

SECTION 6 | PACKING, ADDRESSING AND PROHIBITIONS

6.1 METHOD OF ADDRESSING

GENERAL

Delay to correspondence and mistakes in delivery are caused mainly by incorrect or incompleting postal addresses. Hongkong Post cannot undertake to correct or complete a wrong or insufficient address. The full address should therefore be typed or legibly written in the lower part of the right-hand half of the front of the envelope, with a clear margin above (not less than 40 mm deep) for the postage stamps and postmarks, leaving the left-hand bottom corner blank. The names of the place and country of destination should be indicated in capital letters, see also the following illustrations. It is recommended that the sender's name and address be written at the top left-hand corner of the front of the envelope and be sufficiently separated from the addressee's address to avoid any misunderstanding or on the back of the envelope in order to facilitate return in the event of non-delivery. The envelope or wrapping may bear only one sender's address and one addressee's address.

LOCAL POST

For Hong Kong, the address should always include :-

1. Name of addressee,
2. Flat and Floor numbers,
3. Name of building,
4. Number of building and name of street,
5. Name of village, town or district (in CAPITAL LETTERS),
6. Hong Kong, Kowloon or New Territories as appropriate (in CAPITAL LETTERS).

<p>Mr. CHAN Kwok-kwong Flat 25, 12/F, Acacia Building 150 Kennedy Road WAN CHAI HONG KONG</p>	<p>Postage Stamp</p>
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LOCAL POST : P.O. BOX ADDRESS

For items addressed to P.O. Boxes in Hong Kong, the address should always include :-

1. Name of addressee,
2. P.O. Box number,
3. Name of the Post Office (in CAPITAL LETTERS) at which the box is located,
4. Hong Kong, Kowloon, or New Territories, as appropriate (in CAPITAL LETTERS).

<p>Mr. WONG Yat-ming P.O. Box 42345 CAUSEWAY BAY POST OFFICE HONG KONG</p>	<p>Postage Stamp</p>
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OVERSEAS POST

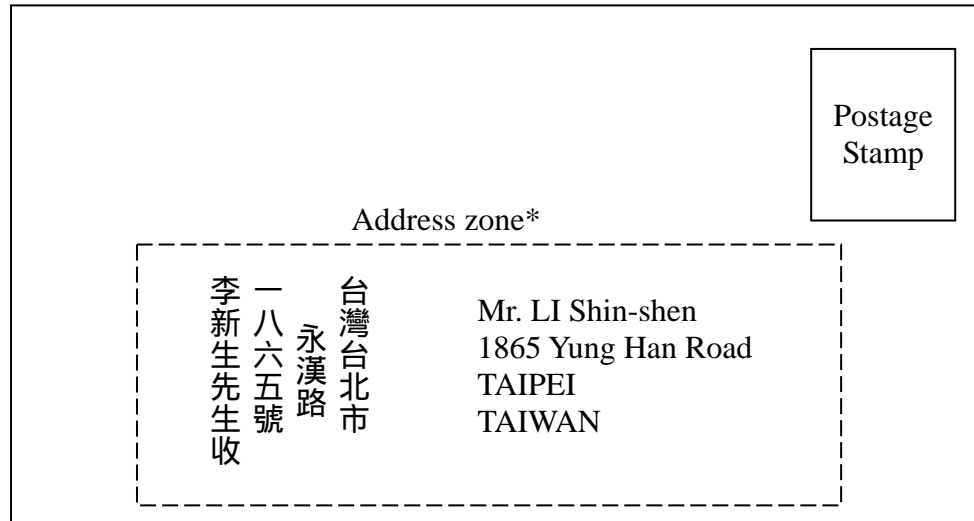
For Overseas, the address should always include :-

1. Name of addressee,
2. Flat and Floor numbers,
3. Name of building,
4. Number of house or building, name of street,
5. Name of village or town (in CAPITAL LETTERS),
6. The postal district number or postal code, if any,
7. Name of country, state or province (in CAPITAL LETTERS),
8. Name of country (in CAPITAL LETTERS).

