Andorra

Until the beginning of 1993, Andorra was ruled jointly by the Spanish Bishop of Urgel and the President of France, making the country a co-principality. On 5th May 1993, Andorra became a sovereign nation and, as such, on 30 July 1993 became a member of the United Nations.

Official Names: Principality of Andorra, The Valleys of Andorra, Vallée d'Andorre, Valls d'Andorra, Principat d'Andorra
Area: 467 sq. km (180 sq. miles)
Population: 84 525
Capital: Andorra la Vella
Currency: 1 Euro (€) (ISO 4217=EUR) = 100 Euro cents
International telephone access code: 376
ISO 3166 country codes: AD, AND, 020
Car nationality plate code: AND
Internet country code: AD
GRC Country Code: AND

Languages

The official language of Andorra is Catalan spoken by some 31 000 people. Spanish is spoken by 24 600 people, and French by 2 400 people.
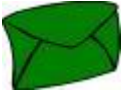
Company types

Andorran company types are:

Societat de Responsabilitat Limitada
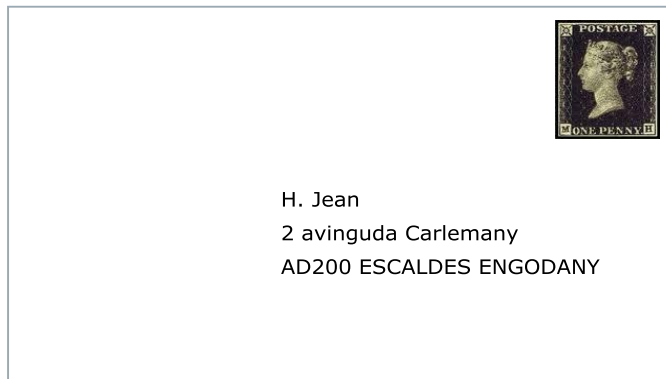Societat per Accions
Societat Colectiva

Address format

Addresses are written in the format:

Name
number[ ]thoroughfare type[ ]Thoroughfare name
POSTAL CODE[ ]PARISH

For example:

H. Jean
2 avinguda Carlemany
AD200 ESCALDES ENGODANY

Thoroughfare types are usually written in Catalan and commence with a lower case letter. The postal services prefer that the address block from the street name downwards be written in upper case. These same lines should not contain punctuation. Please refer to the chapter on Spain for Catalan thoroughfare type information.

Post office box

This is written *Apartat de Correus*.

Postal code

Andorra introduced a postal code in July 2004 with the format:

[AD]999

for example

AD101

The first number can be in the range 1-7.
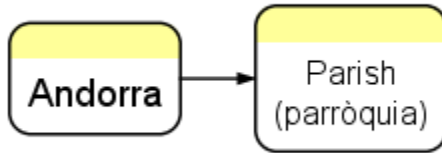
A	D	9	9	9

Country code   Parish

The numbers indicate the parish – please see the list below for postal codes per parish.

Andorra - Parishes/postal code areas

Ordino
AD300

Canillo
AD100

La Massana
AD400

Encamp
AD200

Andorra la
Vella
AD500

Escaldes-
Engordany
AD700

Sant Julià de Lòria
AD600
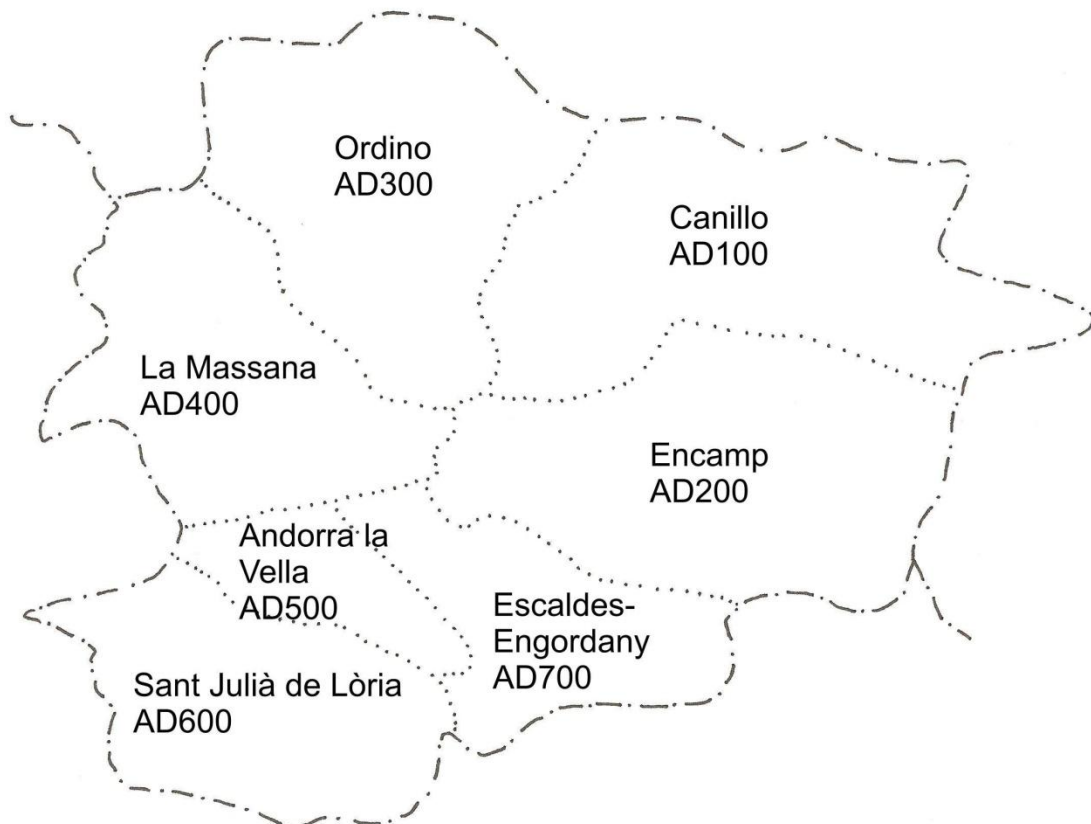
Administrative districts

Andorra is divided into 7 parishes *(Parroquies)*. These are:

> Andorra la Vella (AD500)
> Canillo (AD100)
> Encamp (AD200)
> Escaldes Engordany (AD700)
> La Massana (AD400)
> Ordino (AD300)
> Sant Julià de Lòria (AD600)

Telephone numbers

Andorran telephone numbers have no area codes. The exception are the numbers of mobile telephones, which have the code '6' (from abroad). All subscriber numbers are 6 digits long.

Belgium

België/Belgique/Belgien

Official name: Kingdom of Belgium, Koninkrijk België, Royaume de Belgique,
Königreich Belgien
Area: 30,519 sq. km (11,783 sq. miles)
Population: 10 423 493
Capital: Bruxelles, Brussel (Brussels)
Currency: 1 Euro (€) (ISO 4217=EUR) = 100 Euro cents
International telephone access code: 32
ISO 3166 country codes: BE, BEL, 056
Car nationality plate code: B
Internet country code: BE
GRC Country Code: BEL

Date and time formats

dd/mm/yyyy

The 24-hour clock notation is used.

