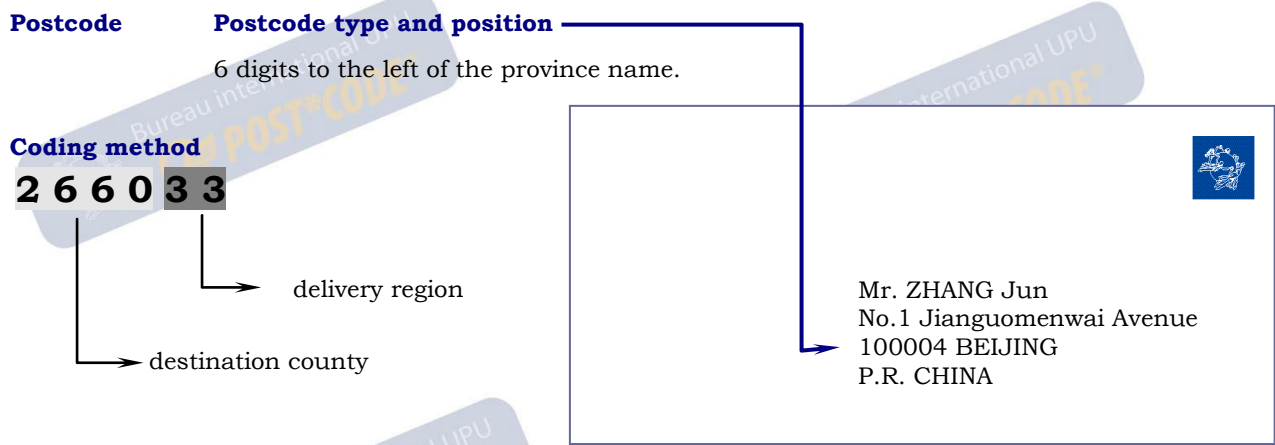


China (People's Rep.)



Position of the address on the envelope

Bottom right-hand corner



Alignment of address lines

Left-aligned



Address format

An address written in Chinese will start with the biggest geographical component (the province) and end with the smallest one (the addressee). However, the name of the country (P.R. CHINA) must be written in an internationally known language.

For the same Chinese address written in the Roman (Latin) alphabet, the format will be used from the smallest geographical component at the top to the biggest at the bottom.

Examples Address examples in English:

Urban address:

Mr. ZHANG Jun
No.1 Jianguomenwai Avenue
100004 BEIJING
P.R. CHINA

*addressee
premises + street
postcode + province
country*

with building:

Risupia Panasonic Center
Room 1001, Floor 10, Building 3, Taiyueyuan Residential area
No.12 Zhichun Road
Haidian District
100191 BEIJING
P.R. CHINA

*addressee
door + floor + bldg. + comp. of bldgs.
premise + street
sub-province
postcode + province
country*

with an address area following the street:

Ms. ZHOU Xiuying
No.5 Shuanghe Avenue, Linhe Development Zone
Shunyi District
101320 BEIJING
P.R. CHINA

*addressee
premise + street + sub-loc.
sub-province
postcode + province
country*

Rural address:

Mr. SHEN Li
Naritu Town
Zengxianglan County, Xilinguole Zone
027212 NEIMENGGU
P.R. CHINA

*addressee
locality
sub-province 2 + sub-prov.
postcode + province
country*

China (People's Rep.) (cont.)

Examples (cont.) *with street:*

Mr. CHEN Liguó
No.10 Tuanjie Road, Xinyang Village, Danyang Town
Lianjiang County, Fuzhou City
350503 FUJIAN
P.R. CHINA

addressee
premise + str. + loc. + sub-prov.3
sub-province 2 + sub-province
postcode + province
country

with neighborhoods:

Ms. FENG Jie
Group 1, Fanjia Village, Anyang Town
Chun'an County, Hangzhou City
311718 ZHEJIANG
P.R. CHINA

addressee
sub-loc. + locality + sub-prov. 3
sub-province 2 + sub-province
postcode + province
country

Postal delivery Services:

P.O. Box:

Ms. YANG Li
P.O. Box 100088-008
100088 BEIJING
P.R. CHINA

addressee
p.o. box number
postcode + province
country

Poste Restante:

Mr. ZHAO Liang
Yuxin Huayuan Post Office
Poste restante
100096 BEIJING
P.R. CHINA

addressee
post office
poste restante
postcode + province
country

Address examples in Pinyin (*phonetic transcription into Latin character*)

Urban address:

Mr. ZHANG Jun
Jianguomenwai Dajie 1 Hao
100004 BEIJING
P.R. CHINA

addressee
street + premises
postcode + province
country

with building:

Mr. SUN Fei
Taiyueyuan Xiaoqu 3 Hao Lou 10 Ceng 1001 Shi
Zhichun Lu 12 Hao
Haidian Qu
100191 BEIJING
P.R. CHINA

addressee
comp. of bldgs. + bldg. + floor + door
street + premises
sub-province
postcode + province
country

with an address area following the street:

Ms. ZHOU Xiuying
Shuanghe Dajie 5 Hao, Linhe Kaifaqu
Shunyi Qu
101320 BEIJING
P.R. CHINA

addressee
street + premises + sub-locality
sub-province
postcode + province
country

Rural address:

Mr. SHEN Li
Naritu Sumu
Zhengxianglan Qi, Xilinguole Meng
027212 NEIMENGGU
P.R. CHINA

addressee
locality
sub-province 2 + sub-province
postcode + province
country

China (People's Rep.) (cont.)

Examples (cont.) *with street:*

Mr. CHEN Liguo
Tuanjie Lu 10 Hao, Xinyang Cun, Danyang Zhen
Lianjiang Xian, Fuzhou Shi
350503 FUJIAN
P.R. CHINA

addressee
str. + premises + loc. + sub-prov. 3
sub-province 2 + sub-province
postcode + province
country

with neighborhoods:

Ms. FENG Jie
1 Zu, Fanjia Cun, Anyang Xiang
Chun'an Xian, Hangzhou Shi
311718 ZHEJIANG
P.R. CHINA

addressee
sub-loc.+ locality + sub-province 3
sub-province 2 + sub-province
postcode + province
country

Postal services delivery:

P.O. Box:

Ms. YANG Li
P.O. Box 100088-008
100088 BEIJING
P.R. CHINA

addressee
p.o. box number
postcode + province
country

Poste restante:

Mr. ZHAO Liang
Yuxin Huayuan Post Office
Poste restante
100096 BEIJING
P.R. CHINA

addressee
post office
poste restante
postcode + province
country

Dictionary

Local name in English	Local name in Pinyin
Door	Shi
Floor	Ceng
Building	Lou
Complex of buildings (<i>comp. of bldgs.</i>)	Xiaogu
Group (<i>neighborhood</i>)	Zu
Village	Cun
Township	Xiang
County	Xian

Contact

Department of International Cooperation
China Post Group
Jia No.3 Financial Street, Xicheng District,
100808 BEIJING
P.R.CHINA

Tel: (+86 10) 6885 9691
Fax: (+86 10) 6885 9674