<p>Mr. Hiram B. Green Apartment 24 316 Capitol Boulevard BOSTON MASS 02100 USA</p>	<p>Postage Stamp</p>
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OVERSEAS POST : CHINESE ADDRESSEE

Delivery of correspondence for a Chinese addressee is facilitated if the name and address are written in English as well as Chinese. The address in Chinese characters should be to the left or above the English address and NOT below it, thus :-



* For definition of 'Address Zone', please refer to the diagram under *Printing on Envelope* mentioned latter in this Section.

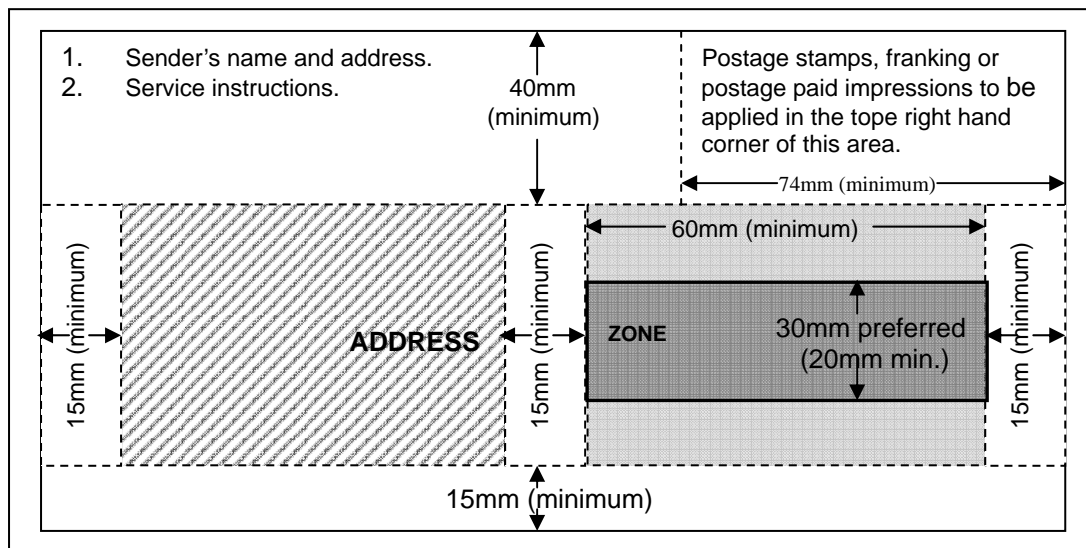
OVERSEAS POST : USE OF LANGUAGE

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.

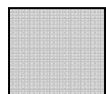
Apart from local delivery, mail addressed solely in Chinese characters is acceptable for those sent to Mainland China, Macau and Taiwan.

PRINTING ON ENVELOPE

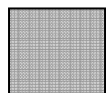
The diagram below outlines the address surface zones on an envelope. As indicated, some zones are reserved for postal purposes. The zones in which information or illustrations may be printed are designated. The area to the right of the address zone must be left clear. The back of the envelope may also be used for printing.



Area in which advertising or any other message may appear, which must not contain anything which could be mistaken for an address.



Area for name and address of addressee (to be kept free of advertising).