Languages

Belgium has three official languages, Dutch, French and German. Luxembourgeois, a dialect of German, is spoken by about 14 900 in Luxembourg province near to the border of Luxembourg. The Dutch that Belgians speak is a distinctive dialect called Flemish, which is related to Dutch in a similar way as British English and American English are related. Communications can be made in the Dutch of The Netherlands, but are much better received if in Flemish. Belgians are very language sensitive - you must bear this in mind always when communicating to or within Belgium. The country has a federal structure, and the number of inhabitants in each area (1991) is as follows:

Flemish-speaking area	5 768 925 (57.8%)
French-speaking area	3 189 711 (32.0%)

(excluding German language area)	
German-speaking area	66 000 (0.7%)
Brussels	954 045 (9.6%)

Brussels is officially a bilingual Flemish-French area, but in fact approximately 80% of the population speak French, 20% Flemish. A large number of people, especially amongst the Flemish population of Brussels, are bilingual.

Company names

In all three language areas, it is more correct, where the *nature* of a company is mentioned in its name, that this *precedes* the name of the company, thus:

> Boulangerie Dupont
> Bakkerij Janssens
> Bäcker Schmidt

You will often, however, find these activity indications *after* the company name, thus:

> Dupont, Boulangerie
> Dupont (Boulangerie)
> Janssens, Bakkerij
> Janssens (Bakkerij)
> Schmidt, Bäcker
> Schmidt (Bäcker)

Company types

Company type indications will sometimes be present in both French and Flemish versions within the same name, thus:

> Janssens NV/SA

or

> NV Janssens SA

The following company types may be found in Belgian company names:

Flemish	French

Buitenlandse Vennootschap	Société Etrangère
BV (Besloten Vennootschap – limited liability company)	
BVBA (Besloten Vennootschap met Beperkte Aansprakelijkheid – private limited company)	SPRL (Société Privée a Responsibilité Limitée – private limited company)
CVA - Commanditaire Vennootschap op Aandelen (limited partnership with shares)	SCA - Société en Commandité par Actions (limited partnership with shares)
Coöperatieve Vennootschap	Société Cooperatieve
CVBA - Coöperatieve Vennootschap met Beperkte Aansprakelijkheid (limited liability co-operative)	SCRL - Société Coopérative à Responsabilité Limitée (limited liability co-operative)
CVOA - Coöperatieve Vennootschap met Onbeperkte Aansprakelijkheid (unlimited liability cooperative)	SCRI - Société Coopérative à Responsabilité Illimitée (unlimited liability cooperative)
Eenmanszaak	Affaire Personnelle
EBVBA - Eenpersoons Besloten Vennootschap Met Beperkte Aansprakelijkheid (single member company)	SPRLU - Société Privée à Responsabilité (single member company)
Feitelijke Vereniging	Association de Fait
GCV - Gewone Commanditaire Vennootshap (limited partnership)	SCS - Société en Commandité Simple (limited partnership)
NV (Naamloze Vennootschap)	SA (Société Anonyme)
PVBA (Personenvennootschap met Beperkte Aansprakelijkheid)	SPRL (Société de Personnes a Responsibilité Limitée)
SV (Samenwerkende Vennootschap)	SC (Société Cooperative)
Tijdelijke Handelsvereniging	Association Momentanée
VEG (Vennootschap bij Wijze van Eenvoudige Geldschieting)	SCS (Société en Commandite)
VGN (Vennootschap onder Gemeenschappelijke Naam)	SNC (Société en Nom Collectif)
VOF (Vennootschap onder Firma)	
VZW (Vereniging zonder Winstoogmerk)	ASBL (Association sans But Lucratif) (Indicates a Charity)

Personal names

Belgian personal names often contain prepositions, especially 'van de/van der/de la/du' which mean, literally 'of the'. Unlike The Netherlands, there is no rule for the capitalisation or writing of these prepositions. In the Flemish area, they are more often, though not exclusively, written with an upper case first letter. In some names these prepositions are written as one word with the rest of the surname, in others they are written as a separate word.

For Flemish speakers, the form of address which would be used on an address label is inappropriate for use within a letter.

![envelope icon] **Addresses**

Structure

Addresses will be written in French, Flemish or German, depending on the language of the region. In the bilingual regions, addresses may be written in either or both languages. Addresses should always be written in this format:

> Recipient name
> Thoroughfare[ ]number
> postal code[ ]PLACE NAME

regardless of the language area. The order and format in which the thoroughfare name and thoroughfare type are written differ according to the language of the address. For example:

French language region

M. Emile Dubois
rue du Diamant 215
4800 VERVIERS

Flemish language region

German language region

There should be nothing written or typed beneath the last line of the address.

Street address

In the Flemish areas, the thoroughfare type part of the address is suffixed to the rest of the street address without a space. An exception exists in the address '*Steenweg op* name of town' or '*Steenweg naar* name of town'. For example:

> Groenmolenstraat 5
> Bergensesteenweg 7
> Steenweg op Leuven 19

In the French language addresses, the thoroughfare type part of the street address is prefixed, with spaces between the words. For example:

> rue Montfort 8
> rue d'Arlon 98

avenue de la Gare 4

In the German-speaking areas, the general rule is that the thoroughfare type part of the address is suffixed to the rest of the address, as in the Flemish areas. For example:

Hauptstrasse 3

However, there are two important exceptions. If the thoroughfare name refers to the real name of a place (e.g. a town name, a castle name, a forest name, etc.) then there is a space between the thoroughfare name and the thoroughfare type. The second exception is where complete personal names are used. In these cases, each component of the name and each part of the street address string are separated with hyphens. Surnames *only* are *not* covered by this exception. Thus:

Lüticher Strasse 9
Ludwig-von-Beethoven-Strasse 15
Beethovenstrasse 11

In streets beginning with prepositions or some adjectives ('Am', 'An', 'Alter' etc.), the preposition is followed by a space, thus:

Alter Marktstrasse 3

In the French language regions, thoroughfare types should correctly begin with a lower case letter. In all three regions, prepositions like 'de la' and 'op' should also be written without a capital letter.

In bilingual areas, street addresses might be written with both the French thoroughfare type as a prefix and the Flemish thoroughfare type as a suffix. For example:

rue du Beethovenstraat 12

This is unnecessary, and one may be removed.

If the address has a box number, add this after the address so:

street name[ ]number[- bus]number (Flemish or German)

or

street name[ ]number[- boîte]number (French)

For example:

Bergstraat 15 - bus 19
rue d'Arlon 90 - boîte 23

Thoroughfare types

Below is a list of the most commonly occurring thoroughfare types, with the abbreviated form(s) which you are most likely to find in address databases:

Flemish	Abbreviations
Allée	
Baan	Bn
Berg	Bg
Centrum	
Dal	
Dam	
Dijk	
Dreef	Dr
Dwarsstraat	
Dwarsweg	
Gracht	
Hof	
Kaai	
Kade	
Kanaal	
Laan	Ln
Lei	
Markt	Mkt
Park	Pk
Plantsoen	
Plein	Pl
Rui	
Singel	
Square	Sq
Steenweg	Stwg, Swg
Straat	Str
Straatweg	
Vaart	
Veld	
Vest	
Vliet	
Weg	
Wijk	

French	Abbreviations
Allée	
avenue	ave
boulevard	bd, bld

canal	
centre	
champ	
chaussée	ch, chee
chemin	
Clos	
Cour	
digue	
impasse	imp
marché	
mont/montagne	mt
Parc	
place	pl
Quai	
quartier	
route	rte
Route National	RN
Rue	r
square	sq
val/vallée	

German	*Abbreviations*
Allee	
Berg	
Boulevard	Bd
Bruch	
Chaussee	Ch
Damm	
Gasse	
Hafen	
Hof	
Kamp	
Markt	
Platz	Pl
Ring	
Strasse	Str
Ufer	
Wall	
Weg	
Weide	

Other elements commonly found in address databases

Flemish

NB: The following abbreviations are used: (n) = neuter; (g) = gendered and plural. Abbreviated forms are given in brackets.

