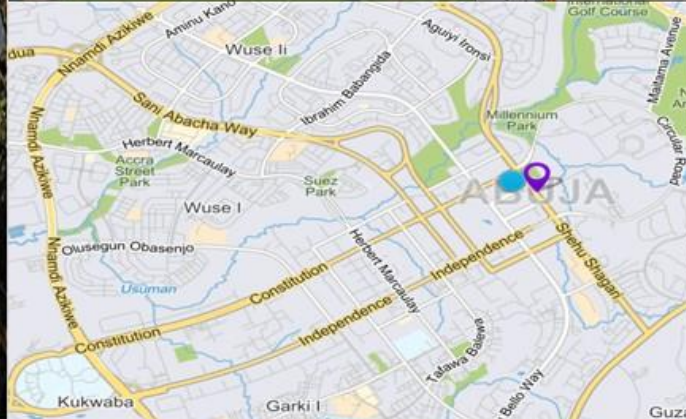


NIGERIAN NATIONAL ADDRESSING STANDARD AND GUIDELINES



How to Address an Envelope in Care of Someone Else



JULY 2017



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PREFACE

The *Nigerian National Addressing Standard and Guidelines* provides basic information on different addressing formats for organizations and individuals in both rural and urban settings; as well as mailing to international addresses.

The Manual is a standard guide for addressing, naming of streets and numbering of properties in Nigeria. It is designed to assist the authorities concerned, especially Local Governments, in establishing a nationally coherent addressing system as well as street naming and house/property numbering system.

Furthermore, it seeks to assist Local Governments to own, implement and manage the Street Addressing/Property Numbering System, by providing a common understanding of the standards and processes involved in its establishment. It also outlines the roles and responsibilities of all the stakeholders participating in the implementation and management of the System in Nigeria.

This Standard is intended to guide Nigerians and other users on various processes involved in addressing and the benefits of physical addresses, addressing databases and Postcode (which enhances physical and electronic addressing systems) as well as information required for postal delivery-points. The *Guidelines on Street Naming and Property Numbering* will ensure uniqueness, uniformity and coherence in all Local Governments in Nigeria, thereby eliminating ambiguity in addressing.

The essence of the Standard and Guidelines is for easier and more effective communication within and beyond Nigeria. This will not only impact on the socio-economic development of the country, but also aid seamless service delivery. It is hoped that such important issues as addressing letters, naming of streets and numbering of properties in Nigeria, would be done in line with international standard as set out in this document.

More importantly, various stakeholders, government agencies and others are advised to adopt the Nigerian National Addressing Standard and Guidelines for purposes of addressing.

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July, 2017

EXECUTIVE SUMMARY

A homogenous/standardized addressing Infrastructure and Database is an asset for National Development and effective service delivery. The existing addressing infrastructure and database is inadequate, unorganized and largely inconsistent with best global practices. This may be attributed to the lack of standard procedure and cohesion for developing the addressing infrastructure by the Local Government Areas which are charged with that responsibility by the 1999 Constitution of the Federal Republic of Nigeria as amended.

To this end, the Federal Government, concerned with the effect of poor addressing infrastructure on the overall National socio-economic development and security, took the bull by the horn, through the provision of an addressing Policy for Nigeria that will guide the Local Authorities to perform their Constitutional functions better. The Policy recognized the importance of key stakeholders in developing a reliable addressing infrastructure and identified them in the Governance structure of the National Addressing System.

One of the objectives of the National Addressing Policy is to provide a framework for standardizing the acquisition, processing and analysis, storage and dissemination of various socio-economic data needed to sustain and enhance national development. The Nigerian National Addressing Standard has been developed to fulfill this goal and guide the implementation of the National Addressing System (NAS).

The National Addressing Standard identified key Addressing Stakeholders, assigned roles to them and provided guideline on the implementation of specific activities. It consists of fourteen (14) Sections and covers all aspects of addressing including Addressing infrastructure, Procedures and Guidelines on House/Property Numbering, Addressing Elements, Address Formats, Mail, the Nigerian Postcode System, Extract from the Universal Postal Union Standard for Mail Addressing etc. The National Addressing Standard also supports periodic review of addressing structure, standard, database and booklet to reflect overall Policy/Constitutional changes that may affect existing landmarks/structures.

Stakeholders are encouraged to adopt the Nigerian National Addressing Standard for the implementation of the National Addressing System that will conform to Global best practices and enhance the socio-economic development of this country.

1.0 BACKGROUND

From the advent of time, the Post has been one of the major means of communication. Mailing of items from one point to another is enhanced through effective addressing system. Hence, addressing of posted items (mail/consignment) must be unambiguous i.e. the recipient and location must be clearly spelt out, such that the delivery of the mail is made to the right person in the right location promptly and safely. An unambiguous address facilitates efficient and effective service delivery.

The World Bank, in 2005, declared *Street Addressing* as an essential medium of recognizing the "...civic rights of all citizens..." within any administrative jurisdiction.¹ A virile national street naming and property numbering system is therefore, a veritable infrastructure for the socio-economic development of Nigeria.

Over the years, Nigeria has faced the challenge of how to link every household in the country, irrespective of its location, to a unique identifiable address using acceptable international standard. This function is vested in the Local Government Administration by the Nigerian Constitution.¹ However, the lack of uniformity and coherence in addressing in the country made the intervention of the Federal Government inevitable.

Currently, the state of addressing in Nigeria is disparate and uncoordinated. Due to lack of an agreed framework, Local Governments are adopting different formats and standards and are implementing at varying pace. Other Government agencies like the National Identity Management Commission (NIMC), the Independent National Electoral Commission (INEC) and Banks are also collecting addressing information, some of which are not in conformity with what the Local Governments are doing. At present, Nigeria lacks a national addressing system management infrastructure for data gathering, analysis, maintenance, storage and reuse.

In 2004, the Ministry of Housing and Urban Development tried to intervene in the matter by collaborating with States and Local Governments. However, a conscious and deliberate effort to kick-start the process of developing an Addressing Policy for Nigeria came through when the Ministry of Information and Communication hosted a Two-Day Workshop on Addressing System in Nigeria with the theme "ADDRESSING AS A STRATEGIC INFRASTRUCTURE FOR NATIONAL DEVELOPMENT" held at the Lagos Sheraton Hotel on 27th & 28th April 2009. The decision of the Workshop resulted in the inauguration of a National Addressing System Steering Committee which involved major Stakeholders. The Committee produced a Draft National Addressing Policy document which was submitted to the Honourable Minister of Communication Technology in May 2012.

The Ministry of Communication Technology on 17th January, 2013 hosted a Stakeholders Forum at the Lagos City Hall to review the Draft Policy and collate further recommendations to prepare a final draft of National Addressing Policy for presentation to the Federal Executive Council. The Policy was later approved by FEC on 27th November, 2013 and adopted by NEC on 20th November, 2014.

¹ *Fourth Function Section 7(g) of the Nigerian Constitution.*

2.0 INTRODUCTION

The National Addressing Policy has as part of its objectives:

2.1 To provide a framework for standardizing the acquisition, processing, analysis, storage and dissemination of various socio-economic data needed to sustain and enhance national development. This will ultimately facilitate the following objectives:

- i. Making cities user-friendly for the public;
- ii. Increasing municipal revenues and improving urban management for Local Government Councils and
- iii. Enabling private/public sector utility concessionaires to manage their networks for enhanced efficiency and profitability.

It is within the context of the above objectives that a Committee was set up to draft the National Addressing Standard as well as the Guidelines for Street Naming and Property Numbering in 2013. The two documents were reviewed and harmonized into the Nigerian National Addressing Standard and Guidelines in 2017 by a joint Committee of the Ministry of Communications and NIPOST (See Appendix D). The draft document was circulated to all Stakeholders and some of their comments were captured in the final draft.

The *Nigerian National Addressing Standard and Guidelines* was developed based on the globally accepted Standard for Addressing. This is also to assist the Local Government Councils in the performance of their statutory roles, as well as other stakeholders. The Standard combines the National Addressing and Nigerian Postcode Systems in regulating the acquisition, processing, storage and dissemination of address-related databases to enable inter-operability between and within organizations. The Postcode System as managed by NIPOST provides the spatial delineation for generating all addressing data by all stakeholders.