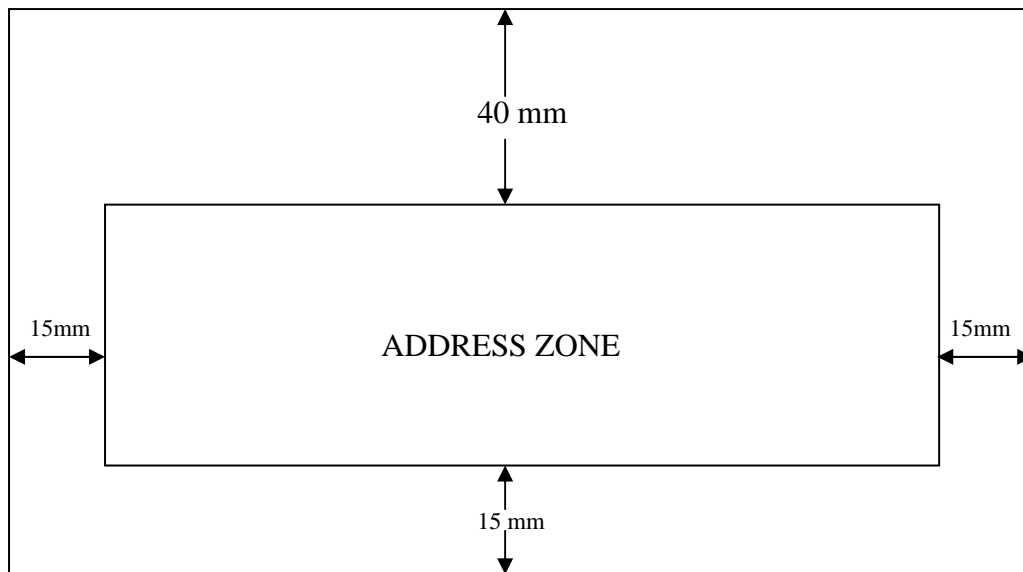
Address/window panel shall occupy an area not less than 60 mm long and 20 mm high, located anywhere within the address zone.

POSITION OF ADDRESS ON ENVELOPES AND WRAPPERS

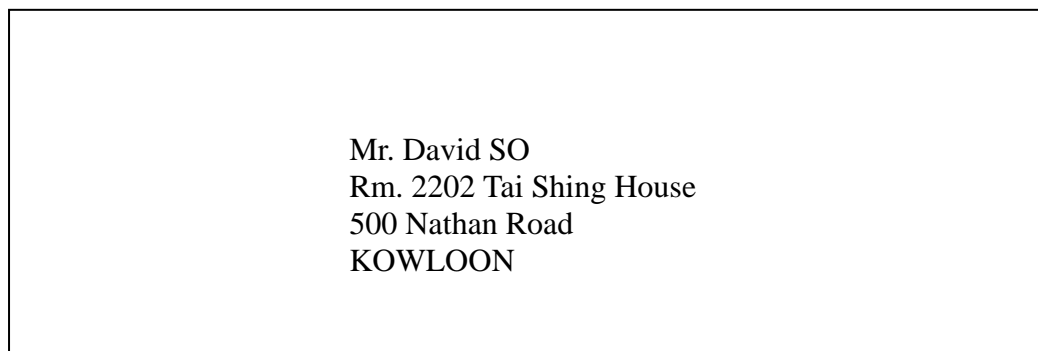
With the introduction of letter mechanization, it is necessary to specify the requirements on the position of address on envelopes and wrappers, including computer generated mail items, which will greatly facilitate the quick and efficient sorting of letters. The address should be kept as compact as possible and located within the address zone in the central portion of the envelope face, window or label. In the case of hand-written mail the address should preferably be neatly printed.

General Requirements

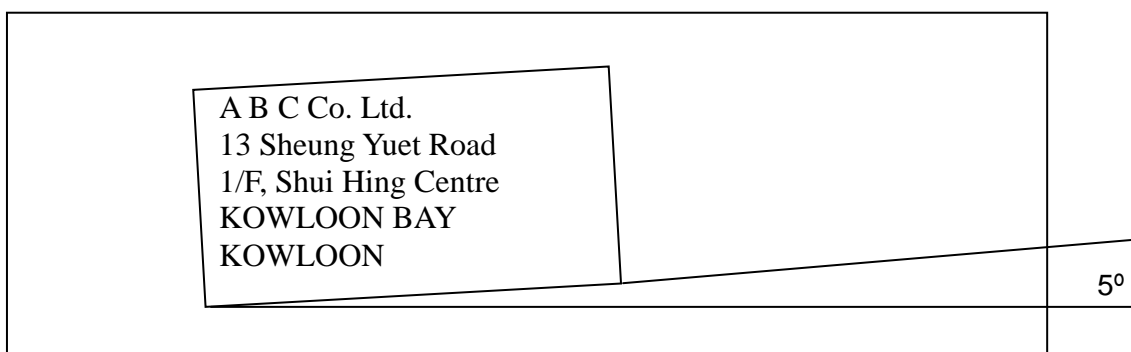
1. A space of not less than 40 mm must be left between the top edge and the first line of the address so as to leave sufficient space for postage stamps or franking machine imprints as well as postmarking. For envelopes, the address must be located within the address zone, and be at least 15 mm clear of the bottom and the sides of the envelope.



