



## **The Postcode and its use**

*Known as Zip Code in the USA, Codice di avviamento postale in Italy, Postleitzahlen in Germany, Postal code in Canada and **Postcode** in the UK and Malta, the Postcode is a vital element in an address. Tracy Zerafa from MaltaPost discusses its use in ensuring the efficient delivery of mail.*

The Postcode is a combination of words and letters that indicates unique area codes. It is mainly used for the purpose of mail sorting. The Postcode system is adopted in several countries and it is also a mandatory part of an address in many countries including the UK, France and Germany.

Postcodes are used to simplify the journey of each piece of mail being delivered, as with the Postcode, the destination becomes much easier to decipher both by the mail sorters and post persons. Nowadays, the majority of mail companies use automated letter sorting machines that scan every piece of mail and sort them according to the Postcode indicated on their address, making the process faster and more accurate.

In Malta, Postcodes were introduced in 1991. In 2007 however, the Postcode system was revamped for more efficiency and longevity. At the time, a massive marketing campaign was launched by MaltaPost in order to make the public aware of the new Postcode system. The current local Postcode is alphanumeric, meaning that it contains both numbers and letters. Thus, the Maltese Postcode is made up of 3 alphabetical letters followed by 4 digits.

### **How to use the Postcode:**

Although these 7 characters may seem unessential for some, the Postcode is a very important part of an address, as in its absence the processing or delivery of mail may be delayed. Subsequently, the address written on the front side of the envelope should include the correct postcode immediately after the town or village of the address. Every postal item sourced locally or online, should also be legibly addressed, with the address running parallel to the length of the envelope or card, leaving enough space on the top right hand corner of the envelope for the postage stamps and postmarks.

MaltaPost highly encourages the public to start using the Postcode as a means to facilitating the journey of the letters and/or parcels. Users can also obtain any local Postcode by accessing <http://postcodes.maltapost.com/> and entering in the street name, locality and household number in the required fields. The system then instantly provides the user with the correct Postcode.

Have your mail arrive safely at its destined destination, use the Postcode!

## **Il-Kodiċi Postali u l-użu tiegħu.**

Magħruf bħala *Zip Code* fl-Amerka, *Codice di avviamento postale* fl-Italja, *Postleitzahlen* fil-Ġermanja, *Postal code* fil-Kanada u bħala *Postcode* fl-Ingilterra u Malta. Il-Kodiċi postali huwa element bżonnjuż f'indirizz. Tracy Zerafa minn MaltaPost tiddiskuti l-effiċjenza tiegħu fit-tqassim tal-posta.

Il-Kodiċi Postali hu magħmul min għażla ta' ittri u numri li jindikaw kodiċi ta' żoni uniċi. Huwa prinċipalment użat għall-iskop tal-għażla tal-posta. Is-sistema tal-Kodiċi postali tintuża f'diversi pajjiżi u hija wkoll parti mandatorja tal-indirizz f'ħafna pajjiżi inklużi l-Ingilterra, Franza u l-Ġermanja.

Il-Kodiċi postali huwa użat biex jissimplifika l-vjaġġ ta' kull oġġett postali għaliex id-destinazzjoni tiegħu ssir ħafna iktar faċli biex tinqara kemm mil-*mail sorters* kif ukoll mill-pustiera. Illum il-ġurnata, l-maġġoranza tal-kumpaniji tal-posta jużaw magni awtomatiċi li jagħżlu l-ittri u jiskennjaw kull oġġett postali u jagħżluha skont il-Kodiċi Postali indikat fl-indirizz tagħhom, b'hekk jagħmlu l-proċess aktar mgħaġġel u aktar preċiż.

F'Malta il-kodiċi postali kienu introdotti fl-1991. Madankollu, fl-2007 is-sistema tal-Kodiċi postali giet mibdula u saret aktar effiċjenti. F'dak iż-żmien MaltaPost nidiet kampanja kbira sabiex tavża lil-pubbliku dwar din il-bidla. Il-Kodiċi Postali lokali attwali huwa alfanumeriku, iġiefiri hu magħmul minn kemm numri kif ukoll ittri. Għalhekk il-kodiċi postali Malti hu magħmul minn 3 ittri alfabetiċi skont l-isem tal-lokalità segwiti minn 4 numri.

### **Kif għandek tuża il-Kodiċi postali:**

Għalkemm forsi l-Kodiċi postali mhuwix meqjus bħala bżonn minn xi wħud, dan hu parti essenzjali ta' indirizz, hekk kif fin-nuqqas tiegħu il-proċessar u t-tqassim tal-posta jista' jieħu aktar fit-tul. B'hekk l-indirizz iminizżel fuq il-faċċata ta' quddiem tal-envelop għandu jinkludi il-Kodiċi postali korrett eżatti wara l-isem tal-lokalità. Meta wieħed jibgħat oġġett postali għandu jikteb l-indirizz sħiħ b' mod li jista' jinqara faċilment bl-indirizz jimxi parallel mat-tul tal-envelop, u għandu wkoll jithalla biżżejjed spazju fuq ir-rokna ta' fuq tal-lemin tal-pakkett biex jitwaħħlu l-bolli tal-pustaġġ u jingħatalhom it-timbru. Huwa importanti wkoll li meta wieħed jixtri mill-internet għandu dejjem inizzel l-indirizz sħiħ tiegħu, inkluż l-isem jew numru tad-dar, l-isem tat-triq u l-lokalità kif ukoll il-Kodiċi postali.

MaltaPost tinkoraġġixxi lil-pubbliku biex dejjem juża l-Kodiċi postali biex b'hekk jiġi iffacilitat l-vjaġġ tal-ittri u l-pakketti. Il-klijenti jistgħu wkoll jiksbu kwalunkwe' Kodiċi postali lokali billi jżuru <http://postcodes.maltapost.com/> u jdaħħlu l-isem tat-triq, il-lokalità u n-numru tad-dar fl-ispazju pprovdut. Is-sistema mbagħad ittella' l-kodiċi postali meħtieġ.

Kun fiċ-ċert li l-posta tibgħata fid-destinazzjoni destinata tagħha, uża l-Kodiċi postali!