Furthermore, the Standard defines the rules to be used in all postal addresses and describes the structure and elements of a valid Nigerian address as well as the rules and elements of formatting addresses. In addition, it explains the correct form of presentation of an address on an envelope and provides background information to facilitate effective delivery of messages, goods and services. It also provides Institutional Arrangements for the implementation of the National Addressing System at the national, state and local government levels.

The Guidelines set out the requirements that must be complied with in implementing the key dimensions of the addressing system namely: Naming of Streets, Numbering of Properties and Change of Address.

3.0 ADDRESSING INFRASTRUCTURE

An addressing infrastructure is one of the foundations upon which critical national priorities can be built. It is an agreed consistent plan for identifying, locating and organizing entities, including people, spatially. It generates information on which socio-economic development depends. In fact, addresses represent a critical national infrastructure capable of underpinning social and economic development. There is increasing recognition that the

effective use of address information can alleviate many of the developmental challenges faced by many countries which lack effective addressing system.

3.1 The Objectives and Goals of Street Addressing

- Ensures quicker response by emergency service providers to be enabled by easy identification of locations of need;
- Facilitates efficient general delivery of municipal services in urban areas and serves as a tool for providing service more effectively and efficiently in all other areas including the rural areas;
- Facilitates the creation and location of addresses for easy identification of places;
- Enables effective monitoring of movement of citizens and visitors (foreigners inclusive) within the country;
- Improves revenue collection by revenue agencies and promotes operations of businesses generally, and
- Creates addressing database.

3.2 Components of Addressing Infrastructure

3.2.1 Physical Addressing (roads, streets, property/building,)

Addressing could be defined as a collection of geographical elements used to identify a specific geographical location and/or a point of interest e.g. a river, a mountain, a Park etc.

3.2.1.1 Street Addressing

Street addressing is an exercise that makes it possible to identify the location of a plot of land or dwelling on the ground, that is, to “assign an address” using a system of maps and signs that spells out the names of streets and unique numbers of buildings. This concept is often extended to urban networks and services as well as buildings and other types of urban fixtures, such as public standpipes, streetlamps, and taxi stands that can be picked by a GPS.

More than just a simple street identifying operation, street addressing provides an opportunity to:

- a) create a map of the city that can be used by different municipal agencies;
- b) conduct a systematic survey that collects a significant amount of information about the city and its population; and
- c) set up a database on the built environment, a rich source of urban information that is, otherwise, often unavailable.

Information gathered is associated with an address, thus making it easily locatable. This database (which can take the form of a Geographic Information System [GIS], at a later stage) is the major innovation of street addressing initiatives, particularly in countries with rapidly growing urban areas like Nigeria where local authorities often face challenges in controlling the urbanization process.

The real advantage lies in the potential of the urban information database in conjunction with a street addressing plan and a street index, which can be used for various applications that will be of benefit to local authorities, the private sector and the public.

3.2.1.2 Street Addressing Problem and Practice

In recent years there has been rapid growth in population and structures in the traditional cities and new settlements occasioned by rural-urban migration. This has created many underserved neighborhoods. The street identification systems initially used in the city centers have rarely been extended to the suburbs, thus creating a worrisome predicament for the provision of urban services.

This is due to a few problems such as:

- a) Numerous urban management dilemma that are administratively very challenging and pervasive, especially those that are associated with creation of slums and sprawls;
- b) Local government personnel have been found to have little experience in managing the emergent urban enclaves, thus exacerbating problems associated with inadequate urban infrastructure;
- c) Local governments have often been unable to develop the resources needed to deal with urban growth and providing the much needed social and economic opportunities for their inhabitants to grow and expand the national economy;
- d) The lack of systems for identifying and locating streets, buildings, and plots, thus city administrators are unable to keep up with the pace of urbanization and the resulting spatial expansion, which are mostly not desirable for national development;
- e) Expansion of haphazard developed landscape, thus losing control of social and economic processes that are dependent on spatial development orderliness. Such disorderly growth or haphazard development has been shown to make desired and tenable socio-economic development to be far-fetched often leading to demolition of such structures. For example, we are still craving for answers to questions like:
 - i. How do we respond to emergencies, dispatch ambulances, firemen, and law enforcement personnel quickly?
 - ii. How do we send mail and messages to private homes?
 - iii. How do we locate urban facilities and infrastructure?

- iv. How do we pinpoint breakdowns in water, electricity, and telephone systems?
- v. How do we improve on-site collection of water and electricity bills?
- vi. How do we set up an efficient local tax system?²

It should be noted that make-shift solutions to most of the problems related to the above questions exist; but in delivering urban services according to the various methods that were evaluated, they are generally problematic or ineffective to attain the envisioned national development.

Generally, the situation in Nigeria can be summarized as follows:

- Non-existence of appropriate/adequate legislation for urban/rural planning;
- Non-adherence/enforcement of existing legislation;
- Non-availability of appropriate National Addressing Policy;
- Non/or indiscriminate/frequent naming and numbering of streets and houses;
- Non-use of the existing Postcode as an integral part of National planning tools.

Nigeria cannot therefore, afford to continue to remain behind in this global trend of having a Street Addressing and Property Identification Guide which will become a document for making address-related planning data usable by all sectors of the economy. A database of addresses put together using a standard is a veritable tool in the hands of:

- Security agencies to combat crime;
- Federal Road Safety Corps in provision of services;
- Financial sector for loan administration;
- Federal and State governments for tax administration;
- National Identity Management Commission for personal or citizens' identification;
- National Population Commission for Census purposes;
- National Bureau of Statistics for Planning and Data Management and
- Emergency Response Services etc.

Other potential areas that such database could be used include: waste management, support for utility services, and implementation of future Development Strategies and Policies of various levels of government.

3.2.1.3 Why is Street Addressing System Necessary?

The Street Addressing Guide is of immense benefit to all the sectors and strata of the economy (government, businesses and the public) as follows:

² (Urban Management and Street Addressing by Catherine Farvacque-Vitkovic, and others (2005, page vii; World Bank Report)

a) Government services and international organisations

Addresses can be used:

- i. To help individuals to secure a legal identity;
- ii. To help in Standard Demarcation of Electoral Wards;
- iii. To help in Census demography;
- iv. To facilitate the planning and implementation of public policies;
- v. To fight against natural disasters and diseases;
- vi. To reinforce national security;
- vii. To track movement of foreigners;
- viii. To enable better collection of national and local taxes;
- ix. To enable emergency services quickly and easily locate places where their services are needed and
- x. To develop effective public campaigns like vaccination or information dissemination to the target population groups.

b) Businesses

Addresses are essential:

- i. For better planning and provision of essential services like water or electricity;
- ii. To offer a variety of other services such as financial, commercial, telecommunications, postal, direct marketing etc. and
- iii. To create accurate mapping systems and associated tools.

c) Public

It makes the city more “user-friendly” by:

- i. Improving the system of street coordinates to enable people; navigate the city more easily;
- ii. Facilitating delivery of emergency, health, fire, and Security services and
- iii. Locating urban facilities.

3.2.2 Electronic Addressing (GIS, Postcode)

Electronic addressing involves the digitalization of all forms of addressing elements. This includes geographic coordinate addresses which may be postal or non-postal or simply a means of providing extra information including some form of geographical coordinates in its structure.

3.2.2.1 Data Management and Maintenance

3.2.2.1.1 Data Generation/ Acquisition

Data collection is the systematic process of gathering information on street names, house numbering and their geospatial co-ordinates, to build a digital database on addressing.

It shall be the function of the Local Government Authorities, Area Councils, Municipal Councils etc. to generate, collate, process addressing data and store same in the Local Addressing Database, within the framework of the Nigerian Postcode System. This database shall serve as the databank for the basic data required for building the National Addressing Database and shall be accessible to users.

3.2.2.1.2 Data Analysis

Data collected after fieldwork shall be analyzed in accordance with the provisions stated in section 4 below.

3.2.2.1.3 Data Processing

The basic data generated from the Local Government Areas shall provide inputs for the following:

- Data import/entry (electronic or manual);
- Generation of required reports on Ownership, House Number, Street Name etc.;
- Publication of cadastral Maps on large scale and
- Data Inter-operability for Related Agencies.

3.2.2.1.4 Data Management

For effective management of data at all levels of government, there shall be established, a GIS Addressing Database. At the Local Government level, the Database shall secure the already processed data generated within the specific Local Government Area in line with set standard.