Flemish	English
het (sometimes 't) (n), de (g)	the
een	a, an
en	and
tot	till, until, up to
voor	for
van	of, from
op, naar	to, towards
bij	near, by
aan	on (sea, for example), at
aan de (a/d)	on (a river)
op	on
in	in
tegenover	opposite
naast	next to
achter	behind
vóór	in front of
tussen	between
over	over
onder	under
met	with
nieuw (n) (nw.)/nieuwe (g) (nwe.)	new
oud (n)/oude (g)	old
kort (n) (K.)/korte (g) (Kte.)	short
lang (n) (L.)/lange (g) (Lge.)	long
groot (n) (G./Gt.)/grote (g) (G. or Gte.)	large
klein (n) (K./K1.)/kleine (g) (K. or Kle.)	small
noord	north
oost	east
zuid	south
west	west
sint (St.)	saint
Industriepark	industrial estate

French

NB: The following abbreviations are used: (m) = masculine form; (f) = feminine form; (pl) = plural form. Except where specified, the plural form of adjectives is the correctly gendered singular form followed by an 's'.

French	English
le (m)/la (f)/les (pl) (NB: le and la are written l' before a vowel or an unaspirated h)	the
un (m)/une (f)	a, an
et	and
à/au (m)/à la (f)/aux (pl)	till, until, up to, to
pour	for
de (before a proper noun)/du (m)/de la, de l' (f)/des (pl)	of, from
a	at
près de	by, near to
sur	on (a river, the sea)
dans	in
en face de	opposite
à côté de	next to
derrière	behind
devant	in front
entre	between
avec	with
sous	under
lès (occurs *only* in place names)	near
nouveau (m)/nouvelle (f)/nouveaux (m.pl.)/nouvelles (f.pl.)/nouvel (m, before a vowel or unaspirated h)	new
vieux (m, pl)/vieille (f)/vielles(f.pl.)/vieil (m, before (f.pl.)/vieil (m, before a vowel or an unaspirated h)	old
court (m) (Ct.)/courte (f) (Cte.)	short
long (m) (Lg.)/longue (f) (Lgue.)	long
grand (m) (Gr./Grd.)/grande (f) (Gr./Grde.)	large
petit (m) (P./Pt.)/petite (f) (P./Pte.)	small
nord	north
est	east
sud	south
ouest	west
saint (m) (St.)/sainte (f) (Ste.)	saint
Parc Industriel, Zone d'Activités (Z.A.C.), Zone Industrielle (Z.I.), Zone Artisanale (Z.A.)	industrial estate

German

NB: German grammar rules governing articles, prepositions and adjectives are complex, and there is no need to explain them here. It is only necessary to be able to recognize them when and where they occur in addresses. For this reason a list without further explanation is provided. As a very general rule of thumb, prepositions and adjectives may have one of the following endings added: nothing; -e; -er; -em; -en; or -es.

German	English
der/die/das/den/dem/des	the
ein/eine/eines/einen/einem/einer	a, an
und	and
bis	till, until, up to
für	for
van	of, from
zu, zu der (zur), zu dem (sum), nach	to, towards
bei, bei der/den/dem (beim)	near, at
an, an der/den/dem (am)	at, by, towards
auf, auf der/den/dem	on
in, in der/den/dem (im)	in
gegenüber	opposite, facing
nächst, neben, neben der/dem/den	next to
hinter, hinter der/den/dem	behind
vor, vor der/den/dem	before, in front of
zwischen, zwischen der/den/dem	between, amongst
über, über der/den/dem	over, above, beyond
unter, unter der/dem/den	under, beneath, below
mit	with
neu/neue	new
alt/alte	old
kurz/kurze/kurzen/kurzer/kurzem/kurzes (K.)	short
lang/lange/langen/langer/langem/langes (L./Lge.)	long
gross/grosse/grosser/grosser/grossem/grosses (G.)	large
klein / kleine / kleinen /kleiner/kleinem/kleines (K./Kl./Kle.)	small
nord	north
ost	east
süd	south
west	west
sankt (St.)	saint
Industrieterrein, Industriegebiet	industrial estate

 Post office box

This is written as: *Postbus* (*PB*) in Flemish; *Boîte Postale* (*BP*) in French; and *Postfach* (*PF*) in German.

 Postal codes

All postal codes (Dutch=*postcode/*French=*code postale/*German=*postleitzahl*) in Belgium have 4 numbers, the first digit being a number between 1 and 9. Not all numbers between 1000 and 9999 have been utilized for postal codes. No postal codes currently exist beginning with the digits 57, 58 or 59. The boundaries of the postal code regions correspond with the boundaries of the municipalities before fusion of some municipalities took place in 1975 and 1982. Postal codes correspond well to language regions. Postal codes are written before, and on the same line as, the town, thus:

3000 LEUVEN

The municipality named should be that which applied prior to fusion in 1975 and 1982.

In the cases of certain cities a second part of the postal code, indicating a sorting office within the main postal code region is sometimes added after the town name. This is essential, especially in the case of post office boxes, as without it delivery will be impossible. For example:

1080 BRUXELLES 8

Regional language can be determined on the basis of postal codes as follows:

Flemish

1500-3999, 8000-9999

Note: Postal code areas 1547, 1640, 1780, 1950, 1970, 3717, 3790, 8587 and 9600 have facilities for French-speaking minorities.

