



AllSort

A customer guide

1.0 Overview

AllSort is a 3 day unsorted service for Letters and Large Letters delivered within the UK and 3-7 day service for packets >1kg and all parcels also delivered within the UK. We provide a 4-8 day unsorted service for items delivered internationally or addressed to the BFPO. AllSort offers customers a competitive and flexible service by sorting non-machineable or non-readable unsorted mail. This includes handwritten mail, international mail, BFPO and items outside the Premier or PremierSort specification. AllSort includes all formats such as letters, large letters, packets and parcels.

1.1 Who it suits

AllSort is perfect for businesses currently using TNT Post Premier, PremierSort and PremierSort Flex that have additional volumes of mail items that do not meet the specification.

AllSort is also ideal for customers currently using franking machines and send mail items 2nd class within the UK, or for people who send international mail and items to the Armed Forces (BFPO).

AllSort will eliminate the additional costs associated with franking such as lease payments, maintenance charges, meter reset charges, consumable costs and rate update charges. Not only will AllSort save you money, but it will save you time and hassle.

1.2 Minimum volumes

A minimum of 250 items per collection is required. Volume requirements per collection are also geographic dependent.

1.3 Included services

- Unsorted 3 day service for UK bound letters and large letters
- Unsorted 3-7 day service for UK bound packets of >1kg and all parcels
- Unsorted 4-8 day service for BFPO & international mail
- Handwritten items
- Polywrapped items
- Packets
- Parcels
- > 5mm per item
- > 100g per item
- Return of un-deliverables for UK bound and BFPO mail only. Un-deliverables of international mail will not be returned

Excluded Services:

- 1st Class items
- Special delivery
- Recorded delivery

*Up to 90% of parcels will be delivered by Day 3, and for larger packets of more than 750g SLA is 3-5 days for the 1st delivery attempt, up to 3 attempts will be made if the item is undeliverable.

1.4 Collections

Collections from customers will be between Monday and Friday, not including public holidays. Saturday collections will be by agreement only. Collection times will be by agreement between the customer and TNT Post.

1.5 Presentation

- UK bound mail to be separated by format – letters, large letters, packets, parcels. Items are to be presented in TNT Post orange trays with the correct tray labels
- International mail to be presented in mail trays, unsorted with the correct tray labels. Separation by format is not required
- BFPO mail to be presented in mail trays, unsorted with the correct tray labels. Separation by format is not required

1.6 AllSort service summary by format

Service	AllSort										
	National	International	BFPO	0-100g	101-250g	251-500g	501-750g	751-1000g	1001-1250g	1251-2000g	10-15kg
Letters	Y	Y	Y	Y	N	N	N	N	N	N	N
Large letters	Y	Y	Y	Y	Y	Y	Y	N	N	N	N
Packets	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Parcels	Y	N	Y*	Y	Y	Y	Y	Y	Y	Y	Y

*See weight restrictions for BFPO in section 4.5

2.0 AllSort national (UK) items

2.1 Description

- A 3 day national service within the UK for unsorted letters and large letters, that do not meet the machineable item specification.
- A 3-7 day national service for all packets of >1kg and all parcels, that do not meet the machineable item specification
- Flexible collection times to be arranged between the customer and TNT Post
- Items must have a full address and postcode
- Pre-printed return address preferred

AllSort national (UK) service summary

Day 0 Unsorted mail collected from the customer, mail delivered to TNT Post sortation centre

Day 1 Mail recorded, sorted and bagged

Day 2 Bags of sorted mail delivered to the Royal Mail/3rd party carrier

Day 3 Mail delivered by the Royal Mail for Letters and Large Letters

Day 3-7 Mail delivered by a 3rd party carrier for packets of >1kg and all parcels

2.2 Addressing layout for national letters, large letters, packets & parcels

The addressing layout for national letters, large letters, packets and parcels are as follows:

- Envelopes, packets and parcels should not have a pre-printed TNT Post indicia
- The indicia zone must be kept clear for TNT Post indicia spraying
- Return addresses must be provided for all items. Preferably with the return address pre-printed on the envelope, packet or parcel. If return addresses cannot be pre-printed, then the address details must be provided on the tray label
- The customer must ensure each mailing item is addressed to its recipient so the address is visible and legible at all times (handwriting must be neat)
- All packets over 1kg and all parcels cannot be delivered to a PO Box address for security reasons as they are delivered by a 3rd party carrier
- A full postcode is required
- The address should be left justified, keeping the right hand side clear of any address details for code marking
- For machineable* letters (DL and C5), the address should appear parallel to the longest edge
- For machineable large letters (C4), the address should appear parallel to the shortest edge
- Please refer to Appendix A for more information on the AllSort machineable letter envelope layout

*Machineable items are items that are <100g & <5mm thick that will pass through the sortation machine. Non-machineable items are items that are oversized or polywrapped and don't pass through the sortation machine.

