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Postal addressing

Adressage postal

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 11180 was prepared by a joint ISO-UPU (Universal Postal Union) working group and was adopted, under a special "fast-track procedure", by Technical Committee ISO/TC 154, *Documents and data elements in administration, commerce and industry*, in parallel with its approval by the ISO member bodies.

Annexes A and B of this International Standard are for information only.

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International Organization for Standardization
Case Postale 56 • CH-1211 Genève 20 • Switzerland

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Postal addressing

1 Scope

This International Standard specifies the maximum dimensions of the postal address and its locations on forms complying with ISO 8439 and is designed to standardize its presentation and structure.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 216:1975, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

ISO 269:1985, *Correspondence envelopes — Designation and sizes*.

ISO 353:1975, *Processed writing paper and certain classes of printed matter — Method of expression of dimensions*.

ISO 3535:1977, *Forms design sheet and layout chart*.

ISO 4882:1979, *Office machines and data processing equipment — Line spacings and character spacings*.

ISO 7372:1986, *Trade data interchange — Trade data elements directory (Endorsement of UNECE/TDED, sections 1,2,3,4 and 9)*.

ISO 8439:1990, *Forms design — Basic layout*.

UPU:1989, *Convention of the Universal Postal Union. Detailed Regulations of the UPU Convention*.

3 Definitions

For the purposes of this International Standard, the following definitions apply.

3.1 postal address: Set of precise and complete information on the basis of which an item can be forwarded and delivered to the addressee without searching and without there being any doubt.

3.2 address field: On forms, field reserved for entry of one or two postal addresses.

3.3 address zone: Rectangular zone, in the address field, giving the maximum area within which the postal address may be written.

3.4 address block: Rectangular block formed by the postal address.

3.5 address element: Information unit considered to be indivisible, in the context of the postal address.

3.6 address structure: The combination of the elements of the postal address.

4 General rules

4.1 This International Standard defines the dimensions and locations of the address fields on forms designed in accordance with

— ISO 216 and ISO 353 as regards the use of the principal trimmed formats (A4 and A5 L);

— ISO 3535:1977, annex A, as regards the drawing up of printed matter on an A4 format “forms design sheet”;

- ISO 4882 as regards the definition of the line spacings (4,23 mm or 1/6 in) and character spacings (2,54 mm or 1/10 in) recommended for the characters of office machines and data processing equipment;
- ISO 8439:1990, clauses 6 and 7, as regards the provisions relating to the address field.

NOTE 1 Forms designed in conformity with ISO 216 and ISO 353 are normally inserted in envelopes designed in conformity with ISO 269.

This International Standard may also be used with other formats not standardized by ISO.

4.2 The postal address shall comply with Universal Postal Union (UPU) recommendations, particularly those in article 22 of the Convention governing the presentation of standardized items as well as those of article 113 of its Detailed Regulations governing the make-up of letter post items. For items in envelopes with transparent panels (windows), the postal address shall also comply with the requirements of article 124 of the Detailed Regulations.

5 Address field

The address field on trade documents shall consist of nine basic depth spacings (bds) over the image area of 72 basic width spacings (bws). See also ISO 8439.

The top spacing shall be reserved for the heading of this field. For documents sent in envelopes with transparent panels, the two bottom spacings, which have a security function, shall remain blank without any entry to avoid any extraneous matter appearing in the window as a result of the vertical slippage of the document in the envelope. Thus the available space for writing the address consists of the six remaining lines.

6 Address zone

6.1 The height of the address zone is 25,4 mm (6 bds).

6.2 The width of the address zone is 76,2 mm (30 bws).

NOTE 2 The width of the address zone is limited by the need to be able to write two addresses side by side on trade documents, bearing in mind the lateral play between envelope and document.

7 Address block

The address block represents the overall dimensions of the actual address. It shall be entered in either of the address zones. It may at most have the dimensions of the address zone.