French

1300-1499, 4000-4699,4800-5699, 6000-7999

Note: Postal code areas 7700, 7780, 7850 and 7880 have facilities for Flemish-speaking minorities. Postal code areas 4950 and 4960 have facilities for German-speaking minorities.
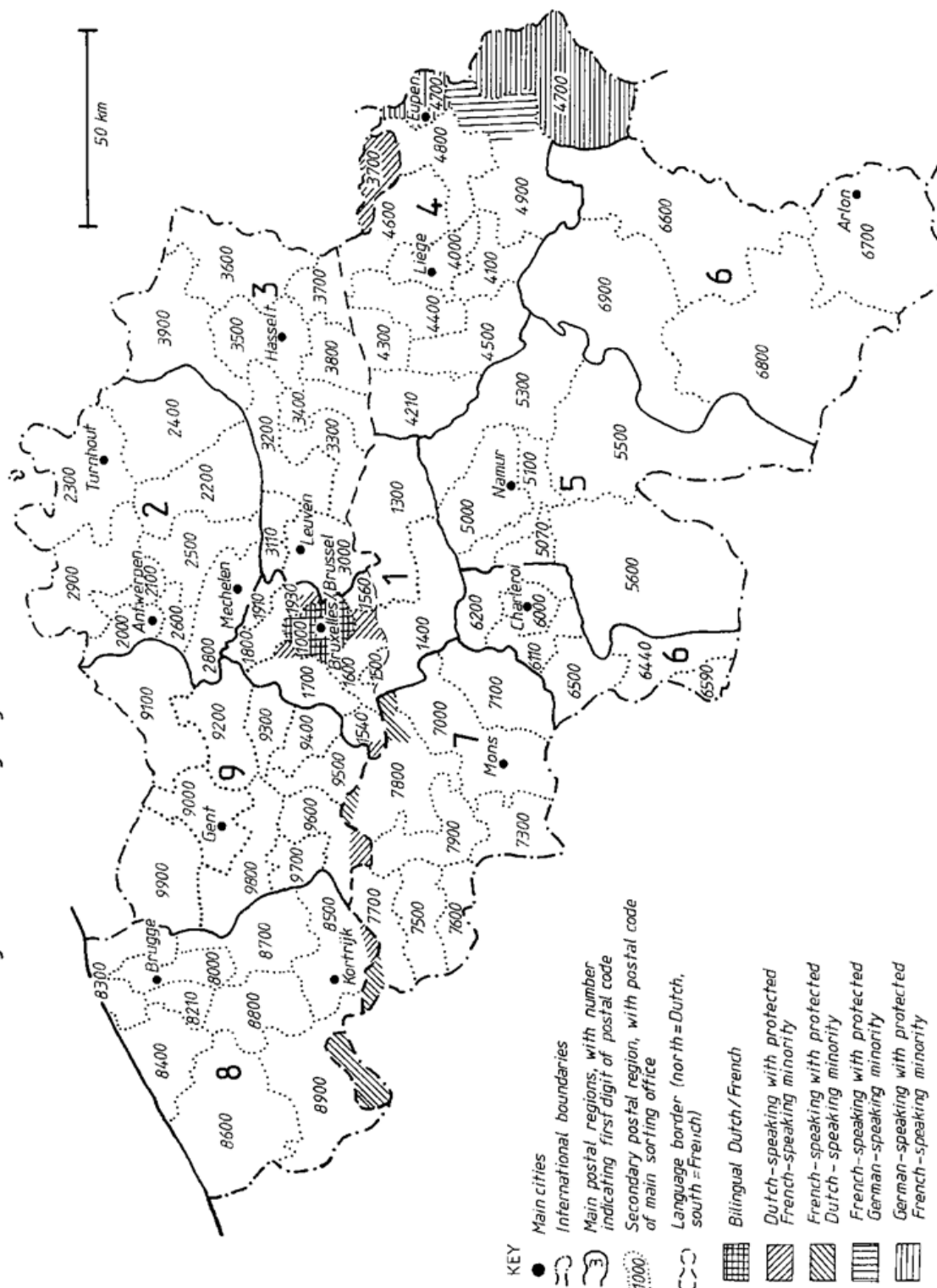
German

4700-4799

Note: All of the German-language areas of Belgium have facilities for French-speaking minorities.

Brussels (Bilingual French-Flemish)

1000-1299

BELGIUM: Postal regions and language areas

50 km

KEY

• Main cities

International boundaries

Main postal regions, with number indicating first digit of postal code

Secondary postal region, with postal code of main sorting office

Language border (north=Dutch, south=French)

Bilingual Dutch/French

Dutch-speaking with protected French-speaking minority

French-speaking with protected Dutch-speaking minority

French-speaking with protected German-speaking minority

German-speaking with protected French-speaking minority

Eupen
4700
4700
4700
3700
4800
4600
4
4900
Liège
4000
4100
4300
4400
4500
6600
6500
6900
6800
6
Arlon
6700
3600
3900
3500
3
Hasselt
3700
3800
3400
3300
3200
2400
2200
2300
Turnhout
2
4210
1300
5300
5500
Namur
5100
5070
5000
5
Antwerpen
2100
2000
2600
2500
2900
2800
Mechelen
3110
Leuven
1970
1800
1000
1930
Brussel
Bruxelles
3000
1560
1700
1600
1500
1400
1540
5600
5070
6200
Charleroi
6000
6110
6440
6500
6590
9100
9200
9300
9400
9500
9
Gent
9000
9600
9700
9800
9900
7000
7100
Mons
7800
7900
7300
7500
7600
7700
7
8300
Brugge
8000
8210
8700
8800
8500
Kortrijk
8400
8600
8900
8
8210

98

Place names

Place names are usually written in the address in capital letters.

Many towns in Belgium have more than one name - one Flemish, one French or one German and one French. Belgians are extremely language sensitive, and it is important to use the correct town name.

Place names consisting of more than one word are hyphenated with the exception of place names written in German in the German language area, and places beginning with the words 'LE', 'LA', 'DE', 'HET', ''T' and ''S' where there is a space between this word and the next (other words in the same town name will be hyphenated). For example:

        La Roche-en-Ardenne
        Le Roux
        's Gravenbrakel
        De Panne
        Sankt Vith
        Saint-Vith

The following lists give the corresponding settlement names in the various languages. The first list gives the French equivalent for Flemish-speaking settlements; the second gives the Flemish and German equivalents for French-speaking settlements; the third gives the French equivalents for German-speaking settlements; and the fourth gives the alternatives for bilingual settlements. Finally, a list of corresponding place names in other languages is given. Some of the names refer to bilingual municipalities, although in these municipalities one language is recognized as being dominant. A postal code following the autochthonal name indicates to which settlement the alternatives refer, when more than one settlement of the same name exists.

Name equivalents for Flemish-language settlements

Flemish	French
Aalst (9300)	Alost
Antwerpen	Anvers
Baarle-Hertog	Baerle-Duc
Beert	Brages
Bever	Biévène
Borgloon	Looz
Brugge	Bruges
Dendermonde	Termonde
De Panne	Le Panne
Diets-Heur	Heur-le-Tiexhe
Diksmuide	Dixmude
Drongen	Tonchiennes

Dworp	Tourneppe
Eeklo	Ecklo
Galmaarden	Gammerages
Gent	Gand
Geraardsbergen	Grammont
Goetsenhoven	Gossoncourt
Helkijn	Helchin
Herk-de-Stad	Herck-la-Ville
Ieper	Ypres
Jeuk	Goyer
Kelmis	La Calamine
Kortrijk	Courtrai
Lauw	Lowaige
Leopoldsburg	Bourg-Léopold
Leuven	Louvain
Lier	Lierre
Mechelen	Malines
Mechelen-Bovelingen	Marlinne
Menen	Menin
Mesen	Messines
Moelingen	Mouland
Nieuwkerke	Neuve-Eglise
Nieuwpoort	Nieuport
Oostende	Ostende
Oudenaarde	Audenarde
Roeselare	Roulers
Ronse	Renaix
Rukkelingen-Loon	Roclenge-Looz
Rutten	Russon
Scherpenheuvel	Montaigu
's Gravenvoeren	Fouron-le-Comte
Sint-Genesius-Rode	Rhode-Saint-Genèse
Sint-Martens-Voeren	Fouron-Saint-Martin
Sint-Niklaas	Saint-Nicolas
Sint-Pieters-Kapelle	Saint-Pierre-Capelle
Sint-Pieters-Voeren	Fouron-Saint-Pierre
Sint-Stevens-Woluwe	Woluwe-Saint-Etienne
Sint-Truiden	Saint-Trond
Sluizen	Sluse (Limburg)
Spiere	Espierres
Spiere-Helkijn	Espierres-Helchin
Temse	Tamise
Tielt	Thielt
Tienen	Tirlemont
Tongeren	Tongres
Veulen	Fologne

Veurne	Furnes
Vilvoorde	Vilvorde
Vorsen	Fresin
Waasmont	Waasten
Walshoutem	Houtain-l'Evêque
Warneton	Waasten
Zoutleeuw	Léau