2.3 Presentation requirements

- Mailings that are presented must be separated into different trays according to format (UK only) and destination:
 - UK bound – letters
 - UK bound – large letters
 - UK bound – packets
 - UK bound – parcels
 - International mail (see section 3.0)
 - BFPO (see section 4.0)
- Items must be placed in TNT Post orange trays, un-banded facing the same direction
- DL/C5 envelopes should be placed upright, standing on their long edge, C4 envelopes should be placed face down
- Trays should not be overfilled as it makes handling difficult and can cause envelopes to stick
- Items must be clearly labelled using the TNT Post tray label for the applicable product
- Items must be presented with an AllSort collection receipt upon collection by TNT Post

2.4 Size limits – letter, large letter, packet and parcel

	Letter	Large letter	Packet	Parcel
				
	E.g. Unfolded letters, postcards, bills, statements DL & C5 size	E.g. Unfolded A4 letters, brochures & magazines C4 size	E.g. Books, videos, cassettes, product samples	E.g. Large boxes, large jiffy bags
Machineable	Length: 240mm max Width: 165mm max Thickness: 5mm max Weight: 100g max	Length: 353mm max Width: 250mm max Thickness: 4mm max Weight: 100g max	Length: 380mm max Width: 305mm max Thickness: 50mm max Weight: 1kg max	Length: 1200mm max Width: 600mm max Thickness: 600mm max Volume: 0.432 m³ max Weight: 15kg max
Non-machineable	Length: 240mm max Width: 165mm max Thickness: 5mm max Weight: 100g max <i>* Any letter that is not flexible is polywrapped or cannot be sorted mechanically.</i>	Length: 353mm max Width: 250mm max Thickness: 25mm max Weight: >100g <750g max <i>* Any letter that is not flexible is polywrapped or cannot be sorted mechanically.</i>	Length: 610mm max Width: 460mm max Thickness: 460mm max Weight: 2kg max	N/A

3.0 AllSort international mail

3.1 Description

- A 4-8 day international service for unsorted letters, large letters and packets
- AllSort international items will be delivered by various international carriers between 4-6 working days in Europe and 6-8 days for the rest of the world
- Flexible collection times to be arranged between the customer and TNT Post
- Items must have a full address including the destination country
- Items must not carry any perishable items, dangerous substances or prohibited items, these items will be destroyed immediately – see Appendix B for a full list of prohibited items

AllSort international service summary

- Day 0** Unsorted mail collected from customer
Mail delivered to TNT Post sortation centre
Mail sorted and then recorded into international zones
- Day 1** Bags of sorted mail delivered to our international mailing partner
Mail sorted to country destination
- Day 2** International mail dispatched
- Day 2-3** Mail in transit to destination country
- Day 4-8** Mail delivered internationally

3.2 Addressing requirements

There are three basic rules:

1. Many countries operate a postcode system. Therefore please make sure you include the relevant postcode
2. For European destinations the postcode usually goes to the left of the town e.g. 04103 LEIPZIG, 11780 ATHENS
3. Always write the town and country in capital letters with the full country name appearing last in the address. Do not abbreviate as this can cause confusion e.g. items addressed to Kingston WI may end up in London WI rather than the West Indies

Please see Appendix C for a full listing of countries and correct addressing examples.

3.3 Customs declaration

If you are sending a package to a destination outside the European Union you will probably need to add a customs label to the item.

For items with a value up to and including £270 you must attach a completed and signed CN22 label as near as possible to the top left hand corner on the front of the item, without obscuring the address.

For items with a value over £270 you must attach the top part of the CN22 and a CN23 form in a plastic wallet.

In both cases you will need to sign to certify the item does not contain any dangerous articles prohibited by postal regulations. Please ensure that your item has a CN22 affixed and that you have written the name and address of the person who signed the CN22 on the front of the package.