The State Addressing GIS Unit shall be responsible for the following:

- i. Collate (where appropriate), import, process and store all addressing data generated within the State;
- ii. Ensure the safety of the data generated;
- iii. Ensure that regular updates and back-ups are taken for all addressing data as and at when due;
- iv. Maintain records of all transactions on addressing data and provide feedback;
- v. Work in close cooperation with the State Addressing Team (SAT); and
- vi. Respond in a timely manner to all requests from the NAS Secretariat.

The National Addressing GIS Unit shall be responsible for the following:

- i. To import addressing data from the State Addressing GIS Unit, consolidate, store and secure same in the National Address Database;
- ii. Regular update and backup of addressing database;
- iii. Ensure seamless accessibility to the database by all users;
- iv. Maintain records of all transactions on addressing data and provide feedback and
- v. Ensure security of the database.

The database shall consist of the following:

- i. The necessary Hardware and Software required for data processing and management;
- ii. Data storage facilities with appropriate capacity, certification and security;
- iii. Backup of all data stored electronically by the unit outside the office location;
- iv. Hybrid power supply and
- v. Seamless high-speed broadband connectivity.

3.2.2.1.5 Database Management

- i. The National Addressing Database shall be hosted by the Ministry of Communications who may assign the task to its agencies, Galaxy Backbone and NIPOST. Backup facilities shall be procured/made available for the National Addressing data in secured and reputable Host(s) by the Federal Government. The databank shall be made accessible at the National Bureau of Statistics portal for address verification/authentication for online citizenry. Where such address attributes in the database are geospatially referenced and tied to the National Postcode, they shall be accessible by interested Stakeholders.
- ii. The Nigerian Postcode System database shall be domiciled with the Nigerian Postal Service (NIPOST) and the backup Data shall be hosted by the Galaxy Backbone and/or any other secure Host.
- iii. The terms and conditions of access of such data must be clearly stated to allow unhindered access by all eligible users as stated in the National Addressing Policy. The access arrangements shall recognize confidentiality, privacy, security and intellectual property rights.

3.2.2.1.6 Database Maintenance

In maintaining a Database, the following issues should be taken into consideration:

- Availability of database for easy accessibility by customers;
- Database design/technology;
- Periodic updates and backup and
- Data correction (maintaining data quality).

3.3 Change of address/street name/house number

3.3.1 Change of Address/Relocation

The non-completion and submission of change of address Forms is one of the observed challenges in Nigeria. The reason for the non-completion of Forms is because most Nigerians do not know about such forms.

Change of Address Forms shall be made available to those who are moving from one address to another upon request in every Post Office or Local Government Area across the country at a fee.

An address change shall become effective within 15 days of receipt of Notice of Address correction sworn at the High Court, Magistrate Court and the Notary Public, certifying that information provided in the change of Address Form is correct.

A resident who does not put a change of address, with Post Office and or on-line service when/where available, and who does not display the new address correctly within the 15-day period, will be in violation of the National Addressing Standard and shall be charged additional fee thereafter as penalty.

3.3.2 Conditions for Change of Address

It shall be the intent of this change of address standard to discourage the practice of making any change in addresses except:

3.3.2.1 If the existing address number is not in sequence and/or does not run consecutively in the same direction as the local jurisdiction address system requires.

3.3.2.2 If the existing number is such that the assigned address numbers for new buildings is not practicable, such a change shall not be approved. Also, in keeping or in compliance with the local jurisdictions requirements for address numbering system, effort would be made to rectify such changes after consultation and verification, which would determine such approval for change. For all practical purposes, addresses that are out of range by more than 30 (+/-) numbers shall be changed as needed, to correct range anomalies and to accommodate new growth.

3.3.2.3 When a street becomes a named private drive, the structures must reflect the new road name using correct numerical range for the new road.

3.3.2.4 When an address is duplicated within the city or township.

3.3.2.5 When an individual/ organization relocates to another location.

3.4 Numeric correction

In the case of a numeric address change, it is only the Local Government that is empowered to carry out this responsibility. In carrying out this, the following procedure shall be followed:

- The reason for the numeric change shall be documented with date and the person reporting.
- A new numeric address shall be determined using this national address standard.

- The property owner or owners shall be contacted in written form using the governing property assessor's information such as the Certificate of Occupancy (C of O) at the local jurisdictions to identify ownership. Notification shall also be sent to the utility companies by the occupants.
- The resident shall be responsible for supplying their individual utility companies with a copy of the official change of address form.

3.4.1 Best Practice for Maintaining Correct Addresses

As a standard, Post Offices should endeavor to adopt best practices for maintaining correct addresses which include using both pre-mailing tools like the National Change of Address (NCOA) software and post-mailing tools like the Address Change Service (ACS) software to verify movement updates. These software packages are used extensively in many countries of the world (Appendix B1 & B2 represent the standard change of address forms).

3.4.2 Effective Date of Change

Implementation of new names approved for change shall be done within two months of the approval. However, such change should be keyed into the national data base within the period between approval and implementation.

3.5 Street Naming

3.5.1 Principles and Standards of Street Naming

The **Principles and Standards of Street Naming** sets out the requirements to be complied with, in implementing the two key dimensions of the addressing system; namely, the naming of streets and numbering of properties. For the purpose of this document, Street has been used as a working definition for all access way types excluding railways.

3.5.2 Street Naming Guidelines

3.5.2.1 Naming of public highways and private streets shall be initiated by the Local Government Authority (LGA) or application made in writing to the LGA by an individual, group of persons or organizations. In naming the street by the LGA or applying for the same by an individual, group of persons or an organization, the application should include the proposed name, the specific street location and brief but complete background information on the proposed name(s). Proposed names by the LGA shall be selected from a list of names maintained by the Local Government Area.

3.5.2.2 In all cases, the Local Government Authority shall circulate the proposed names to the affected Councilors, appropriate agencies, and relevant interest groups in the area for comments. Such comments shall be submitted to the Local Government Area for further necessary actions.

3.5.2.3 Should the proposed names of new streets be acceptable to all agencies, interested

parties and Councilors in whose wards the streets or lanes are located, the Local Government Authority may approve the incorporation of the names on the draft plan (or map) of the area and proceed to physically place the names on the streets in line with approved standard.

3.5.2.4 Where the proposed street names on a draft map of the area do not have the consent of all parties concerned, the LGA shall inform the applicant in writing. Where such name was proposed by the LGA, an alternative name shall be proposed by the LGA from its database which will go through all the processes in 3.5.2.2

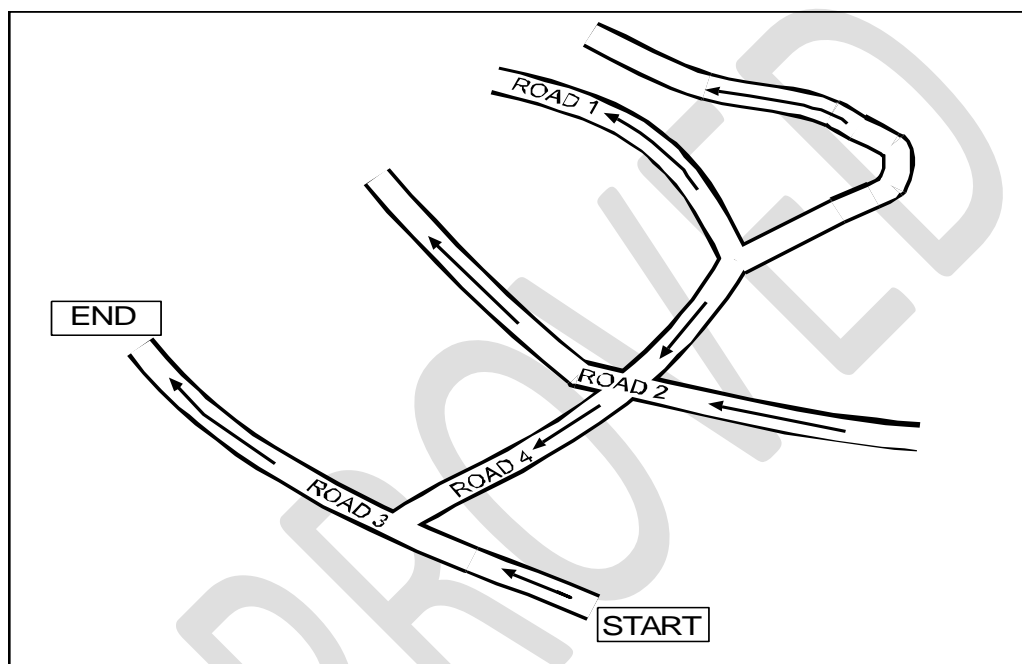


Figure 1 Definition of Access Way: Start and End Point (Map of an area within the city, for proposed street name)