Name equivalents for French-language settlements

French	Flemish	German
Archennes	Eerken	
Arlon	Aarlen	
Ath	Aat	
Bassenge	Bitsingen	
Bassilly	Zullik	
Bastogne	Bastenaken	
Bas-Warneton	Neerwaasten	
Beauverchain	Bevekom	
Bettincourt	Bettenhoven	
Bierghes	Bierk	
Bois-de-Lessines	Lessenbos	
Bombaye	Bolbeek	
Braine-l'Alleud	Eigenbrakel	
Braine-le-Château	Kasteelbrakel	
Braine-le-Comte	's Gravenbrakel	
Clabecq	Klabbeek	
Comines	Komen	
Deux-Acren	Twee Akren	
Dottignies	Dottenijs	
Ellezelles	Elzele	
Enghien	Edingen	
Flobecq	Vloesberg	
Genappe	Genepiën	
Ghislenghien	Gellingen	
Glons	Glaaien	
Grez-Doiceau	Graven	
Halle	Hal	
Hannut	Hannuit	
Henri-Chapelle	Hendrik-Kapelle	
Hombourg	Homburg	
Hoves	Hove (Hainault)	
Huy	Hoei	
Ittre	Itter	
Jauche	Geten	

Jodoigne	Geldenaken
Jodoigne-Souveraine	Opgeldernaken
Jurbise	Jurbeke
La Hulpe	Terhulpen
Lanaye	Ternaaien
L'Ecluse	Sluizen (Brabant)
Lessines	Lessen
Liège	Luik
Limbourg	Limburg
Lincent	Lijsem
Linsmeau	Linsmeel
Lixhe	Lieze
Marcq	Mark
Mélin	Malen
Mouscron	Moeskroen
Namur	Namen
Nivelles	Nijvel
Oisquercq	Oostkerk
Ollignies	Woelingen
Oreye	Oerle
Othée	Elch
Otranges	Wouteringen
Papignies	Papegem
Pellaines	Pellen
Perwez	Perwijs
Petit-Enghien	Lettelingen
Piétrain	Petren
Racour	Raatshoven
Rebecq-Rognon	Roosbeek (Brabant)
Roclenge-sur-Geer	Rukkelingen-aan-de-Jeker
Rosoux-Crenwick	Roost-Krenwik
Russeignies	Rozenaken
Saintes	Sint-Renelde
Saint-Jean-Geest	Sint-Jans-Geest
Saint-Remy-Geest	Sint-Remigius-Geest
Silly	Opzullik
Soignies	Zinnik
Steenkerque	Steenkerke
Tourinnes-la-Grosse	Deurne (Brabant)
Tournai	Doornik
Trognée	Tubeke
Visé	Wezet
Waimes	Weismes
Waremme	Borgworm
Warsage	Weerst
Wauthier-Braine	Woutersbrakel

Wavre	Waver
Wihogne	Nudorp
Zétrud-Lumay	Zittert-Lummen

Name equivalents for German-language settlements

German	*French*
Amel	Amblève
Büllingen	Bullange
Bütchenbach	Butgenbach
Sankt Vith	Saint-Vith

Name equivalents for Bilingual settlements

French	*Flemish*
Bruxelles	Brussel

Bilingual street sign in Brussels

Name equivalents in other European languages

Autochthone	*English*	*German*	*Spanish*	*Italian*
Antwerpen	Antwerp		Amberes	Anversa
Arlon		Arel		
Bastogne		Bastenaken		
Brugge	Bruges	Brügge	Brujas	Bruges
Bruxelles, Brussel	Brussels	Brüssel	Bruselas	Brusselle
Gent	Ghent		Gante	Gand
Ieper	Ypres	Ypern	Ipres	
Kortrijk	Courtrai		Courtrai	
Leuven	Louvain	Löwen	Lovaina	Lovanio
Liège		Lüttich	Lieja	Liegi
Mechelen	Malines	Mecheln	Malinas	Malines
Menen	Menin			
Oostende	Ostend	Ostende		Ostenda
Zeebrugge	Zeebruges	Zeebrügge		

The following municipalities (with their postal codes) are majority Flemish speaking with a protected French-speaking minority. Note that in this and the following lists the status of the municipalities are established by law and do not necessarily represent the true

proportion of speakers within them.

    1547 Bever
    3717 Herstappe
    1950 Kraainem
    9600 Ronse
    1640 Sint-Genesius-Rode
    8587 Spiere-Helkijn (includes Spier and Helkijn)
    3790 Voeren (includes Moelingen, 's-Gravenvoeren, Sint-Martens-Voeren, Sint-Pieters-Voeren, Remersdaal and Teuven)
    1780 Wemmel
    1970 Wezembeek-Oppem

The following municipalities are majority French speaking with a protected Flemish-speaking minority:

    7780 Comines-Warneton (includes Ploegsteert, Warneton, Bas-Warneton, Comines and Houtem)
    7850 Enghien (includes Petit-Enghien and Marcq)
    7880 Flobecq
    7700 Mouscron (includes Luingne, Herseaux and Dottignies)

The following municipalities are majority French speaking with a protected German-speaking minority:

> 4960 Malmedy (includes Bevercé, and Bellevaux-Ligneuville)
> 4950 Waimes (includes Faymonville and Robertville)

The following municipalities are majority German speaking with a protected French-speaking minority:

> 4770 Amel (includes Heppenbach and Meyerode)
> 4760 Büllingen (includes Rocherath and Manderfeld)
> 4790 Burg-Reuland (includes Thommen and Reuland)
> 4750 Bütgenbach (includes Elsenborn)
> 4700 Eupen (includes Kettenis)
> 4720 Kelmis (includes Hergenrath and Neu-Moresnet)
> 4710 Lontzen (includes Walhorn)
> 4730 Raeren (includes Hauset and Eynatten)
> 4780 Sankt-Vith (includes Recht, Crombach Lommersweiler amd Schoenberg)

Brussels

Brussels is a bilingual area, with some 80% of the population speaking French, the rest having Flemish as a mother tongue. Virtually all of the Flemish-speaking minority speak French, but mailing indiscriminately in French is not well received. It is therefore essential that mailings are sent and other communications made in the language of the respondent, not the language of the area.

Bruxelles and Brussel are used interchangeably. In the interests of consistency, use either one or 'Brussels' within the database and output Bruxelles or Brussel according to the language of the recipient. Alternatively, using 'Brussels' is acceptable (and better received than either of the alternatives to a speaker of the 'other' language), especially in business-to-business mailings.

Brussels consists of 19 municipalities. Addresses will often use the French or Flemish municipality name, or a version of the name 'Brussels'. The municipality names in the correct language of the address should be used. The municipalities are, listed here with the French version first, for no particular reason, and with their postal codes:

> 1070 Anderlecht
> 1160 Auderghem/Oudergem
> 1080 Berchem-Sainte-Agathe/Sint-Agatha-Berchem
> 1000 Bruxelles/Brussel
> 1040 Etterbeek

1140 Evere
1190 Forest/Vorst
1080 Ganshoren
1050 Ixelles/Elsene
1090 Jette
1080 Koekelberg
1080 Molenbeek-Saint-Jean/Sint-Jans-Molenbeek
1060 Saint-Gilles/Sint-Gillis
1030 Saint-Josse-ten-Noode/Sint-Joost-ten-Node
1030 Schaerbeek/Schaarbeek
1180 Uccle/Ukkel
1170 Watermael-Boitsfort/Watermaal-Bosvoorde
1200 Woluwe-Saint-Lambert/Sint-Lambrechts-Woluwe
1150 Woluwe-Saint-Pierre/Sint-Pieters-Woluwe