If you require the CN22 and CN23 customs labels please contact your TNT Post Account Manager.

3.4 Presentation requirements

- All international items must be presented in TNT Post orange trays
- International items do not need to be separated by format or country destination
- Items must be clearly labelled using the correct AllSort tray label for international items
- On collection items must be presented with an AllSort collection receipt

3.5 Size limits

	Maximum weight	Description
Letter & postcards	2kg	Personal items, anything you would normally send in the post
Packets	2kg	Goods, gifts and commercial samples up to 2kg (1kg to Saudi Arabia) Simply write PACKET on the front top left hand corner and attach a Customs declaration

	Minimum size	Maximum size
Letter or packet	One surface at least 90mm x 140mm	Length, width and depth combined – 900mm (e.g. 300mm Length x 300mm width x 300mm depth) Greatest single dimension – 600mm
Postcard	90mm x 140mm	120mm x 235mm

4.0 AllSort BFPO mail

4.1 Description

- A 4-8 day BFPO service for unsorted letters, large letters, packets & parcels
- Flexible collection times to be arranged between the customer and TNT Post
- Items must have the correct BFPO number
- Items must not carry any dangerous substance or prohibited items, these items will be destroyed immediately – see Appendix B for a full list of prohibited items

AllSort BFPO service summary

Day 0 Unsorted mail collected from customer
Mail delivered to TNT Post sortation centre
BFPO mail sorted, recorded & bagged

Day 1 Bags of sorted mail delivered to BFPO

Day 2-3 Mail sorted by BFPO Number
Mail dispatched by BFPO
Mail in transit to destination country

Day 4-8 Mail delivered to BFPO recipient

4.2 Addressing requirements

Each item should be addressed correctly to the addressee as the following:

<p>Name (of addressee) Unit (e.g. 13 Regiment RA) Operation Name BFPO Number (e.g. 40)</p>
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- Do not indicate the geographical location (i.e. Germany) – this will prevent the item entering the civil system in the country
- A return address clearly showing the company name should be shown on each item in the event of a non-delivery
- For BFPO numbers and locations please see Appendix D for more detail

4.3 Customs declaration

Mail to BFPOs 801 to 825 and to BFPO addresses in EU countries do not need a Customs document. For all other destinations where mail contains goods (regardless of value) please attach a signed CN22 Customs label to the outside of the item.

HM Customs and Excise pay particular attention to all BFPO mail arriving to or leaving the UK. It is important the sender correctly completes and signs the declaration on Customs label CN22. Local Customs authorities at overseas bases may also have the right to examine mail addressed to HM Forces and may make charges under local regulations.

If you require the CN22 Customs labels please contact your TNT Post Account Manager.

4.4 Presentation requirements

- All BFPO items must be presented in TNT Post orange trays
- BFPO items do not need to be separated by format
- Items must be clearly labelled using the correct tray label for BFPO
- Upon collection items must be presented with an AllSort collection receipt

4.5 Size limits

Maximum weight

All BFPO's except the following:	15kg
BFPO ships	11kg (due to operation reasons we are unable to accept items over 11kg to BFPO 203 to 482 and 485 to 495)
BFPO 747	No service available
Exercise & operation	2kg (seek advice of BFPO Number)

Maximum size

Maximum length	1.05m
Max length and width combined	2.00m

5.0 AllSort returns policy

Undeliverable items within the UK and BFPO can only be returned to the customer if a return address has been provided.

Any UK undeliverable items will be returned to the customer via Royal Mail.

Any BFPO item will only be returned to the customer if the company name is clearly shown. The return of BFPO items will be made on the next collection.

TNT Post cannot deliver any undeliverable items that carry an international address.

6.0 Consumables

TNT Post will supply the relevant equipment required by TNT Post customers which will only be used for the final transportation of mail to TNT Post centres. TNT Post will provide the initial tray and container allocation based on the forecast figures provided by the customer. TNT Post Customer Services will determine a replenishment of TNT Post trays based on the weekly forecast provided by the customer and exchanged on a one for one basis.

6.1 Re-ordering consumables

The customer will provide TNT Post Customer Services with two (working) days notice of their requirements and TNT Post will endeavour to provide the customer's required amounts within the notice period. Please contact TNT Post Customer Services on 01628 816768 to re-order consumables.