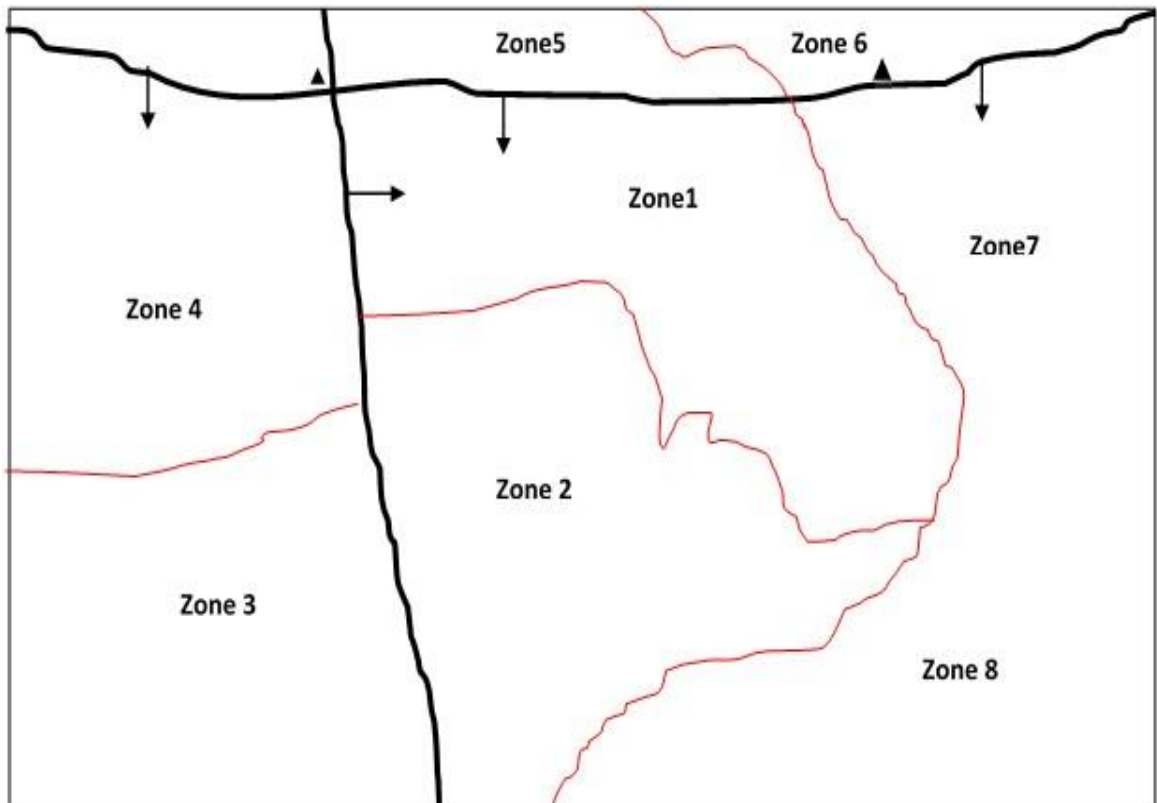


Figure 2: Guide to Determining Themes for Addressing Zones or Sectors

3.6 Street Renaming Guidelines

- 3.6.1** The general policy is that the names of streets and lanes should not be changed.
- 3.6.2** However, the renaming of a specific street or lane can be considered when duplication of the name occurs within or in the surrounding municipalities and when renaming would generally improve the city's administration of essential services and would be in the public's best interest. Duplication of the name occurs when there are two or more unconnected portions of a street with the same name.
- 3.6.3** Application for a name change should include a petition with names, addresses and signatures of the persons who reside on/ or own property that fronts on or is adjacent to the subject street.
- 3.6.4** Statutory compliance must be carried out, including advertising the proposed name change and giving affected parties an opportunity to be heard by the Local Government Authority within ninety (90) days from date of application.
- 3.6.5** Applicants shall be required to pay the costs incurred as a result of their request to rename a street or lane, including notification in a newspaper of general circulation.
- 3.6.6** The Local Government Authority should ensure that adequate publicity is given whenever there is any change in street name.

3.7 Criteria for Street Naming

3.7.1 Streets should generally be named after people, places, events and things related to the city and citizens. Proposed names should meet one of the following criteria:

- to honor and commemorate a noteworthy person associated with the town;
- to commemorate local history, places, events or culture;
- to strengthen neighborhood identity;
- to recognize native wildlife, flora, fauna or natural features related to the community and
- to recognize communities which contribute to the promotion of good community values.

3.7.2 Consideration should be given to names of local areas or historic significance.

3.7.3 Names of living persons should be used only in exceptional circumstances.

3.7.4 Only a person's last name should be used as a street name unless additional identification is necessary to prevent duplication with an existing street name and surrounding municipalities. Titles like Professor, Alhaji, Pastor, Chief, Elder as prefix to street names are not necessary and should not be encouraged.

3.8 Names to be avoided

3.8.1 Street names being a duplicate of an existing street in the municipalities surrounding shall be avoided. For example, Aminu Kano Street and Aminu Kano Crescent or Awolowo Street and Awolowo Crescent or Azikiwe Avenue and Azikiwe Lane should not be used together in a community.

3.8.2 Discriminatory or derogatory names shall be avoided.

3.8.3 Names for public streets that could be construed as advertising a particular business shall be avoided.

3.8.4 The re-use of former street names should be discouraged because of the confusion this causes in property records management and address location by mail distributors, sales persons, visitors etc.

3.8.5 The streets in a community or city should be categorized into first, second and third order levels in terms of use and used as a guide for the naming exercise. With such categorization, the most important streets should be given the most important names and followed through with the second order of names for the next level of important streets in that order. Numbering should start from the house that is closest to a higher-level street.

3.8.6 Names with the same theme, such as flowers, rivers, mountains, hills, waterfalls, plants, animals, etc. should be applied in naming streets in an entire sector or area,

as a means of providing general identification distinctions, and easy public appreciation of the naming system.

3.8.7 Existing historical road names should be retained where they comply with the standard.

3.8.8 The use of special characters in road names such as hyphens, apostrophes or dashes should be avoided.

3.8.9 Street names shall not exceed a maximum of eighteen (18) characters, including spaces and prefixes so that the street name can meet letter size and space requirements as defined in this document.

3.8.10 Final maps shall not be approved until street names and name placements on maps have been verified and reviewed for clarity, correct spelling, and continuity. A street name shall not be considered final until the final map is recorded. In the interest of public safety, if any graded or paved access is provided, a temporary sign identifying the street(s) shall be erected by the developer.

3.9 Naming of Islands

Islands are land masses surrounded by water. The map of each Island should be used for addressing and each Island should be addressed separately.

- For an Island with one access point, addressing should begin from the entrance (access point).
- For Islands with more than one entrance point, addressing should begin from the northernmost part of the Island and continue anticlockwise around the Island (the incremental distance should be based on the settlement pattern and determined by the Local Government Authority).

3.10 Street type Designations

The designation of the type of a street shall depend on the length, size, configuration and magnitude of traffic on a street. The following designations shall apply:

- a) **Street, Avenue, Road, Boulevard** – should be used for major thoroughfares or streets of several blocks in length;
- b) **Drive, Trail, Way** - for streets which are winding or curved;
- c) **Terrace, Gardens, Grove, Pathway, Heights** - for minor or short streets;
- d) **Lane, Mews, Close** - for narrow streets generally used for service;
- e) **Crescent** - for streets which form a crescent;
- f) **Court, Lodge, Place** - for cul-de-sacs;
- g) **Circle** - for streets that are circular;
- h) **Gate** - for a short street that provides an entrance to a subdivision and
- i) **Square** - for streets that form part of a square.

3.11 Street Names for New Developments

3.11.1 Naming of access ways proposed for new developments shall be done at the time of developing sector layouts (subdivision maps) for the designated areas.

3.11.2 In the case of private gated developments, the developer shall submit the names of the access ways as part of the plan and other documentation forwarded to the approving Town Planning Authority of the Local Government Area in line with Street Naming Guidelines, Section 3.5.2 of this document.

