

STATUTORY INSTRUMENT NO. 4 OF 2017

The Postal Services (Postcode) Regulations, 2017

1. These may be cited as the Postal Services (Postcode Regulations, 2017.	Title
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2. In these Regulations, unless the context otherwise requires— Interpretation

“Authority” means the Zambia Information Communications Technology Authority provided for under section 4 of the Information Communication Technologies Act, 2009;

“postcode” means a series of digits or unique identifier appended to postal address identifying a locality or mail delivery area and

“postal code” shall be constructed accordingly.

3. The Postcode System for the Republic is based on the Postcode technical model as set out in the Schedule.

4. (1) The Authority is the sole entity that shall, regulate, allocate, manage and dissemination postcodes in Zambia.

(2) The Authority shall regulate the publication of the postcode list and ensure the public access the appropriate postcodes.

(2) Non-targeted citizens and companies may continue to operate for private haulage transactions only.

5. The licensee shall ensure that postal articles received at its network includes street name, house number and a postcode as an element of identification of an area where an addressee can be located.	Obligation of licensee
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Publication
of postcodes

6. The licensee shall ensure that postal articles received at its network includes street name, house number and a postcode as an element of identification of an area where an addressee can be located.

7. The Authority shall maintain and manage the national address database in the form of an—

- (a) arrangement of address information in the address database; and
- (b) address and postcode map which shows the boundaries of address and postcode areas, the names for streets, the starting end points of streets, the coordinates where possible and major facilities and landmarks.

SCHEDULE

(Regulation 3)

TECHNICAL MODEL FOR POST CODES

1. *Model Basis*

- (a) the postcode model is based on the existing Provincial and District boundaries of Zambia;
- (b) within each district, the elements of a route-based model, spatially based model and fixed grid reference model shall be combined to form a hybrid model that uniquely identifies delivery areas and delivery points; and
- (c) all delivery points in the same delivery area or postcode grid shall have the same postcode.

2. *Model Nomenclature*

The nomenclature is: AA NN NN AA (e.g. CB1012AB)

Where: {A = Alpha-character and N = Numeric character}

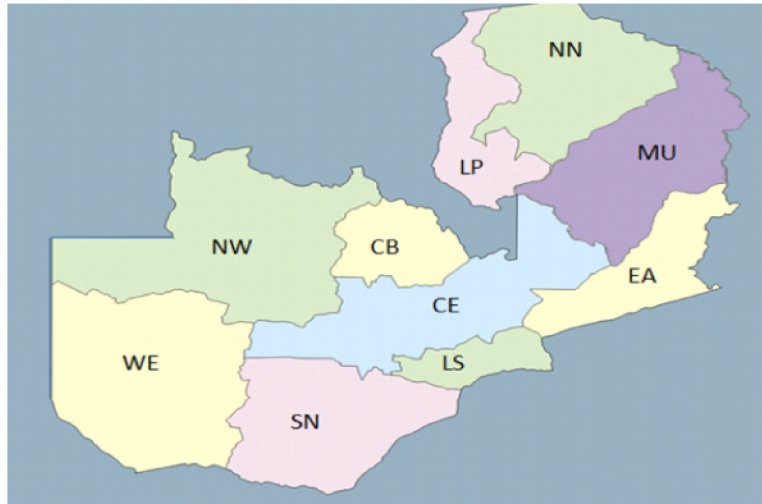
(a) **Level 1 - Province**

- (i) [AA NN NN AA] shall be referred to as the Provincial Identifier with each of the 10 Provinces of Zambia being identified by its ISO Code.

- (ii) The following exceptions apply with regards to the Provincial

#	Province Name	ISO Code	Proposed Change	Reasons
1.	Southern	SO	SN	To avoid confusing letter 'O' with digit zero
2.	Northern	NO	NN	Same as Southern
3.	Copperbelt	CO	CB	Same as Southern plus increased memorability
4.	Muchinga	Nil	MU	New Province

(iii) Complete Provincial Identifier Map based on ISO Code and Exceptions



(b) Level 2 - District

- (i) [AA NN NN AA] is the District Identifier with each District being allocated a specific number range from 10 to 99 based on the relative size of district in terms of surface area.
- (ii) individual districts within each province shall be distinguishable by the number range, with the provincial capital being allocated the first number range, from 10 as a general rule.

(c) Level 3 Postcode Grid [AA NN NN AA]

- (i) at the district level, a 10 km grid reference system shall be introduced.
- (ii) the 10 km postcode grid shall originate from the Grid Cell Reference of the official Zambian Map.
- (iii) the Postcode grid cells shall be numbered from 10 to 99, starting with the cell in which the main post office falls, moving due North and then in a clockwise direction as shown in the example below.

Where the surface area of a district requires more than 99 grid cells, the next number in the range allocated to that district will be used to number the remaining grid cells starting with 11, to avoid confusing it with the cell in which the main post office is located.

(d) Level 4 - Street

- (i) [AA NN NN AA] identifies an individual street within each grid cell. Main roads shall start with letter 'A' (26 main roads can be coded in each grid cell in this way):

Examples:

AA – Cairo Road

AB – Independence

AC - Chilimbulu

(ii) AB, AC, AD, AE, AF and so on up to AZ. Roads that branch off from the main arterial roads will start with B, C and D etc; and

(iii) the allocation of street codes in this manner entails the identification and numbering of all streets.

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and Communication*

LUSAKA

9th January, 2017

[MCT/104/4/14C]