8 Locations of the address zones

8.1 On forms complying with ISO 8439

The locations of the address zones, on the right and left of the document, are shown in figure 1.

NOTE 3 These locations ensure that only the address appears in the window of envelopes with transparent panels. When the address is on the left, the location prevents overlapping between the first character of the address and the left-hand line of the frame.

8.2 On any other document

The location of the address shall comply with UPU recommendations.

9 Presentation of the address

9.1 Style for writing

The postal address shall be written in a compact manner, without leaving spaces between the letters of words and without underlining its elements. It is recommended that the name of the locality, of the delivery office and that of the country of destination be written in capitals.

9.2 Justification

The lines of the address shall be left-justified.

9.3 Number of lines

The number of lines in a postal address shall be limited to six.

NOTE 4 This number stems from an inquiry which the UPU conducted among all its members to find out the maximum number of lines which a postal address might need, not only for mail sent to business addresses, but also to private persons. The study showed a need for six lines, a figure which was ratified by a decision of the Consultative Council for Postal Studies (CCPS) at its 1985 session.

9.4 Number of characters

The number of characters per line in a postal address shall be limited to 30 in order that the address can be fitted into the address zone, bearing in mind the basic width spacing (bws).

An address of more than 30 characters per line, in accordance with ISO 7372, may be written using a smaller width spacing (1/12 in) provided that it meets UPU recommendations for items sent in envelopes with transparent panels.



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ng (1/10 in or 2,54 mm)
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NOTE 5 Once written in accordance with ISO 4882, the postal address is usually stored in electronic files and is not usually changed again as regards the number of lines and of characters per line. Using a smaller depth spacing and/or width spacing only results in a reduction in the dimensions of the address block.

- d) Delivery point (type and name of street, street number, block, entry, floor, district, hamlet, post office box, poste restante (general delivery))
- e) Postcode or postal routing number (PRN), locality, name of delivery office
- f) Name of territory or of province and/or name of country.

10.1 Address elements

The following elements can be necessary to write a correct and complete postal address (see annex A).

a) Title of addressee

- a) Title of addressee
- b) Names (given names, family name and name suffix)
- c) Occupation, function, care of (c/o) address

10.1.2 For legal entities

- a) Name or official initials of organization
- b) Activity or products
- c) Department or division of organization
- d) Delivery point (as for individuals)
- e) Postcode or postal routing number (PRN), locality, name of delivery office

- f) Name of territory or of province and/or name of country.

10.2 Sequence of the elements

As addresses, particularly postcodes, are written in different ways, an absolute sequence cannot be laid down. It is recommended that the addresses be written in the order of the list of address elements in 10.1, possibly grouping them, but complying with the directives, usage and customs of the country of destination, particularly as regards the postcode.

10.3 Abbreviations

As usage and customs differ in each country, even in countries speaking the same language, abbreviations used to reduce the number of characters per line should comply with the directives or usage of the country of destination.

11 Examples of postal addresses

Annex B gives some examples of postal addresses.

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Annex A (informative)

Elements of the addressee's address

A.1 Individuals

Elements and definition	Examples
a) Title of the addressee	
Manner of addressing correspondence by indicating the marital status or title of the person.	Mr, Mrs, Miss, Doctor, Monsignor, His Holiness, His Excellency, Her Majesty, His Royal Highness, etc.
b) Names	
— Given names/or nickname Specific names combined with the family name for differentiating between persons in the same family.	John, Michael, Doody, Milly, Dick, Edward the Confessor, etc.
— Family name The surname (word or group of words) used to identify a family.	Ryder, Smith, Cheeseman, Widdows, Pearce-Atkinson, Jones-Ellis, etc.
— Name suffix	Senior, Junior, III
c) Occupation, function, care of (c/o) address	
1) Occupation Specific occupation from which a person derives his livelihood.	Agricultural engineer, barrister, notary, driving school instructor, pediatrician, etc.
2) Function A person's role in society.	Prime Minister, magistrate, agent, commercial attaché, etc.
3) Care of (c/o) address	
— Connection to another individual or legal entity.	c/o Asea Brown Boveri
— Residing at another person's or family's residence.	c/o Mr A N Other, c/o The Smith Family
d) Delivery point	
— Type of street (kind of road)	Boulevard, avenue, street, close, road, place, etc.