3.11.3 Street names shall be deemed to be legally binding upon the approval of the Local Government Authority, and subsequent plotting of the schemes onto the master plan of the town and digital maps. The information shall be uploaded to the national database, should be documented in the Local Government Area gazette and should as well be published in a national newspaper of wide circulation.

3.12 Street Name Signage

3.12.1 The name assigned and the signage erected in accordance with the provision of this guide shall be the means of identifying all access ways.

3.12.2 Street name signs shall be installed at all intersections; and shall comply with design, installation and maintenance requirements. Street name signage maps shall be prepared to guide the installation of the street signs (Fig. 3).

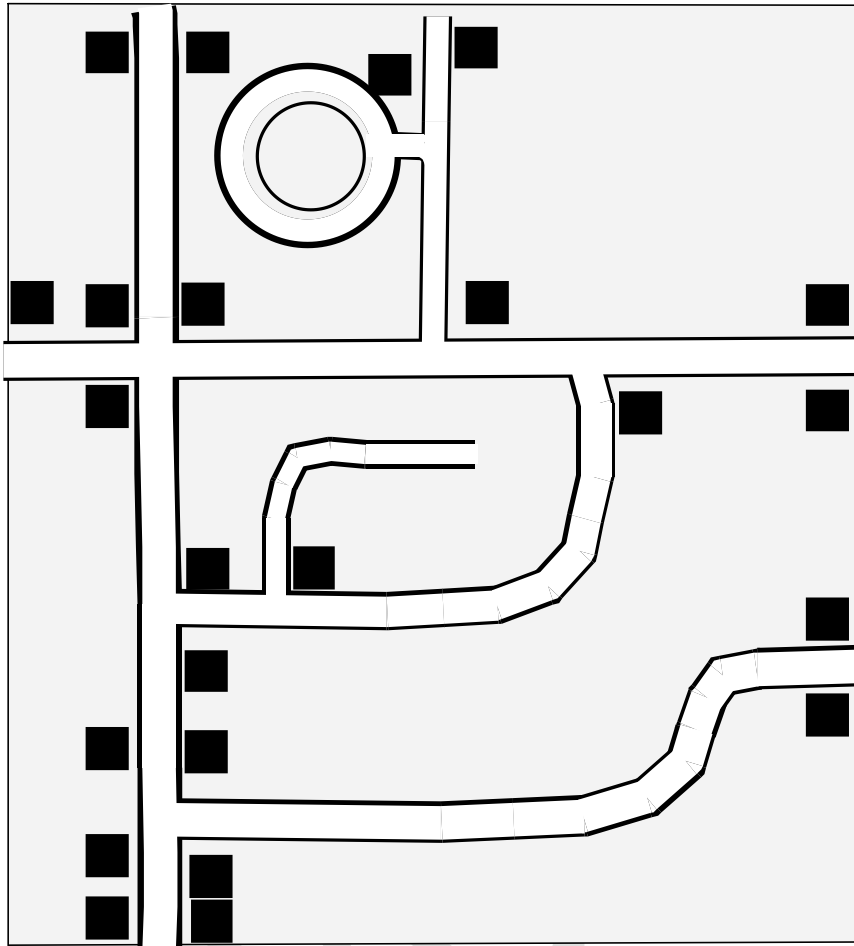


Figure 3: Street Signage Map

3.12.3 The signage shall conform to the following specifications:

3.12.4 The lettering of the street name may be black on a white background excluding calligraphy. The material of the street name shall be reflective scotchlite (high-intensity or higher).

3.12.5 Signs should not be less than 2 meters above the top of the curb where it is placed. Placement of signs on larger carriageways will be five meters above the paved road.

3.12.6 Signs should be placed with the DIRECTION OF THE INSCRIPTION parallel to the streets they name, as close to the intersection corner as practicable with the nearest part of each sign not less than 3.5 m, and preferably 6.1 m, back from both curb lines. Street name signs are to be bi-directional at intersections and shall not impede pedestrians using the access ways. Placement of street name signs shall not be combined with outdoor advertising in the first five years of implementing the system. Street name signs shall not be obscured by existing outdoor advertising at access way intersections.

3.12.7 Galvanized thick round poles of 3cm diameter shall be used to mount Street name sign post and the names shall be on galvanized plates or panels. However, walls or buildings at intersections can be used.

3.12.8 Street names shall be inscribed in upper case/title case lettering at least 10.5 cm high for the upper-case letters and 6cm for the lower-case lettering. This will include supplementary lettering to indicate the type of road such as ST, AVE and RD. Street name plate should be rotated to align with the direction of the road and should be permanently fastened to the pole.

3.12.9 Local Government Areas shall regularly maintain the signage posts within their domains.

3.13 Street Name Sign Size

3.13.1 Generally, the dimensions of the sign shall not exceed 91.5 cm in length and 20cm in width.

3.13.2 The Local Government Authority shall be responsible for the fabrication and installation of street name signs at the intersections of all existing and new streets in its jurisdiction. The signage fabrication and installation shall comply with the requirements in **3.12** above.

3.13.3 The Federal/States Ministries of Works shall be responsible for the installation/maintenance of Signage on Federal Highways, Trunk A, B, C Roads etc.

3.14 Violation of Street Naming Standard and Guidelines

3.14.1 Each Local Government Area, in consultation with the State's Committee on Addressing, shall have overall oversight responsibility regarding the implementation of Street Names and Property Numbering.

3.14.2 Each State Committee on Addressing (SCOA) shall be responsible for ensuring standardization, uniformity and technical support in Policy implementation by all LGA's in a given State.

3.14.3 Where there are specific violations by individuals or organisations, the LGA shall notify such persons or parties to rectify the violation and go through the process of the street name change to address the situation (in line with the provision of this document on street naming).

4.0 PROCEDURES AND GUIDELINES ON HOUSE/ PROPERTY NUMBERING

4.1 Procedure

4.1.1 The LGA shall assign numbers to houses/landed property in line with the National Addressing Standard, and the recommendations approved by the State Committee on Addressing (SCOA).

4.1.2 All permanent buildings used for residential, commercial, civic, institutional or governmental purposes shall be assigned numbers as addresses to identify them.

4.1.3 Each residential structure shall be addressed off the transportation surface that it fronts (i.e. street, alley, walkway, pathway, etc).

4.2 Guidelines

4.2.1 Numbering shall be done in such a way that ascending odd numbers will be on the left side starting from 1, while ascending even numbers will be on the right side starting from 2.

4.2.2 Numbering should commence from the major road entrance into the street i.e. houses number 1 and 2 should be at the entrance of the street to a major road.

4.2.3 Numbering of the houses should go down the length of the street notwithstanding other street intersecting it.

4.2.4 The numbering should be open-ended so as to make provision for future developments. In other words, plots of land should be assigned numbers even when there are yet no buildings on them.

4.2.5 Where one building/construction spans several registered plots, the numbering may be composite. e.g. 4-7. Or where additional buildings are inserted or sub- divided, they are to be suffixed a, b etc.

4.2.6 An estate with a number of housing units shall be allocated a number identifying the estate.

4.2.7 Each of the bungalows therein shall be given a means of identification or where buildings are later combined or belong to a group, they may use a range of numbers (e.g. 20/24 or 20 -24) that includes one of the original numbers.

4.2.8 A high rise building within an estate shall be given a means of identification while each of the flats therein shall also be given a means of identification.

4.2.9 A high rise building on the street shall be given a number, while each of the flats in such a building shall be given a separate means of identification.

4.2.10 Nucleated settlements: Houses located in areas that are not accessible by road (especially in traditional areas, e.g. Ibadan, Kano, Maiduguri etc.) shall be given separate means of identification.

4.2.11 In case of an open square and courtyard, the property numbering will be clockwise starting from the entrance to the courtyard. In case of double courtyards connected to each other by a galley, property numbers shall be assigned to the buildings of the first courtyard from the starting point of the courtyard, and continued for property in the next courtyard which is accessed through the first courtyard.

4.2.12 For an access way with a circular pattern, the only entrance to the main road is both a starting and ending point. The buildings shall be numbered in a clockwise direction, taking into account the odd and even rule. If an access way with a circular pattern has buildings at its center, odd numbers will be given to the buildings at outer ring and even numbers to those at the center.

4.2.13 Assigning numbers to corner plots should take into account the entryway, driveway or front door, whichever falls on the access way.