6.2 Tray labels

TNT Post will provide an electronic template of the AllSort tray label during the initial customer go live presentation. There are six formats of tray labels – UK bound letters, UK bound large letters, UK bound packets, UK bound parcels, international items, BFPO items.

The customer is required to print one copy and place it on top of the mail inside every tray that is to be collected. The label should sit facing upright so it is visible through the transparent tray lids.

6.3 Collection receipt

TNT Post will provide the AllSort collection books at the initial customer implementation.

The customer is required to complete the collection receipt with the specific number, type of mailings and number of trays from the customer nominated site to the TNT Post Sorting Centre

Four signed copies of the collection receipt are required by the customer. This will be checked, timed and dated by the TNT Post collection driver and a customer employee after the TNT Post vehicle is loaded. Of these four signed copies, three copies will be retained by TNT Post and the other by the customer as receipt of collection.

The handover of mailing items and the signing of the collection receipt does not constitute acceptance of the mailing items by TNT Post. Acceptance of a mailing by TNT Post only occurs after TNT Post Goods In and QMC mail verification checks have been completed and all, if any, issues have been resolved.

An example of an AllSort collection receipt:

Collection receipt

Customer Services **01628 816768**

1. Collection Details	2. PremierSort <input type="checkbox"/> PremierSort Flex <input type="checkbox"/>	3. AllSort <input type="checkbox"/>																																				
<div style="border-bottom: 1px solid #ccc; padding: 2px;">Customer name</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Date</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Customer ID</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Collection address</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Vehicle number</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Arrival time</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Departure time</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Driver name</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Signature</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Customer name</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Signature</div>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 25%;">SERVICE</th> <th style="width: 25%;">ITEMS</th> <th style="width: 25%;">TRAYS</th> <th style="width: 25%;">MAGNUMS</th> </tr> </thead> <tbody> <tr><td>PremierSort Letter – 2 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Letter – 3 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Light large letter – 2 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Light large letter – 3 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Heavy large letter – 3 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Packet – 3 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Flex Letter – 2/3 day</td><td></td><td></td><td></td></tr> <tr><td>PremierSort Flex Large letter – 2/3 day</td><td></td><td></td><td></td></tr> </tbody> </table>	SERVICE	ITEMS	TRAYS	MAGNUMS	PremierSort Letter – 2 day				PremierSort Letter – 3 day				PremierSort Light large letter – 2 day				PremierSort Light large letter – 3 day				PremierSort Heavy large letter – 3 day				PremierSort Packet – 3 day				PremierSort Flex Letter – 2/3 day				PremierSort Flex Large letter – 2/3 day				<div style="border-bottom: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">QUANTITY</div> <div style="text-align: center; margin-bottom: 5px;"> Magnums Yorks Bags Trays </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">AllSort</div> <div style="border-bottom: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">QUANTITY BY SERVICE</div> <div style="text-align: center; margin-bottom: 5px;"> Letter Large Letter Packet Parcel </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">AllSort National</div> <div style="border-bottom: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">QUANTITY BY SERVICE</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">International</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">BFPO</div> <div style="border-bottom: 1px solid #ccc; padding: 2px; background-color: #333; color: white; margin-top: 10px;">TNT POST USE ONLY</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Goods in name</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Goods in signature</div>
SERVICE	ITEMS	TRAYS	MAGNUMS																																			
PremierSort Letter – 2 day																																						
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White Copy: TNT Post Operations, Yellow Copy: TNT Post Accounts, Green Copy: Transport, Pink Copy: Customer

sure we can

7.0 Forecasting

The customer must provide TNT Post Customer Services with a 7 day and 24 hour forecast of their mailing. The forecast will include anticipated volume of mailing items and must provide details of the format and destination of mailing items expected to be handed over on each of the next 7 working days and the day prior to collection.

8.0 Collection process

8.1 Collection times

Standard collection times will be set up prior to the customer's first collection and will be considered fixed from this point. However, if mutually agreeable to both the customer and TNT Post Customer Services, these collection times are flexible.

8.2 Collection time change process

The aim of this process is to ensure requests for new or changes to existing collection times are managed in a controlled way. TNT Post Customer Services will coordinate requests and notification of changes to collection times.

