bahia	CE Ceará
	DF Distrito Federal	ES Espírito Santo	GO Goiás
	MA Maranhão	MG Minas Gerais	MS Mato Grosso do Sul
	MT Mato Grosso	PA Pará	PB Paraíba
	PE Pernambuco	PI Piauí	PR Paraná
	RJ Rio de Janeiro	RN Rio Grande do Norte	RO Rondônia
	RR Roraima	RS Rio Grande do Sul	SC Santa Catarina
	SE Sergipe	SP São Paulo	TO Tocantins

### Glossary

Provides an English translation of certain terms used frequently in the country's addresses.

<b>Glossary</b>	<i>Daerah</i>	=	district
	<i>Mukim</i>	=	group of villages, municipality
	<i>Kampong</i>	=	village
	<i>Peti surat</i>	=	post office box
	<i>Jalan</i>	=	street

## Website

Indicates the website address of the country providing addressing and/or postcode information.

**Website**            [www.laposte.fr/sna](http://www.laposte.fr/sna)

## Date of update

Indicates date on which the country's entry was last updated on the basis of information supplied by its postal authorities.

07/2003

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All this information is designed to draw your attention to the differences in international addressing formats, and in particular:

- addresses with or without postcodes

Mister Artur Mema  
Rr Faik Drenova  
Pall Nr 1, Sh 1, Ap 15  
TIRANA  
ALBANIA

M. Said Mohamed  
2, rue de l'Indépendance  
16000 ALGER  
ALGERIA

- numeric or alphanumeric postcodes

10000

OX14 4PG

- destination name positioned before or after company name

Société Dupont  
Mademoiselle Martin

John Doe  
ABC Company

- whether a blank line is inserted

Gospa  
Nada Meden  
Prešemova ul. 16

Sven Nilsson  
Nyby 10  
123 45 LILLBYN  
SWEDEN

4000 KRANJ  
SLOVENIA

- street number before or after street name

25 RUE DE L EGLISE

Rue de Bourgogne 5

- whether a separator is used between the street number and name

Avenue W. SHAKESPEARE, 53

Rue de Bourgogne 5

- position of the postcode

2544 BETTLACH

CANTON OH 44730-9521

- arrangement of lines from general to specific, or vice-versa

Monsieur Saad Ali  
20 Avenue Hassan II  
53000 IFRANE  
MOROCCO

720001 BISHKEK  
Avenue Tchuy, 193, apt. 28  
Kolpaeva Anara  
KYRGYZSTAN