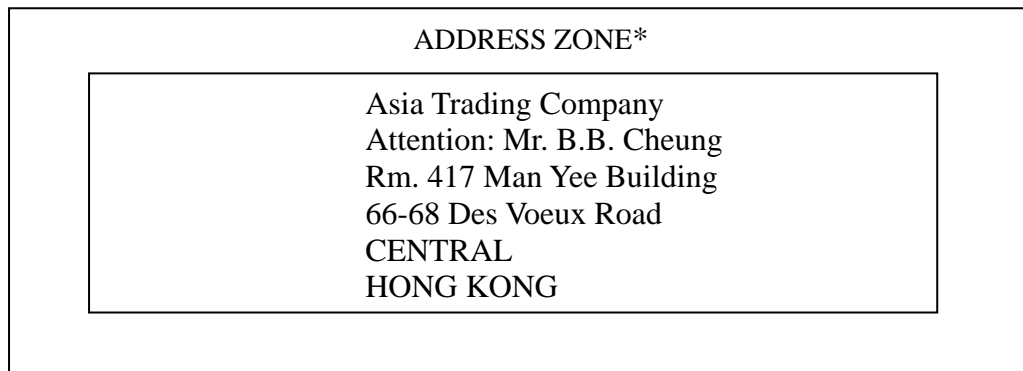
2. Ideally all lines of the address should have a uniform left margin and each address line should contain no more than 32 characters including all spaces between words. Excessively staggered address block where successive lines are indented should be avoided. Punctuation is not required unless two components of the address share the same line, in which case they should be separated by a comma. Underlining should not be used.



3. The address lines should be kept parallel to the bottom edge of the envelope. A skew of the address block by more than 5° from the horizontal will create problems for reading by the letter mechanization equipment.

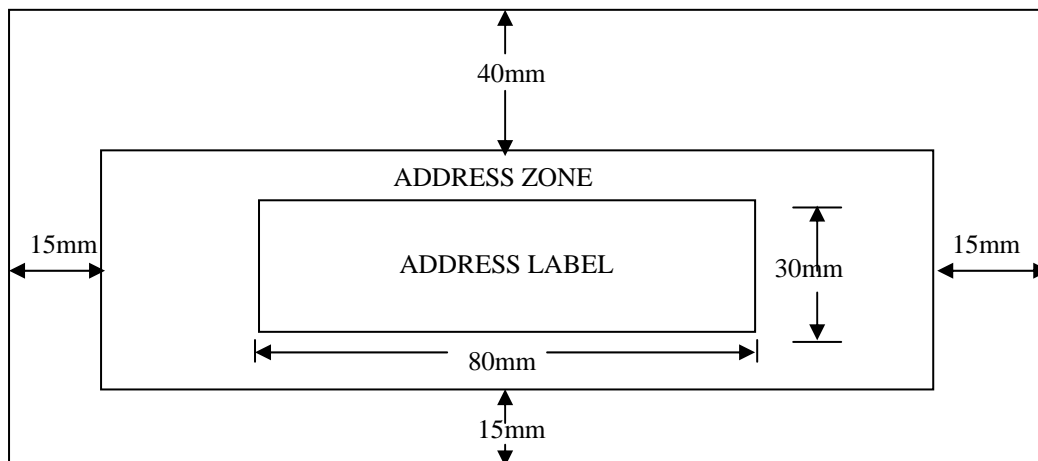


4. Reference numbers and extraneous information such as 'For the attention of' etc. may be placed within the address zone, but should not be placed below or within the last four lines of the address.



- * For definition of 'Address Zone', please refer to the diagram under *Printing on Envelopes* mentioned later in this Section.