Any requests to change collection times must be made by e-mail to TNT Post Customer Services and may require at least 14 working days for changes to be processed. TNT Post Customer Services will confirm by e-mail, subject to capacity and capability, whether the change of collection time is acceptable. Whilst TNT Post will endeavour to meet the customer's requirements, this may not be possible in every instance. The final decision regarding the allocation of collection times rests with TNT Post.

8.3 Customer Health and Safety procedures

TNT Post will require all drivers to wear safety shoes, high visibility jackets and comply with all customer site traffic rules whilst on customer premises. All drivers should only have access to those areas directly related to the handover of mailing items unless previously agreed with TNT Post Operations.

8.4 Unloading and handover at customer premises

- Separate mailings must be unloaded into separate containers which will facilitate the revenue protection checks against each mailing
- Customers provided with TNT Post containers are responsible for loading and unloading the containers when and where directed by the TNT Post driver
- All mailings handed over to a TNT Post driver must be accompanied by a collection receipt. At handover, the TNT Post employee will sign, time and date both copies of the collection receipt. TNT Post and the customer's driver will each retain one copy of the collection receipt

8.5 Contingency

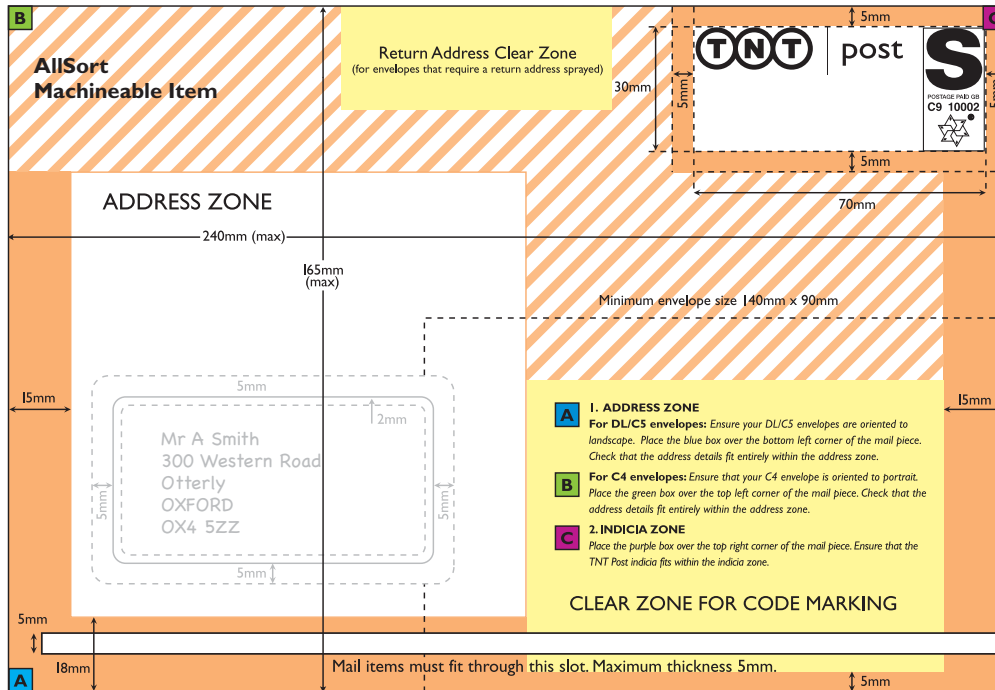
In the event of customer premises being inaccessible for any reason, the customer must notify TNT Post Customer Services of any alternative arrangements and any subsequent change to normal practice at the earliest opportunity.

8.6 Non-machineable or non-routable mail

Non-machineable or non-routable mail includes mail for addresses outside the UK, for BFPO addresses, without a full address, or does not comply with, or is not presented in accordance with the specification outlined in the PremierSort Customer Guide. Mail classified as non-machineable or non-routable will be defaulted to TNT Post AllSort wherever possible if TNT Post so elects. In this case the customer shall pay the current TNT Post AllSort rates and handling charge.

If TNT Post cannot, or elects not to, process the non-machineable mail, then the items will be returned to the customer at such time as TNT Post may elect. This is likely to be at the same time as a future collection from the customer.