Administrative districts
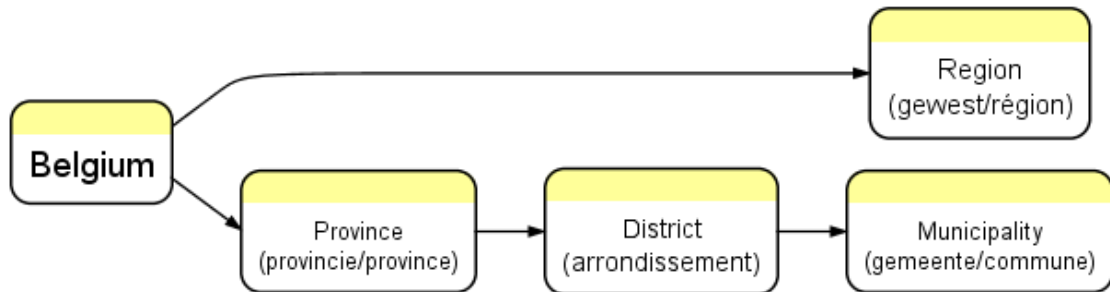
Belgium is a federal state with a bewildering number of administrative layers based on geographical area and language community. It has 10 provinces split into 41 *arrondissements.* Brussels has its own region (postal codes 1000-1299). Fortunately they should never be used in addresses. The provinces are all unilingual, although some will contain some municipalities where there are facilities for a language minority. The provinces with their abbreviations, languages and *arrondissements* are as follows:

Antwerpen (Antw.) (Flemish speaking. French name: Anvers) – postal codes 2000-2999
    Antwerpen
    Mechelen
    Turnhout
Brabant Wallon (Bt.W.) (French speaking. Flemish name: Waals Brabant) – postal codes 1300-1499
    Nivelles

Hainaut (Ht.) (French speaking. Flemish name: Henegouwen) – postal codes 6000-6599 and 7000-7999

    Ath
    Charleroi
    Mons
    Soignes
    Thuin
    Tournai

Liège (Lg.) (French and German speaking. Flemish name: Luik; German name: Lüttich) – postal codes 4000-4999

    Huy
    Liège
    Verviers
    Waremme

Limburg (Limb.) (Flemish speaking. French name: Limbourg) – postal codes 3500-3999

    Hasselt
    Maaseik
    Tongeren

Luxembourg (Lux.) (French speaking. Flemish name: Luxemburg) – postal codes 6600-6999

    Arlon
    Bastogne
    Marche-en-Famenne
    Neufchâteau
    Virton

Namur (Nam.) (French speaking. Flemish name: Namen) – postal codes 5000-5999

    Dinant
    Namur
    Philippeville

Oost Vlaanderen (O.-V1.) (Flemish speaking. French name: Flandre-Orientale) – postal codes 9000-9999

    Aalst
    Dendermonde
    Eeklo
    Gent
    Oudenaarde
    Sint-Niklaas

Vlaams Brabant (Vl.-Bt.) (Flemish speaking. French name: Brabant-Flamand) – postal codes 1500-1999 and 3000-3499

    Leuven
    Vilvoorde

West Vlaanderen (W.-V1.) (Flemish speaking. French name: Flandre-Occidental) – postal codes 8000-8999

    Brugge
    Diksmuide
    Ieper
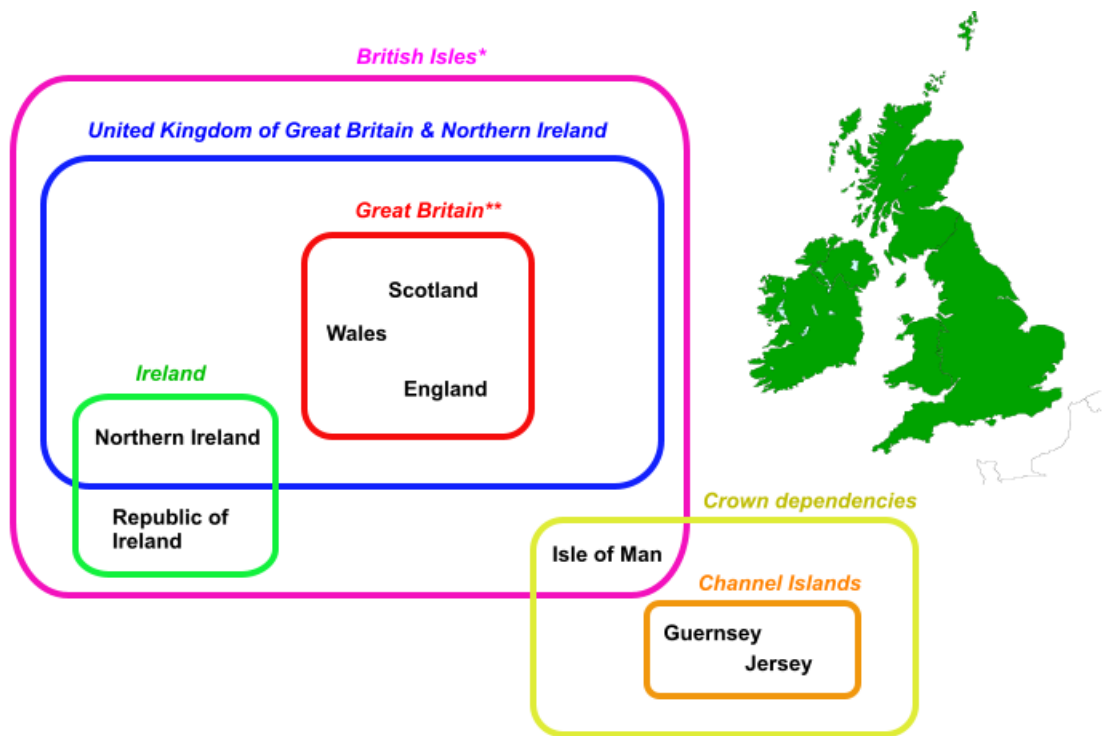
Kortrijk
Oostende
Roeselare
Tielt
Veurne

Telephone numbers

Belgian area codes for fixed-line numbers have 1 or 2 digits when called from abroad; subscriber numbers have 6 or 7 digits. Together the full number length is 8 digits. Mobile numbers commence 47-49 and have a total length of 9 digits.

The Isle of Man is a Crown Dependency within the British Commonwealth. It is not part of the United Kingdom of Great Britain and Northern Ireland. Except in matters of foreign affairs and defence, it is effectively an independent nation, and its inhabitants are fiercely proud of their status. Do not use the words 'United Kingdom', 'Great Britain' or 'England' in the address.

United Kingdom of Great Britain & Northern Ireland

British Isles*

Great Britain**

Scotland

Wales

England

Ireland

Northern Ireland

Republic of Ireland

Crown dependencies

Isle of Man

Channel Islands

Guernsey

Jersey

* This geographic term is generally not favoured by the Irish
** This is the political term referring to the three nations rather than the geographic term, which excludes offshore islands within those nations

Area: 572 sq. km (221 sq. miles)
Population: 83 859
Capital: Douglas
Currency: Manx pound (IMP, equivalent of Pound Sterling, ISO 4217=GBP) = 100 pence
International telephone access code: 44
ISO 3166 country codes: IM, IMN, 833
Car nationality plate code: GBM
Internet country code: IM
GRC Country Code: ISL

Languages

English is spoken. Manx, a Celtic language, is still spoken by 50 people as a second language.

Company names, Personal names, addresses, post office box

The same rules and formats apply as in the United Kingdom.