4.2.14 Where there are uncompleted developments in-between buildings, the number for the plots should be determined and an appropriate address numbers assigned. The number assigned will be allocated by the LGA when application for building permit is sought.

4.2.15 Buildings in compounds and apartments (e.g.1004 Flats in Victoria Island, Lagos) are to follow the general numbering principles but without fractions or hyphenated address numbers. The form it should take is as outlined in Figure 4 below. The compound will have a number (12) that identifies it along the road and, in addition, show a range of numbers (1201-1205) to identify the buildings within the compound.

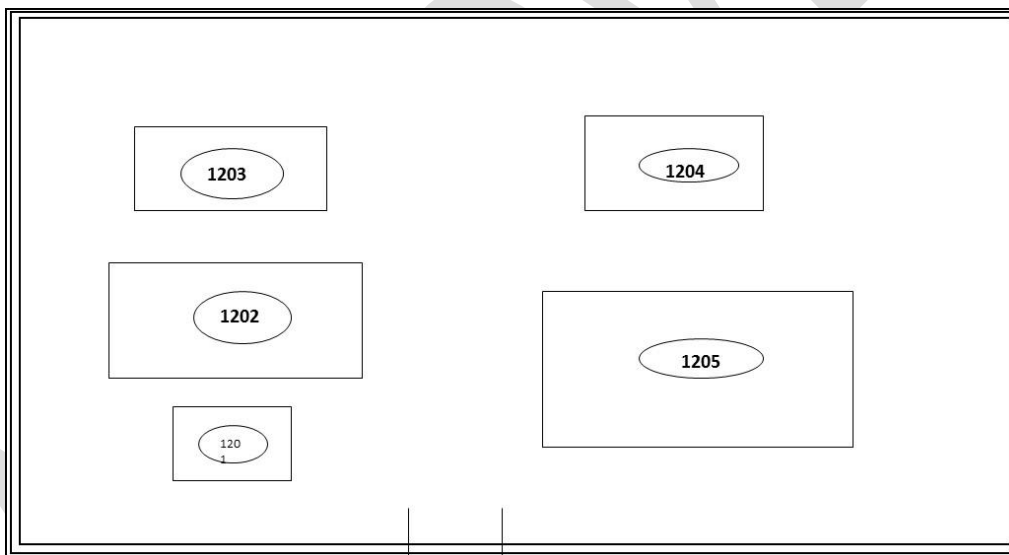


Figure 4: Numbering in a Compound

4.2.16 Apartments and multi-tenant structures should first have the entire building assigned an address number and the floors and apartments assigned apartment numbers as secondary location indicators (e.g. 14 Awolowo St, Apt 1411 and 14 Awolowo St, Apt 1422). These addresses refer to the first apartment on the first floor and the second apartment on the second floor respectively. The illustrations are in figures 5 and 6.

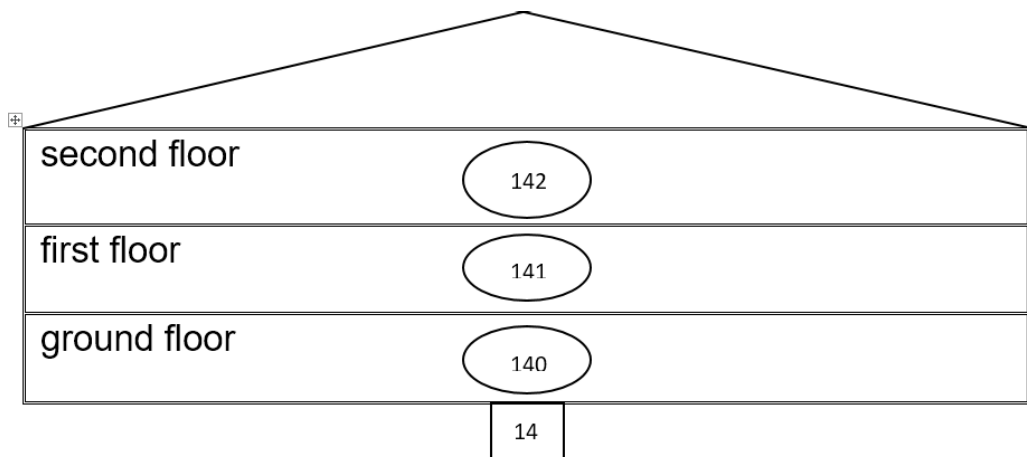


Figure 5: Numbering of Apartment Floors

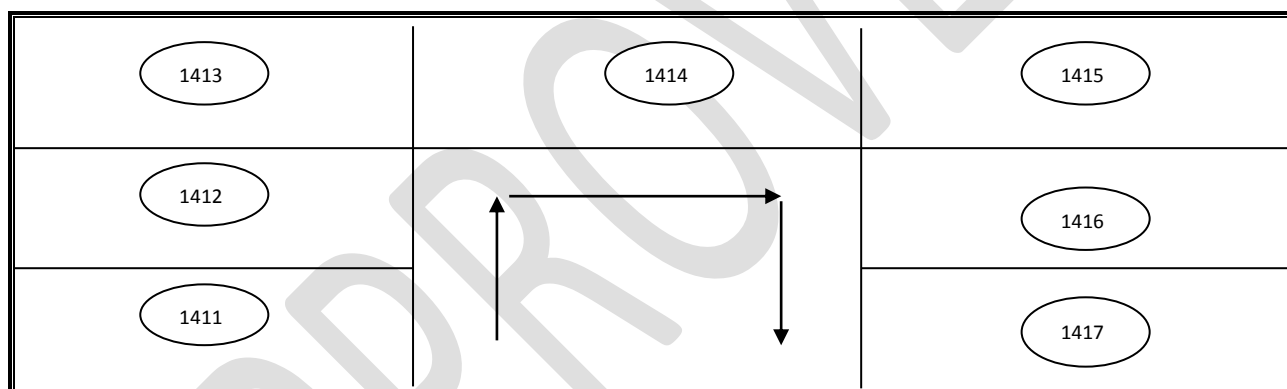


Figure 6: Numbering of Apartments on the First Floors

4.2.17. Hotels shall be addressed based on the following criteria:

4.2.17.1 Every hotel room shall have a multi-digit room number posted at each entrance door. The first digit(s) will indicate the floor number; the last two digits indicate the actual room number. For example, room 301 on the third floor or room 1101 on the eleventh floor shall be the first rooms on these floors.

4.2.17.2 Hotel rooms shall be numbered with even numbers on one side of the corridor and odd numbers on the other side.

4.2.17.3 All other unoccupied rooms such as Janitor's closet, housekeeping, electrical closet, etc., shall be identified with a simple description.

4.2.17.4 Addressing of Commercial and Office Suites shall take into consideration the potential for dividing the space in the future. Suites shall be numbered sequentially

in the order they are accessed from the main entrance, starting on the left when facing the front of the building and continuing in a clockwise direction. Figure 7 and 8 provide how suites are numbered for a commercial and an office structure.