AllSort envelope layout requirements for machineable items



Please note the diagram above is not to scale. The measurements above apply to DL, C5 and C4 machineable items

- The address must be left-justified, keeping the right hand side clear of any address detail for code marking (this is the yellow shaded areas)
- The address must appear in the Address Zone, but must be at least 15mm from any edge and 5mm away from logo/design
- The Indicia Zone must be kept clear for TNT Post indicia spraying
- Leave clear a zone 18mm from the bottom edge and 15mm from the right edge
- If you require a return address sprayed (this is the top yellow shaded area), no part of the address can fall within 40mm of the top of the mail piece
- For DL and C5 envelopes the address should appear parallel to its long edge
- For C4 envelopes the address should appear parallel to its short edge



Prohibited items – UK Bound, International & BFPO

Note: this list is not exhaustive

- Aerosols – except inhalers with a volume of 50ml or less
- Alcoholic liquids with alcohol content higher than 70%
- Asbestos
- Batteries classed as dangerous goods by the latest edition of the International Civil Aviation Organisation's Technical Instructions
- Butane lighters and refills
- Clinical and medical waste
- Flammable, non-flammable, toxic compressed gases
- Corrosives
- Counterfeit money or counterfeit postage stamps
- Drugs of any description unless approved (see below)
- Dry ice
- Environmental waste
- Explosives
- Flammable liquids or solids
- Lottery tickets excepts for United Kingdom lottery tickets
- Indecent, obscene or offensive material
- UN2814 OR UN290 Infectious substances as classified at 6.2 of the 2005-2006 edition technical instructions for the Safe Transport of Dangerous Goods by Air, published by ICAO (International Civil Aviation Organisation)
- Magnetised material with a magnetic field strength of 0.159A/m or more at a distance of 2.1m from the outside of the package
- Matches
- Oxidising materials or organic peroxides
- Pesticides
- Toxic liquids, solids or gases
- Poisons
- All radioactive material and samples classified as radioactive using table 2-12 of the latest edition of the International Civil Aviation Organisation's technical instructions
- Weapons of war, except as permitted by part exclusions below
- Ammunition
- Solvent-based paints, varnishes and enamels
- Water-based paints, varnishes and enamels with volume over 150ml
- Any other item prohibited by law or, that in the opinion of TNT Post, may be harmful or dangerous to TNT Post employees

How to address your items correctly by country

Europe

1. Austria

Herr Franz Huber
Beethovenstrasse 12
1010 WIEN
AUSTRIA

2. Belgium

M. Emile Dubois
Rue du Diamant 215
4800 VERVIERS
BELGIUM

3. Denmark

Mr Thor Nielsen
Tietgensgade 137
8800 VIBORG
DENMARK

Mr Torben Raldorf
PO Box 100
COPENHAGEN
1004 VIBORG
DENMARK

4. Finland

Mr Asko Teirila
PO Box 511
39140 AKDENMAA
FINLAND

5. France

M. Robert MARIN
Rue de l'Eglise
Dunes
82340 AUVILLAR
FRANCE

Mme Marie PAGE
23 Rue de Grenell
75700 PARIS CEDEX
FRANCE

When addressing mail to France, write the addressee's surname in CAPITAL letters.

6. Germany

Mrs F Meier
Weberstr. 2
53113 BONN I
GERMANY

Mr P Kunde
Lange Str. 12
04103 LEIPZIG
GERMANY

Germany has strict rules about receiving mail which, if ignored, may result in your mail being returned to you with no attempt at delivery.

When addressing mail to Germany always use the new five-digit postcode. Using an old four-digit postcode will cause delay. Put the postcode before the town name and put the house number after the street name.

7. Greece

Mr George Latsis
Alkamenou 37
117 80 ATHENS
GREECE

8. Iceland

Mr Jon Jonsson
Einimel 80
107 REYKJAVIK
ICELAND

9. Republic of Ireland

Mr Gerard Carey
45 O'Connell Street
DUBLIN I
REPUBLIC OF IRELAND
(Only Dublin has postcodes)

10. Italy

Sig. Giovanni Masci
via Garibaldi 27
47037 RIMINI RN
ITALY

11. Luxembourg

M. Jaques Muller
71 route de Longway
4750 PETANGE
LUXEMBOURG

12. Monaco

As France

13. The Netherlands

Mr J van Dieten
Morsstr 111
2312 BK LEIDEN
THE NETHERLANDS
There should be a double space between the postcode and the post town.