Postal codes

A postal code system was introduced into the Isle of Man only in early 1994. It follows the same structure and format as United Kingdom postal codes. Each postal code begins with the letters IM. The format of the code is:

[IM]9[ ]9AA

or

[IM]99[ ]9AA

for example

IM2 2BT
IM99 2JF

New Zealand

Aotearoa (Maori)

Official name: New Zealand, Aotearoa
Area: 268 812 sq. km (103 761 sq. miles)
Population: 4 252 277
Capital: Wellington
Currency: 1 New Zealand Dollar ($NZ) (ISO 4217=NZD) = 100 cents
International telephone access code: 64
ISO 3166 country codes: NZ, NZL, 554
Car nationality plate code: NZ
Internet country code: NZ
GRC Country Code: NEW

Date formats

dd/mm/yyyy

Personal names

New Zealand is one of the few countries with an Anglo-Saxon-based legal system where personal names must be approved by the authorities. Names containing numerals, for example, are not allowed; as are any names likely to cause problems for the child.

Languages

The official languages are English (3 213 000 speakers) and Maori (50-70 000 speakers).

Companies

The following abbreviations are acceptable for bulk mailings:

String	Abbreviation
Administration	Admn
Agency	Agcy
Branch	Brnch, Br
Centre	Ctr
Company	Co
Corporation	Corp
Division	Div
Enterprise	Entrprs
Government	Govt
Group	Grp
Headquarters	Hdqtrs
Incorporated	Inc
Laboratory	Lab
Limited	Ltd
Management	Mgmt
Manufacturer	Mfr
Manufacturing	Mfg
National	Natl
Partnership	Prtnrshp
System	Sys
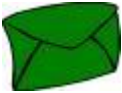
Address format

Addresses are formatted as follows:

Name
{Unit or floor number}
{Building name}
Number{[-]Apartment number}[ ]Thoroughfare name[ ]Thoroughfare type
Suburb
Settlement[ ]POSTAL CODE

For example:

Mr N. Smith
2-76 Auckland Avenue
Miramar
Wellington 1003

Mr N. Smith
2nd Floor
Station House
Miramar
Wellington 1003

There may be 1 or 2 spaces between the postal town name and the postal code.

Use the street name and number unless you only have the building name information. Corner addresses (eg. 'corner Main and High Streets') or ranges of street numbers (eg. '4-12 Main Street') should not be used.

The house number may be followed by an apartment number separated from the house number by a hyphen, with a space between the hyphen and the number(s). If the house number is followed by a single letter, there should be no space between the number and the letter in this way:

26A

When an address is a number range, only the first number in the range should be given to prevent confusion with flat numbers. Thus:

7-9 Auckland Avenue

should be written

7 Auckland Avenue

Addresses may also be to Post office boxes, Private Bags or Rural Deliveries. Ensure that only one type of address is used. A recipient may have more than one postal code according to the address type used (street, bag or box).

Post office box and private bag deliveries have this format:

Name
[PO Box]post office box number
{Box lobby}
Postal town[ ]postal code

Name
[Private Bag]private bag number
{Box lobby}
Postal town[ ]postal code

for example

Mr N. Smith
PO Box 18456
Greenland
Auckland

The post office box or private bag numbers should not be written with spaces, and "PO" should be written without spaces or full stops. The box lobby is not written if it is the same as the postal town.

Other mailing address forms are *Counter Delivery* (*CD*) and *Community Mail Box* (*CMB*).

Rural deliveries contain an extra line below the street address indicating the rural delivery number, in this way:

Mr N. Smith
Flat 2
Station House
RD 3
Ruawai

Note that there should be no space between the R and the D. Floor levels should not be used in rural addresses. Letters for anybody other than the owner of the Rural Delivery box should be indicated using the string "c/-" in this way:

Mr W. Jones
C/- Mr. N. Smith
RD 3
Ruawai

The address may be in mixed- or upper-case, but the first letter of each line should be in upper case. Street addresses and post office box/private addresses must not be used in the same address block in bulk mailings.

For bulk mailings, a number of standard abbreviations exist. If a word does no appear in the list below, it must be printed in full:

String	Abbreviation
Apartment	Apt
Basement	Bsmt
Building	Bldg
Centre	Ctr
Department	Dept

Floor	Fl
Lobby	Lbby
Lower	Lowr
Office	Ofc
Space	Spc
Room	Rm
Suite	Ste
Upper	Uppr

Directionals may be abbreviated as follows but not if they are part of a street or place name:

Directional	Abbreviation
North	Nth
East	E
South	Sth
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

For bulk mailings, the following standard abbreviations should be used:

String	Abbreviation
Alley	Aly
Annex	Anx
Arcade	Arc
Avenue	Ave
Beach	Bch
Bend	Bnd
Bluff	Blf
Bottom	Btm
Boulevard	Blvd
Branch	Br
Bridge	Brg
Brook	Brk
Bypass	Byp
Cape	Cpe
Causeway	Cswy
Circle	Cir
Cliffs	Clfs
Corner	Cor
Corners	Cors
Course	Crse
Court	Ct
Courts	Cts

Cove	Cv
Creek	Crk
Crescent	Cres
Divide	Dv
Drive	Dr
Estates	Est
Falls	Fls
Ferry	Fry
Field	Fld
Fields	Flds
Flat(s)	Flt
Ford	Frd
Fort	Ft
Forest	Frst
Forks	Frks
Gardens	Gdns
Glen	Gln
Green	Grn
Grove	Grv
Harbour	Hbr
Haven	Hvn
Heights	Hts
Highway	Hwy
Hill	Hl
Hills	Hls
Island	Is
Junction	Jct
Lane	Ln
Lodge	Ldg
Meadows	Mdws
Mill	Ml
Mills	Mls
Mission	Msn
Mount	Mt
Mountain	Mtn
Orchard	Orch
Parkway	Pky
Place	Pl
Point	Pt
Rapids	Rpds
River	Riv
Road	Rd
Shore	Shr
Spring	Spg
Springs	Spgs
Square	Sq

State Highway	Sh
Stream	Strm
Street	St
Summit	Smt
Terrace	Ter
Tunnel	Tunl
Valley	Vly
Viaduct	Via
View	Vw
Village	Vlg
Vista	Vis

Postal codes

Postal codes were introduced in 1977. They consist of a block of 4 digits. A new postal code system was introduced in June 2006, though the 4-digit format was maintained.

The first digit (which can be 0-9) represents a geographic region running from north to south in ascending order. The second and third digits reflect postal sort areas and delivery networks. The final digit represents a specific box lobby, rural delivery round or urban area.