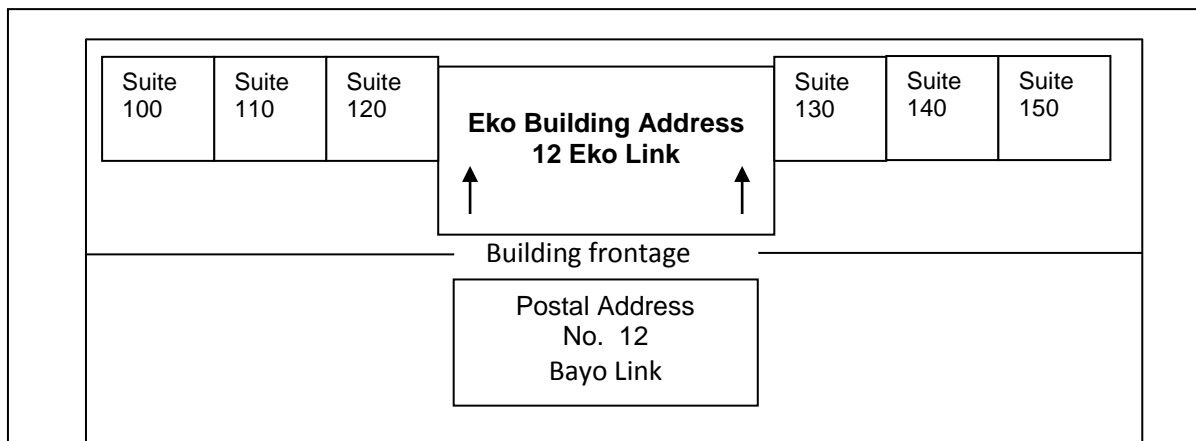


Figure 7: Suite Numbering for Shopping Centre

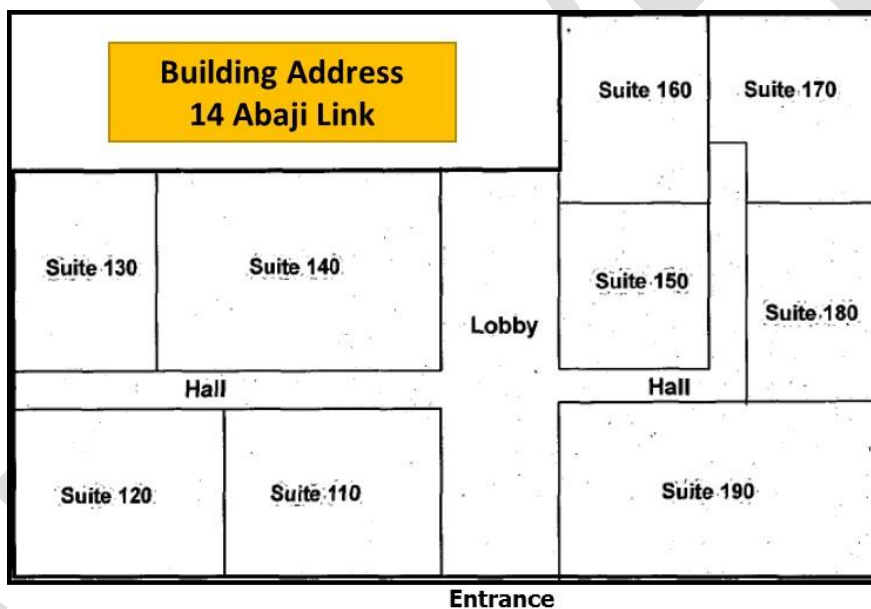


Figure 8: Numbering Flow for Office Suites

4.2.17.5 Tenant spaces shall be assigned suite numbers in sequence designated by the Addressing Team responsible for the area being addressed.

4.2.17.6 One-storey buildings shall have addresses within the 100 series. Multiple storey buildings shall be assigned addresses by floor served (100, 200, 300, 400, etc). In a multi-storey building the floor, with the main walking entrance shall be identified as the building's first floor. Every suite shall have a multi-digit room number posted at each entrance door.

4.2.18.7 All other unoccupied rooms such as Janitor's closet, housekeeping office, electrical closet, etc., shall be identified with a simple description.

- 4.2.18.8** Addressing of buildings shall be consistent with the identification and signage requirements.
- 4.2.18.9** Suite numbers shall follow a consistent pattern throughout the entire building. When additional tenant spaces are created in an existing building the new suite numbers shall conform to the sequence of the existing suite numbers.
- 4.2.18.10** Property numbering of slum areas will be based on a range of options owing to their peculiar nature. Numbering in areas where there are no access ways will follow the standard and procedures in 4.2.11 above.
- 4.2.18.11** In situations where there are no walls for the houses and a number of houses are on the same compound or plot of land, the following steps shall be followed:
- 4.2.18.11.1** The fieldworkers will identify the owners of the house or property on the parcel (plot) of Land;
- 4.2.18.11.2** Where it is established that there are different owners not of the same household, different numbers shall be assigned to the property or houses.
- 4.2.18.11.3** Where it is established that the buildings belong to the same household, the numbering shall conform with 4.2.16 above.
- 4.2.18.11.4** In situations where there are a few access ways but spontaneous developments, the following approach shall be used in the numbering of property:
- 4.2.18.11.4.1** The first source of the numbering will be the access ways names as described in section 4.2 above.
- 4.2.18.11.4.2** Where there are named streets, walkways, lanes etc., the numbering of the property will be done from their reference (entry) points;
- 4.2.18.11.4.3** Where there are no defined access ways, the clustering approach will be applied in which case, various clusters will be determined and the numbering carried out depending on the building patterns; be it linear, nucleated etc. The standard outlined in section 4.2 above shall inform the numbering flow.

4.2.19 Property Numbering in Settlements without Streets

The following process shall be applied in the numbering of property in settlements without streets which is typical of most rural settlements in Nigeria. Local Government Councils should involve the Traditional Rulers and Community Leaders in carrying out this function.

- 4.2.19.1** Determine the direction of growth of the settlement;

- 4.2.19.2 Determine the central point of the community;
- 4.2.19.3 Using available maps to divide the settlement into manageable and distinct blocks as sectors, wards and or compounds;
- 4.2.19.4 Number and name the sectors on the Map. If there are existing names for the sectors they may be adopted;
- 4.2.19.5 Sign post the sectors;
- 4.2.19.6 Determine key walkways with the help of community leaders and name them; and
- 4.2.19.7 Start numbering along the walkways from the west to east or from the south to the north depending on the direction of growth of the settlement.

4.3 Changing House/Property Numbers

- 4.3.1 Responsibility for the change in address numbers irrespective of the reason shall lie with the Local Government Authority.
- 4.3.2 The Local Government Authority shall notify the property owner of the change and the other relevant public establishments in the district/area. The notification shall be by registered mail which shall contain a return receipt.
- 4.3.3 The owner of the property has the responsibility to write to the respective agencies providing services to the property of the change in address number within 30 days of the receipt of the notice.

4.4 Numbering New Construction and Development

- 4.4.1 Before starting any development on a piece of land, the property owner/developer is required to submit an application for a building permit. At this point of requesting for the permit, the Local Government Authority as per its mandate will be required to assign an address to the new building(s) as part of granting the building permit.
- 4.4.2 Layouts for residential, commercial or industrial areas shall only be approved and recorded when it has been assigned address numbers and street names.

4.5 Responsibility for Installation and Maintenance of Address Numbers

- 4.5.1 Responsibility for the installation of address numbers for the first time shall be that of Local Government Authority; however, the cost of the address plaque shall be borne by the property owner.
- 4.5.2 The maintenance of the address plaque shall be the responsibility of the property owner, be it residential, apartment building, business or industrial property in accordance with the requirements of this manual at all times.

- 4.5.3 Any attempt to obstruct or cover an address number with the intention of concealing it shall be considered as unlawful.

4.6 Size and Location of Address Numbers

The size and location of the address numbers shall take into account the following:

- 4.6.1 For Residential, Industrial and Commercial Centre, the dimension of Address Number Plaques shall be 20.5cm by 23 cm and the dimension of the numbers inscribed shall be 14cm and the plaques shall have a blue background with white lettering which should be reflective. The plaques shall be placed at the front entrance of every property on the right 153cm above the ground.
- 4.6.1.1 Following the initial installation of address plaques, it will be the duty of every property owner, trustee, leasee, agent and occupant of a building or property to ensure that the assigned address number is displayed at all times. The address plaque to be placed at the front entrance of a building or property has to be visible from the sidewalk or road whether it is day or night.
- 4.6.1.2 Where the address is not legible from the access ways and there is a driveway or lane, an additional address number shall be placed at the intersection of the driveway or lane.
- 4.6.2 All apartment buildings and high-rises shall display address numbers above or to the side of the primary entrance to the building. The size, colour placement shall be in line with the requirements as outlined above. Apartment numbers for individual units within the complex shall be displayed on, above, or to the side of the entrance of each unit.

4.7 Temporary Addresses

- 4.7.1 Structures on proposed access ways, drainage ways and other public rights of way shall be assigned temporary addresses until Local Government Authority has taken a firm decision to address the issue.
- 4.7.2 Structures that fall in this category shall be determined by the Local Government Addressing Committee using approved layout within the Master Plan.
- 4.7.3 Structures so designated in this category shall have numerical addresses based on the numbering standard of this system but shall bear the letter "T" in addition to the number assigned to it. An example of such an address shall be 12T Kabo Link.

4.8 Numerical Address Exceptions

Temporary structures like kiosk, containers, shops and wooden structures shall be exempted from numerical addressing.

