

Correct Addressing

Postmen rely on the address on the mail to deliver it to the recipient. Please print or write the address clearly and accurately.



Address Zone

To facilitate the efficient processing of your mail by the mechanised letter sorting system, print or write the address within the address zone as shown below:



Inside Address Zone - Local Mail

(For illustration only)

Mr. CHAN Tai-man • Name of addressee
Flat A, 12th Floor • Flat and floor numbers
Kowloon Government Offices • Name of building
405 Nathan Road • Number of building and name of street
YAU MA TEI • NAME of VILLAGE, TOWN or DISTRICT
KOWLOON • HONG KONG, KOWLOON or NEW TERRITORIES

Inside Address Zone - International Mail

(For illustration only)

Hong Kong Tourism Board - Sydney Office • Name of addressee
Level 4 • Flat and floor numbers
Hong Kong House • Name of building
80 Druiitt Street • Number of house or building, name of street
SYDNEY • NAME OF VILLAGE OR TOWN
NSW 2000 • The postal district number or postal code
NEW SOUTH WALES • NAME OF COUNTY, STATE OR PROVINCE
AUSTRALIA • NAME OF COUNTRY

BY AIR MAIL
航 空 郵 寄

Use of Language

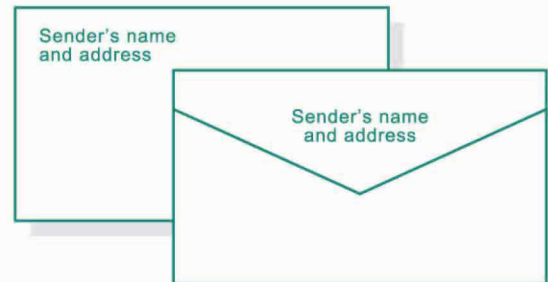
It is equally important for the addressee's address to be written in a language that can be understood by both the local and overseas postal staff. Address should be written legibly in Roman letters and Arabic numerals. Address may be written in the language of the country of destination provided that the city and country names are in **ENGLISH**. Include the correct postcode, if any.

Apart from local delivery, mail addressed solely in Chinese characters is acceptable for those sent to Mainland China, Macau and Taiwan.

You may refer to the Post Office Guide for more information on posting requirements of the respective overseas postal administration. The Post Office Guide is available at all Post Offices and the Hongkong Post website (www.hongkongpost.com).

Sender's Address

Please put the sender's name and address at the top left-hand corner on the front of the envelope or on the back of the envelope to facilitate return of undeliverable mail.



How to handle a mail item which is not intended for you?

- When the recipient is unknown to you at your address, please write "no such person" on the envelope.
- When you know the recipient has moved, please write "moved". If you know the person's new address, please write it on the envelope and cross out your own address.
- When you receive a mail item delivered in error to your address, please write "incorrect location" on the envelope.

Then return such mail item to Hongkong Post by:

- dropping it in any street posting box,
- dropping it in the return letter box set up by your building management (if any), or
- handing it to our counter staff at any post office.