9	9	9	9
Region	Postal sorting area / delivery network		Box lobby / rural delivery round / urban area
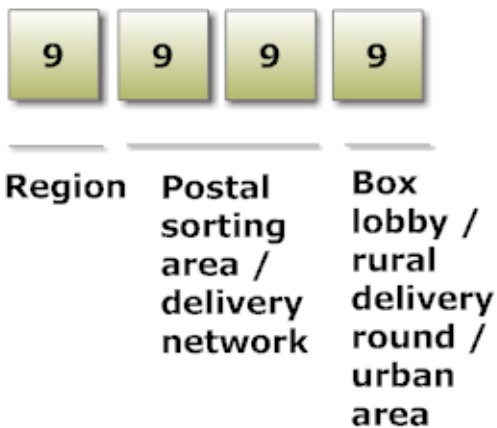
Place names

The following list provides Maori equivalent names for New Zealand place names:

English	Maori
Auckland	Tamaki-makau-rau
Banks Peninsula	Akaroa
Blenheim	Waīharakeke
Bluff	Murihiku
Cape Rēinga	Te Rēinga
Christchurch	Ōtautahi
Dannevirke	Tāmaki-nui-a-Rua
Dunedin	Ōtepoti
Gisborne	Tūranga-nui-a-Kiwa
Greymouth	Māwhera
Hamilton	Kirikiriroa
Hastings	Heretaunga
Hāwera	Te Hāwera
Hokianga	Te Hokianga-a-Kupe
Huntley	Rāhui Pōkeka
Invercargill	Waihopai
Kaiko\ura	Te Ahi-kai-kōura-a-Tama-ki-te-rangi
Levin	Taitoko
Māhia	Te Māhia
Masterton	Te Oreore
Mount Cook	Aoraki
Napier	Ahuriri
Nelson	Whakatū
New Plymouth	Ngāmotu
Oamaru	Te Oha-a-Maru
Palmerston North	Te Papa-i-oea
Rotorua	Rotorua-nui-a-Kahu Matamōmoe
Russell	Kororāreka
Taupo	Taupō-nui-a-Tia
Tauranga	Tauranga-moana
Thames	Parāwai
Timaru	Te Tihi-a-Maru
Wairoa	Te Wairoa
Wanganui	Whanganui
Wellington	Te Whanga-nui-a-Tara
Westport	Kawatiri

Administrative districts

New Zealand has 16 regions and one territory (shown with an asterisk), not used in addresses. These are:

Singapore

新加坡 (Chinese)/ சிங்கப்பூர (Tamil)

Auckland
Bay of Plenty
Canterbury
Chatham Islands *
Gisborne
Hawke's Bay
Manawatu-Wanganui
Marlborough
Nelson
Northland
Otago
Southland
Taranaki
Tasman
Waikato
Wellington
West Coast

Telephone numbers

New Zealand area codes for fixed geographic numbers (from abroad) are all 1 digit in length. Subscriber numbers have 7 digits. Mobile numbers have a length of 8-10 digits and have the area code 2.

Official name: Republic of Singapore
Area: 618 sq. km (238 sq. miles)
Population: 4 844 927
Capital: Singapore
Currency: 1 Singapore Dollar/Ringgit (S$) (ISO 4217=SGD) = 100 cents

International telephone access code: 65
ISO 3166 country codes: SG, SGP, 702
Car nationality plate code: SGP
Internet country code: SG
GRC Country Code: SIN

Date formats

dd/mm/yyyy

Languages

The four official languages are English (227 000 speakers); Malay (396 000 speakers); Mandarin Chinese (201 000 speakers) and Tamil (90 000 speakers). 22 other languages are spoken. The main ones area Hakka Chinese (69 000 speakers); Min Nan Chinese (the most widely understood language in Singapore, with 1 170 000 speakers) and Yue Chinese (314 000 speakers).

Personal names

Singapore is a melting-pot of a number of different cultures, and the naming conventions of each requires understanding.

Chinese

Chinese names are written in the order family name + given name + generational name and usually consists of three monosyllables:

Ng Kiap Khee

In Singapore, some Chinese adopt Western names and add these to their existing Chinese names, giving Western name + family name + given name + generational name:

Harry Ng Kiap Khee

Indian

Apart from Muslim Indians, most members of the Indian community order their names in the Western manner.

Tamil Hindus have very long names which may be found in abbreviated form. This makes matching between names rather difficult. For example,

>*Subramaniam Damodara Pakirisamy*

may also be found written

>*Mr S.D.P. Samy*

Each person may elect to shorten their names in different ways. For example:

>*Gnaguru s/o Thamboo Mylvaganam*
>*M.G. Guru*

>*Kanapathi Pillai Nirumdan*
>*K.P. Niru*

>*Mangalam Rajahram*
>*Muru*

and so on. The use of the shortened version is quite acceptable. Females do not have to take their husband's name upon marriage, though they may choose to do so, and may choose which name or names to take.

Within the Sikh community, gender is easily determined from Sikh names. Every male has the name *Singh* (meaning "lion") following his given name in this way:

>*Bhai Ranjit Singh*

Bhai means "brother" and *Ranjit* is the given name. *Sardar* may be used in place of *Bhai*.

Females have *Kaur* (meaning "princess") after their given name, which may then be followed by a family name in this way:

>*Ranjit Kaur Dhillon*

She would be addressed as:

>*Bibi Ranjit Kaur*

where *Bibi* means "sister". *Sardarni* may be used in place of *Kaur*.

The suffixes *Singh* and *Kaur* are given after baptism. Before that, an alternative "family name" exists. Some peope retain their faily name and add *Singh* or *Kaur* as middle names.

Given these naming conventions, a lot of people have the same names, and this makes database matching and de-duplication a major headache. Equally, each person in a household is likely to have a different name, making householding nigh-on impossible.

The given names themselves are used by both genders without distinction.

Malay

Muslims use Islamic naming conventions. Often they do not have family names. *Bin* indicates "son of", and *binti* "daughter of". If *Ahmad bin Yusef* ("Ahmad, son of Yusef") has a daughter, her full name might be *Norhaini binti Ahmad* ("Norhaini, daughter of Ahmad"). If she married Zakaria bin Kassim, her son's name might be *Muhamed bin Zakaria* ("Muhamed, son of Zakaria") and so on.

When a person has two given names, the second one is the one usually used.

The word *Haji* is added before the name of a man who has been on the pilgrimage to Mecca. His form of address then becomes *Tuan* rather than *Encik*. *Tuan* is used for older and more respected males. The female equivalent is *Puan*.

Company types

Singaporean company types include:

> Berhad
> Limited liability partnership (LLP)
> Limited (Ltd)
> Private Limited (Pte Ltd)

Address format

Addresses are formatted as follows:

> Name
> number[ ]Thoroughfare name[ ]Thoroughfare type

Settlement[ ]postal code

For example

Singapore Post Tanglin Branch
56 Tanglin Road
Singapore 247964

For Housing and Development Board (HDB) residential blocks, the block number is included in the address and in the postal code:

Blk *335* Smith Street
Singapore 050*335*

Blocks in the same sector with the same number are differentiated by the third digit of the code:

Blk *110* Simei Street
Singapore 52**0***110*

Blk *110* Tampines Street
Singapore 52**1***110*

For post office box addresses, the name of the post office containing the box should be included before the post office box number, as in this example:

Tanglin Central PO Box 99
Singapore 247987

A number in an address block in this format:

15-45

indicates a floor number followed by an apartment number.

 Post office box

Post office box deliveries may be to *P.O. Box, Window Delivery* or to *Locked Bag Service*.

VBox numbers link to a person's physical address, so a person's *VBox* number will remain unchanged if they move.

Postal codes

Postal codes of the new system, introduced on 1st September 1995, consist of a block of 6 digits. This allows Singapore Post to assign a single code to every building in Singapore and to allow mail sorting on the basis of sequence of delivery.

The first two digits are the sector code, the last four the delivery point (i.e. building).

Postal codes are assigned on the basis of the alphabetical order of the street name per sector. Thus streets with names beginning with 'A' are coded first, then 'B' and so on.

For Housing and Development Board (HDB) residential blocks, the block number is included in the postal code.

Place names

Singapore is known as *Singapur* in German and *Singapour* in French.

Telephone numbers

Singaporean telephone numbers have no area codes. Numbers have a total length of 8 digits. Mobile numbers commence with an 8 or a 9.