5. If a stick-on address label is used, it should not be less than 80 mm long and 25 mm high (the preferred height is 30 mm) and should be affixed within the address zone and parallel with the bottom edge of the envelope. There should be a clear margin of at least 15 mm between the left, right and bottom edges of the label and the edges of the envelope.



6. Clarity of Address Information

- Dark, clear print on a light background, preferably black on white, or black on light manilla is desirable.
- Well inked typewriter ribbons and printers with clean, unworn fonts, metal and plastic address plates etc. provide the most acceptable results.
- Light blue, green, yellow, red or purple inks generally offer poor contrast for automatic address reading and should be avoided. Black ink is preferred.

- (d) Acceptable background colours for the address block are a restricted range of single white and light pastel colour or half tones. Envelopes with background printing such as watermark and security printing should be avoided, but where this is not possible, the printing should be very faint having a Print Contrast Signal of less than 10%. The minimum opacity of the envelope material should be 75%.
- (e) The minimum average Print Contrast Signal for the address printing should be 30%
7. General, commonly used typewriters, computer line and matrix printers, Daisy Wheel and 'Foundry' fonts are acceptable. Italic and script style fonts should be avoided as should characters small than 2.8 mm or greater than 5 mm in height and less than 2 mm or greater than 3.5 mm in width. Characters should be printed at a constant pitch and adjacent characters should not touch, the preferred pitch is 10 characters/inch (25.4 mm). Adjacent lines in an address should not touch; the line spacing should be between 2 mm to 1 line.

Overseas Mail

1. No punctuation should be used for the bottom line, including full stops after country, geographical or other abbreviation, e.g. AUSTRALIA etc. A clear space should be left between the country abbreviation and the postcode and in general the country designation should be in capital letters.

H Gregory And Co
84 Wishbone Terrace
FREMANTLE WA 6160
AUSTRALIA

2. Any postcode or zipcode should appear on the same line as the State/City and above the country.

Mr. P.R. McDonald
29 Ribchester Walk
HULME
MANCHESTER M15 5HH

PARCELS

The directions about addressing letters apply equally to parcels but in the interest of all concerned the following additional points should be observed:

1. Write or type the address plainly, preferably in bold block letters, on the cover of the parcel itself and not merely on a label, which may become detached.

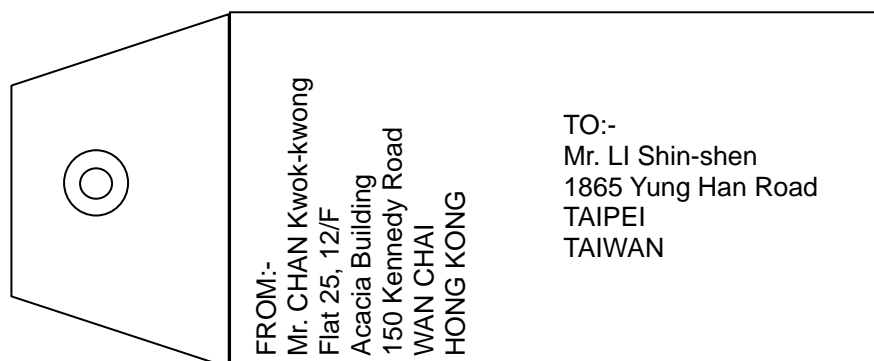
Addresses in pencil are not allowed, nevertheless parcels of which the address is written in copying ink pencil on a previously dampened surface are accepted.

2. If a stick-on label is used see that it is securely affixed.
3. Any printed advertising matter or other non-address particulars on the label should be confined to the left-hand half as shown by the following illustrations :-

Stick-on label:

<p><i>This space may be used for any necessary printing. If the name and address of the sender is shown it should preferably appear at right angles to the address of the addressee.</i></p>	<p>TO:- Mr. CHAN Kwok-kwong Flat 25, 12/F, Acacia Building 150 Kennedy Road WAN CHAI HONG KONG</p>
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Tie-on label



4. In case the wrapping becomes damaged, or the parcel cannot be delivered, the sender's address should appear both inside the parcel and on the cover. On the cover it should be kept distinct from the address to which the parcel is sent and should preferably be to the left of and at right angles to the name and address of the addressee.