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Introduction

Many postal articles suffer unnecessary delays in the postal system. It is important, therefore, for service providers and users of postal courier services to familiarize themselves with the addressing scheme. This will enable consumers to properly address their postal articles as well as enable service providers to deliver mail to the right place, efficiently.

What is an Address?

An address is a code used to express the fixed location of a home, business or other building on the earth's surface. Addresses have several uses:

1. Providing a means of physically locating a building especially in a city where there are many buildings and streets.
2. Identifying buildings as the end points of a postal system.
3. Providing a social identity/label: someone's address can have a profound effect on their social standing.
4. Serving as parameters in statistics collection, especially in census-taking

Types of Addressing Schemes

House numbering and naming Quadrant addressing

Street naming conventions

Post office boxes and postal codes

Correct use of the correct addresses is, therefore, essential to avoid mail misdirection, loss and/or delay, especially in towns/cities with large populations and many post offices

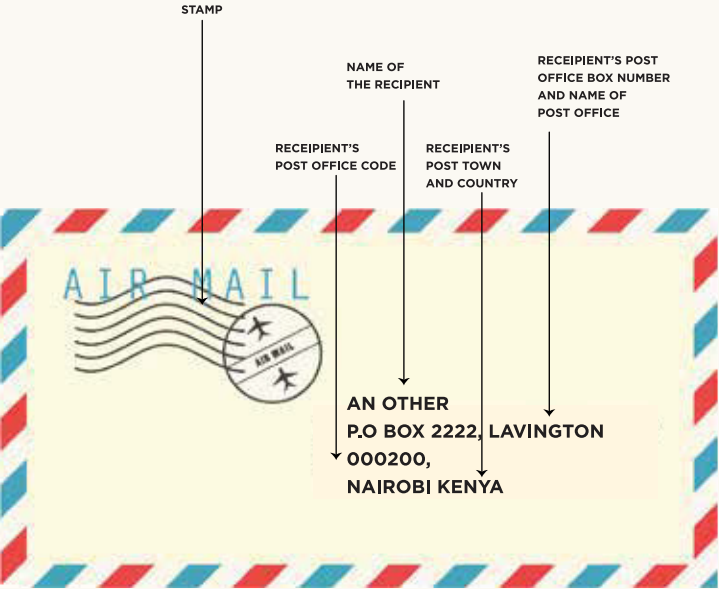
Postal Codes

Postcode system of addressing mail was introduced in Kenya in 2001 with the aim of improving the quality of mail distribution. The postal codes are designed to facilitate faster sorting and processing of mail. A majority of consumers of postal services use the postcode system, as subscribers of postal letterboxes, to facilitate receipt of mail.

In Kenya, the postcode is a numeric code that identifies areas and specific post offices within the country and towns for purposes of simplifying mail distribution by the Postal Corporation of Kenya

Correct Postcode Usage

The postcodes for every post office in Kenya are listed in the postcode directory. When addressing correspondence, it is critical that both the postcode and name of the post office appear in the address in order for the mail to be delivered as fast as possible. Furthermore, the postcode should be written immediately below the name of the post office of delivery as shown below to avoid occasional confusion with box numbers



Example guide



Mabadiliko katika anwani za posta yanaweza kufanywa kutokana na mojawapo ya sababu mbili zifuatazo:

Kudumisha au kuendeleza huduma za Shirika la Posta la Kenya (PCK):

To maintain or improve PCK's services: Whereas every effort is made not to change addresses, the need to change the way mail is routed to provide a better service does arise occasionally e.g. if a new delivery office is built, or when the service provider runs out of postal addresses to allocate to new customers.

To reflect customer demand: The first priority among service providers in ensuring efficient mail delivery to its customers occasionally necessitates changes to the addressing system.

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Unahitaji kufahamu zaidi?

Kwa habari zaidi kuhusu mada iliyopo hapo juu au sehemu nyingine yoyote ya afya na usalama wa mitambo ya mawasiliano, tafadhali wasiliana na:



Head Office

CA Centre, Waiyaki Way, P.O. Box 14448, Nairobi 00800
Mobile: 0703042000,
Complaints: chukuahatua@ca.go.ke
Talk to us : pea@ca.go.ke, info@ca.go.ke, complaints@ca.go.ke
020-445 5555, 0714 455 555, 0737 455 555

CA Western Regional Office

1st Floor KVDA Plaza
P.O. Box 2346
Eldoret 30100
Mobile: 0703042105
Email: wro@ca.go.ke

Central Regional Office

Ground Floor, Advocates Plaza
P.O Box 134
Nyeri 10100
Mobile : 0703042181
Email : cero@ca.go.ke

CA Coast Regional Office

3rd Floor, NSSF Building
P.O. Box 8041
Mombasa 80100
Mobile: 0703042152
Email: cro@ca.go.ke

Nyanza Regional Office

2nd Floor Lake Basin Mall,
P.O Box 2016
Kisumu 40100
Mobile: 0703042130
Email: nro@ca.go.ke

Ilani ya kujitua hatarini: Huku kila jaribio likiwa limefanywa ili kuhakikisha kuwa habari iliyojumuishwa katika hati hii ni sahihi, imekusudiwa TU kuwa kama mwongozo wa kuelekeza utendakazi salama wa mitambo ya mawasiliano na haipaswi kuchukuliwa kama (au kutumika badala ya) ushauri wa kisheria. Kwa hivyo,

Mamlaka ya Mawasiliano ya Kenya haitakubali kosa lolote kwa matokeo ya hatua zozote zilizochukuliwa, au maamuzi yaliyotolewa kwa misingi ya taarifa iliyotolewa.

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KUELEWA ANWANI YAKO YA POSTA