14. Norway

Herr Hans Hansen
Svingen 22
9230 BEKKEHAUG
NORWAY

15. Portugal

Senhor Carlos Manuel Pereira
Av das A'Augsa Livres
Monte Trigo
7220 PORTEL
PORTUGAL

Rosalina Silva
R Conde Redondo 80
1192 LISBOA CODEX
PORTUGAL

16. Spain

Sra Ana Jimenez
Mimbreras 4
03201 ELCHE (Alicante)
SPAIN
The province should be included
in brackets after the town.

17. Sweden

Fru Inger Lilja
Vasavagen 3 4tr
582 20 LINKOPING
SWEDEN

18. Switzerland

M.Andre Perret
Schanzenstrasse 7
3030 BERNE
SWITZERLAND

Rest of the World

1. Australia

Mr J Brownhall
264 High Street
ALLAMBIE NSW 2100
AUSTRALIA

The state abbreviation should be
inserted on the same line as and
between the town and the
postcode.

2. Brazil

Sr. Ronaldo Ganclaves
Av Paulista 952,Apto 16
B VISTA
01311-300 São Paulo - SP
BRAZIL

3. Bulgaria

Dr Tzantcho Gantchev
Dimo Hadjikimov 6
1606 SOFIA
BULGARIA

4. Canada

M. Jen Durand
150 Rue Nepeau App5
OTTAWA ON K1P 2P6
CANADA

5. Croatia

Ana Car
Ilica 25
41 000 ZAGREB
CROATIA

6. Czech Republic

M. Miroslav Ondevejka
Fibichova 92
125 02 PRAGUE 3
CZECH REPUBLIC

7. Hungary

M. Horvath LASZLO
Budapest
Kossuth u.7
1055
HUNGARY

8. Israel

Mr G Kaul
27 Rue Yafo
91999 JERUSALEM
ISRAEL

9. Japan

Mr Yushi Morimoto
504 Kasumigaseki I chome,
Chiyoda-ku
TOKYO
100 JAPAN

10. Republic of Korea

Mr Hong Kil-Dong
100 Sejongno, Jongno-gu
SEOUL 110-050
REPUBLIC OF KOREA

11. Mexico

Mr Joaquim Cepeda
San Antonio Abad 120 – Piso 4
06820 CIUDAD DE MEXICO
MEXICO

12. New Zealand

Mr B Parker
64 Waterloo Quay
WELLINGTON 1
NEW ZEALAND

13. Poland

Mr Jan Kalinkowski
ul Cicha 5
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Items for the former Yugoslavia should be addressed to the relevant Republic.

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If only the first half of the postcode is known, this will be sufficient, although both parts are preferred. The abbreviation USA is also acceptable.

Appendix D

BFPO numbers – static and ship

If you require BFPO numbers for exercise and operational areas in the world please contact BFPO Customer Services Centre on 08457 69 79 78.

Below are BFPO of static locations

BFPO numbers	Location	Country
2	Washington	USA
4	Kathmandu	Nepal
6	Lisbon	Portugal
8	Naples	Italy
10	Nairobi	Kenya
11	Seria	Brunei
12	Belize City	Belize
14	Suffield	Canada
15	Herford	Germany
16	Sennelager	Germany
17	Munster	Germany
18	Maastricht	Holland
19	Monchengladbach	Germany
22	Paderborn	Germany
23	Celle	Germany
26	Casteau	Belgium
28	Brunssum	Holland
30	Hohne/Berlin/Hamburg	Germany
31	Hameln	Germany
35	Elmpt	Germany
36	Osnabruck	Germany
38	Fallingbostel	Germany
39	Bielefeld	Germany
40	Rheindahlen	Germany
44	Dulmen	Germany
47	Gutersloh	Germany
49	Brussels	Belgium
50	Stavanger	Norway
52	Gibraltar	Gibraltar
53	Episkopi	Cyprus
57	Akrotiri	Cyprus

