

# South Africa

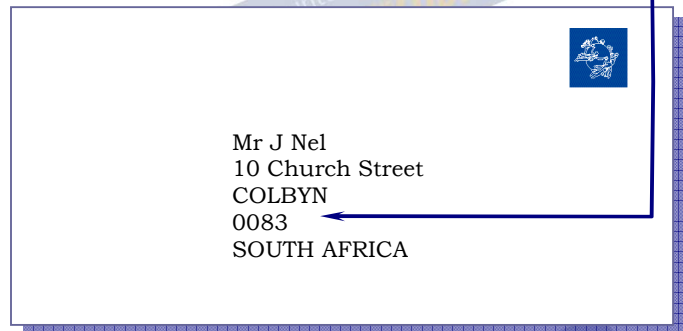
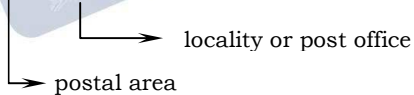
## Postcode

## Postcode type and position

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

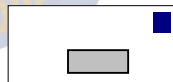
## Coding method

**0083**



## 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

*recipient name*  
*house number+ street name*  
*locality*  
*postcode*

Urban street address (complex):

Mr. Jimmy Jones  
1023 Collet Heights  
449 Collet Drive  
LYNDHURST  
1852  
SOUTH AFRICA

*recipient name*  
*apartment number + building name*  
*building number + street name*  
*locality*  
*postcode*

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  
WELTEVREDENPARK  
1715  
SOUTH AFRICA

*recipient name*  
*unit number + section identifier*  
*locality*  
*postcode*

*addressee recipient name*  
*mailee organization name*  
*dwelling number+ village name*  
*post office name*  
*postcode*

*department*  
*organization name*  
*PO Box number*  
*post office name*  
*postcode*

*recipient name*  
*delivery service agency + box number*  
*private bag number*  
*post office name*  
*postcode*

**Contact**

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

Tel: +27 12 401 7011  
Fax: +27 86 687 5026

**Website**

[www.sapo.co.za](http://www.sapo.co.za)

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