

New Zealand (including the Ross dependency)

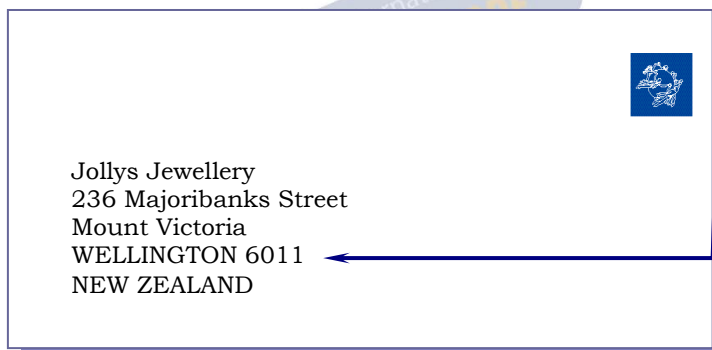
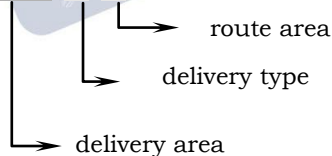
Postcode

Postcode type and position

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

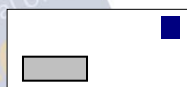
Coding method

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:

- urban 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), PO Box, Private Bag number or rural delivery number and road name;
- province names, regions and nearby cities must **not** be used;
- for items addressed to PO Boxes, there must be no space between P and O;
- there must be no spaces or punctuation within PO Box or Private Bag number;
- in rural delivery addresses, there must be no space between R and D and one space 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";
- there must be 1-2 spaces between town/city name and postcode;
- all items must have a return address.

Examples

Jollys Jewellery
236 Majoribanks Street
Mount Victoria
WELLINGTON 6011
NEW ZEALAND

addressee
premises + street
sub-locality
locality + postcode
country

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

Examples (cont.)

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

*addressee
organization
PO Box+ PO Box number
name of box lobby
locality + postcode
country*

John Brown
Jabid Electrical
Private Bag 39990
WELLINGTON 5045
NEW ZEALAND

*addressee

private bag + bag number
locality + postcode
country*

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

*addressee

premises + street
RD (Rural Delivery) + round number
locality + postcode
country*

Territories and countries subdivisions

Territories

Cook Islands
Niue
Tokelau
Ross dependency

ISO 3166-1 Alpha 3 code

COK
NIU
TKL
XRD

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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