BFPO numbers	Location	Country
58	Dhekelia	Cyprus
59	Ayios Nikolaos	Cyprus
61	Milan	Italy
62	Valencia	Spain
63	Virginia	USA
65	Rome	Italy
105	Isolated detachments	See table below
109	Ramstein	Germany
113	Mansergh Bks	Germany
115	Heidelberg	Germany
140	JHQ Rheindahlen	Germany
150	Karup	Denmark
599	UKSUPU (Izmir)	Turkey
622	IMATT (SL)	Sierra Leone
655	Mount Pleasant Airport	Falkland Islands
655	Stanley	Falkland Islands
655	Mount Alice	Falkland Islands
655	Byron Heights	Falkland Islands
655	South Georgia	Falkland Islands
677	RAF Ascension	Ascension Island
700	PC Div, School of Log	Deepcut
747	DMC Mill Hill	London
777	D Def PCS	London
785	SSVC HQ	London
786	SSVC TV & Radio	London
794	FRACAS Centre	Andover
801	Lisburn	Northern Ireland
802	Ballykelly	Northern Ireland
803	Armagh	Northern Ireland
804	Omagh	Northern Ireland
805	Ballykinler	Northern Ireland
806	Hollywood	Northern Ireland
808	Aldergrove	Northern Ireland
1000	London Courier Terminal	London
1001	RAF Brize Norton Courier Terminal	Brize Norton, England

Below are ship BFPO numbers

BFPO No	HM Ship
200	Ships Office
204	HMS Albion
208	HMS Archer
210	HMS Argyll
212	HMS Ark Royal
214	HMS Astute
215	HMS Atherstone
221	HMS Blyth
222	HMS Bangor
229	HMS Biter
231	HMS Blazer
241	HMS Brocklesby
243	HMS Bulwalk
248	HMS Campbeltown
251	HMS Cattistock
252	HMS Charger
253	HMS Chatham
254	HMS Chiddingfold
255	HMS Clyde
256	HMS Cornwall
261	HMS Cumberland
271	HMS Dasher
274	HMS Dumbarton Castle
275	HMS Echo
276	HMS Enterprise
277	HMS Edinburgh
278	HMS Exeter
279	HMS Endurance
280	HMS Explorer
281	HMS Example
282	HMS Express
285	HMS Exploit
288	HMS Gleaner
289	HMS Gloucester

BFPO No	HM Ship
292	HMS Grimsby
300	HMS Hurworth
305	HMS Illustrious
309	HMS Iron Duke
318	HMS Kent
323	HMS Lancaster
324	HMS Ledbury
327	HMS Liverpool
331	HMS Manchester
334	HMS Mersey
335	HMS Middleton
338	HMS Monmouth
339	HMS Montrose
345	HMS Northumberland
346	HMS Nottingham
350	HMS Ocean
357	HMS Pembroke
358	HMS Penzance
361	HMS Portland
362	HMS Puncher
363	HMS Pursuer
366	HMS Quorn
368	HMS Ramsey
369	HMS Ranger
375	HMS Richmond
376	HMS Roebuck
377	HMS Raider
378	HMS Sabre
380	HMS Sceptre
381	HMS Scott
382	HMS Severn
384	HMS Scimitar
386	HMS Shoreham
387	HMS Smiter

BFPO No	HM Ship
389	HMS Southampton
390	HMS Sovereign
391	HMS Spartan
393	HMS Splendid
395	HMS Somerset
396	HMS Superb
398	HMS Sutherland
399	HMS St Albans
401	HMS Talent
402	HMS Tireless
403	HMS Torbay
404	HMS Trafalgar
405	HMS Trenchant
406	HMS Triumph
407	HMS Trumpeter
408	HMS Turbulent
409	HMS Tracker
412	HMS Tyne
418	HMS Vanguard
419	HMS Victorious
420	HMS Vigilant
421	HMS Vengeance
423	HMS Walney
426	HMS Westminster
430	HMS York
431	RFA Wave Ruler
432	RFA Wave Knight
433	RFA Argus
434	RFA Bayleaf
435	RFA Black Rover
436	RFA Cardigan Bay
437	RFA Brambleleaf
438	RFA Diligence
439	RFA Fort Austin
440	RFA Fort George
441	RFA Fort Rosalie

BFPO No	HM Ship
442	RFA Fort Victoria
443	RFA Gold Rover
445	RFA Oakleaf
446	RFA Largs Bay
447	RFA Lyme Bay
448	RFA Mounts Bay
449	RFA Orangeleaf
452	RFA Sir Bedivere
464	RMAS Newton
465	MV Anvil Point
466	MV Beachy Head
467	MV Eddystone
468	MV Hartland Point
469	MV Hurst Point
470	MV Langstone
478	MV Indomitable
482	MV St Brandon

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