- | | |
|---|---|
| <p>— Name of street (usual name by means of which the street can be easily identified)</p> | <p>Example: "Station"
Station Avenue
Station Street
Station Road
Station Square
Euston Station
Victoria Station
Lime Street Station, etc.</p> |
| <p>— Identification number in the street (number of the entrance or of the building, floor and apartment)</p> | <p>27/307 = Entrance: No. 27
Floor: 3rd
Apartment: No. 7</p> |
| <p>— Name of supplementary address component concerning a building, a block, a tower, a complex, etc.</p> | <p>Centrepoint,
Trocadero,
Millbank Tower,
World Trade Centre,
Canary Wharf,
Edgware,
General Hospital, etc.</p> |
| <p>— Name of village, of hamlet, of place, of quarter, of region.</p> | <p>Tickhill, Docklands, Earlham, Camden, Soho, etc.</p> |
| <p>— Post-office box and number (for box holders)</p> | |
| <p>— Poste restante</p> | |

e) Postcode or postal routeing number and name of delivery office

- | | |
|--|---|
| <p>— Postcode
The postcode is usually used for final sorting, by local or regional delivery unit.</p> | <p>75015
BH21 2QU</p> |
| <p>https://standards.iteh.ai/catalog/standards/sist/c545232a-7e5d-415a-bace-9c05f595c949/iso-11180-1993</p> | |
| <p>These codes can be refined by adding other figures or letters.</p> | |
| <p>— Postal routeing number
Code comprising several figures and/or letters indicating the route to follow to direct the mail towards its place of destination.</p> | <p>67 = Bellinzona-Airolo Road
K1A = forward sorting area</p> |
| <p>— Name of delivery office
Name of office responsible for delivering a postal item to its addressee at the place of destination.</p> | <p>BERNE
BERNE 31 (boxes), etc.</p> |

f) Name of the territory or of the province and/or name of the country

- | | |
|---|--------------------------------------|
| <p>Name of the region, county, district, canton, etc.</p> | <p>TEXAS, YORKSHIRE, WALES, etc.</p> |
|---|--------------------------------------|

g) Name of country

- | | |
|--|--|
| <p>Name of the country of destination.</p> | <p>SWITZERLAND, FRANCE, GREAT BRITAIN, USA, etc.</p> |
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A.2 Legal entities

Elements and definition

Examples

a) Name or official initials of organization

- | | |
|---|---|
| <ul style="list-style-type: none"> — Manner of designating a company, organization or firm, by combining the names of the partners or mentioning one of them, followed by the abbreviation for the legal status. — Product(s) used as the name of a firm — Initials or series of initials used as an abbreviation, often capable of being pronounced like an ordinary word. — Symbol constituting the trademark of a company. | <ul style="list-style-type: none"> Saatchi and Saatchi plc John Lewis Partnership Nestlé Ltd Kodak Ltd The Tile Company Electric Ovens Ltd Unesco Sapco Hoover Ltd |
|---|---|

b) Activity or products

- | | |
|--|--|
| <ul style="list-style-type: none"> — Activity
Specific activity of the organization. — Products
Type of product to which the activity relates. | <ul style="list-style-type: none"> Civil engineering firm General trust company Wholesale manufactured products Seed merchants |
|--|--|

c) Department or division of organization ISO 11180:1993

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|--|--|
| <p>Any designation of a specific activity within the firm, administration or agency in question.</p> | <ul style="list-style-type: none"> External trade division Non-ferrous metals department Main division, postal technology |
|--|--|

The other elements are identical to those in the postal address of individuals.