4.9 Implementation Process of Street Addressing Guidelines

This process will have three main phases, namely:

- **Planning;**
- **Implementation** and
- **Maintenance.**

4.9.1 Planning

This phase shall define Local Government's specific approaches to implementing the street naming and property numbering; and set up a unit to be charged with the coordination of the implementation - the *Street Addressing Unit*. The planning phase will focus mainly on:

- i. Co-ordination and implementation of the addressing system by the Street Addressing Unit in liaison with other stakeholders;
- ii. Consultative meetings of stakeholders in order to conduct an overview of the system;
- iii. Collection of the necessary documents for the implementation of the guidelines, base maps inclusive;
- iv. Conducting various studies and preparing appropriate budget;
- v. Conducting the first media campaign;
- vi. Selection and training of street addressing fieldworkers by the Local Government Council;
- vii. Procurement of materials and
- viii. The LGAs may resolve to engage the services of Consultants to undertake some of the technical aspects or to include the installation of street signs and address plaques.

4.9.2 Implementation

The implementation phase will involve the following key activities:

Preparing the address map and producing the street index map,

- i. Placing street signs at the main intersections (installation of signage),
- ii. Numbering of doorways, according to the codification system adopted and the survey associated with it,
- iii. Compiling an Address Directory,
- iv. Conducting media campaign for the street addressing programmes and
- v. Preparing the address map³ and the street index⁴ (mapping).

4.9.2.1 This phase of the process involves three main activities including accessing maps, digitalization of property numbering and codification⁵ system.

³ **Address map:** A map that specifically indicates street names and numbers, the beginning and end of each street, and the main facilities. This map is accompanied by a street index. It is otherwise known as detailed or comprehensive street map.

⁴ **A street index** is table that lists streets in alphabetical order or by neighborhood so that they can be located on a map using an alphanumeric grid.

⁵ **Codification:** The process of identifying streets by a name or number and assigning number(s) to property

4.9.2.1.1 Accessing Maps Phase

Local Government Areas shall be required to generate their own maps in consultation with the State, on the approval of the office of the Surveyor General of the Federation. The Data from the generated maps shall be gazetted and published on national newspapers. Preparation of address maps determines the range of access ways in a location and facilitates the coding system.

4.9.2.1.2 Delineation of Postcode Areas

NIPOST in conjunction with the Local Government Authorities and office of the Surveyor-General of the Federation shall survey and delineate Postcode areas of the LGA with the support of Security and other Agencies where necessary. The Postcode Area data shall be made available to all States and Local Government Areas.

Delineation of Postcode Areas also known as Codification involves assigning unique numbering or naming system to streets as a means of making it easier for identification and navigation in an area. The identifier is then followed by consecutive numbering. The assigned postcodes should be linked to the address database.

In the event of boundary readjustment, creation of new States and Local Government Areas, NIPOST shall initiate the process of realigning the Postcode areas in line with the Provisions of this Section.

4.9.3 Digitalization of Street Naming

Address Maps with street names inputted and numeric address for properties will be produced by the Street Addressing Team, using the National Addressing Standard. The naming of streets shall be carried out as indicated in section 3.5 of this Guideline. In addition, numbers will be assigned to each property before fieldwork to reduce likely errors, before digitalization.

4.9.4 Installation of Street Name Signs at Intersections (Installation of Street Names)

The three key actions here include:

- Development of Street Signage Maps;
- Production of Street Name Signage and
- Installation of Street Names

In most cases, it is envisaged that there may not be adequate resources to undertake the production of street name signage for installation; as such the process outlined in Figure 3 could be adopted.

4.9.5 Numbering of Property and Data Gathering.

This involves two major activities:

- i. Fieldwork on Streets Naming and Numbering of Buildings; and
- ii. Data Collection during Numbering of Property

4.9.5.1 Fieldwork on Streets Naming and Numbering of Buildings

The Local Government Addressing Team shall, with the aid of the index map of the area, approved list of streets names, computers and other necessary working materials, commence the actual naming of street and numbering of properties. The temporary numbering of the doorways can be done using markers before doorway plaques are installed.

4.9.5.2 Data Collection during Numbering of Property

The Data Collection Team in collaboration with the Survey Department of the Local Government Area shall generate basic data from occupants of the numbered properties to facilitate the preparation of an Address Directory. The data items shall consist of, Ownership/name of owner, Building Type, Building Usage (Residential/Commercial), Coordinates of the property, House Number, Street Name etc. in line with Basic Property Data (See Appendix C). The Data Collection Team shall explain to property owners the rationale for the exercise and the new addresses to be assigned before collecting the relevant data.

5.0 ADDRESSING ELEMENTS

The Universal Postal Union (UPU) developed international addressing standard, S42, which comprises of generic list of address elements (used in all UPU member Countries) and country-specific templates that tell users how to transform address elements into an accurately formatted address. In other words, a country defining its S42 template provides precise information about its address elements and formats. This can be incorporated into software programs to manage addresses.

Nigeria as a UPU member country developed its own addressing elements in line with UPU standard as shown below:

5.1 Elements of Address Type

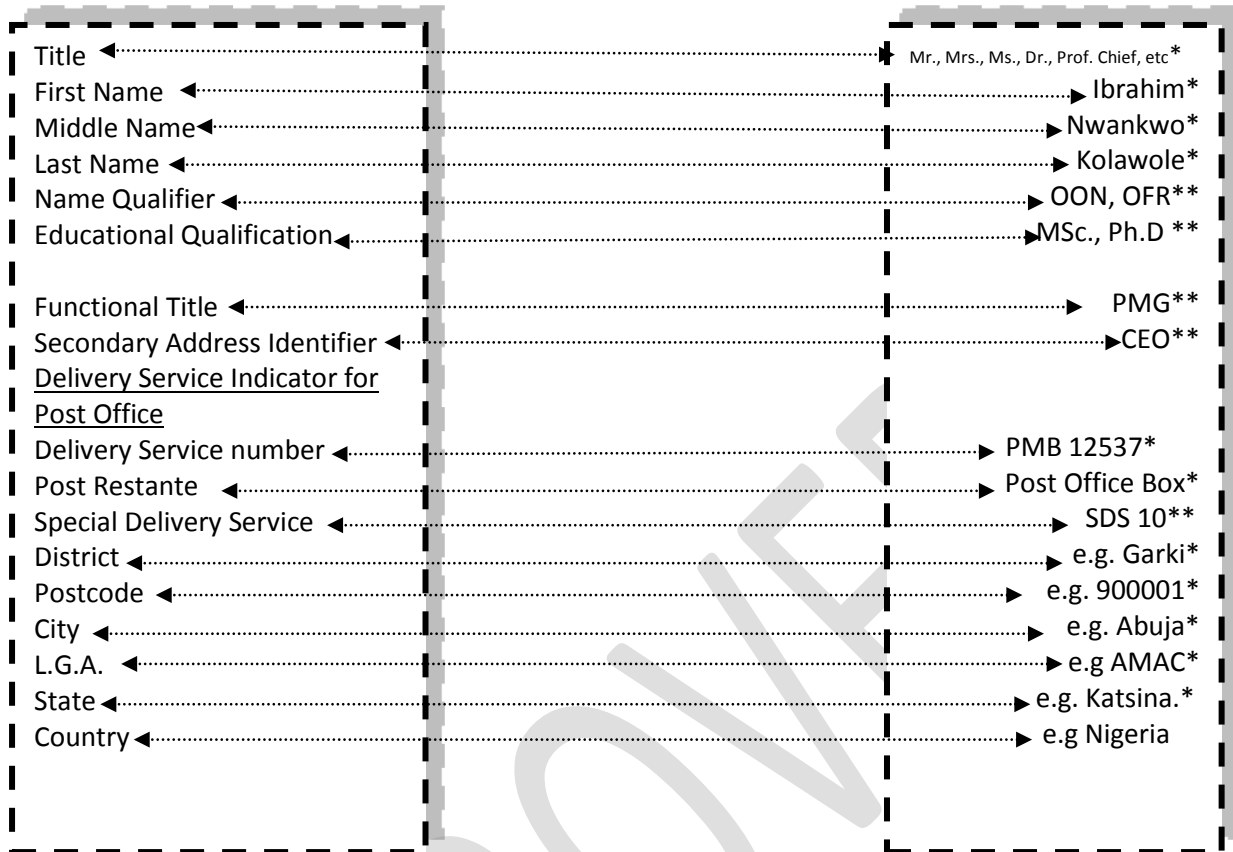


Figure 9: Post Office Address Type

5.2 Rural Addressing Structure

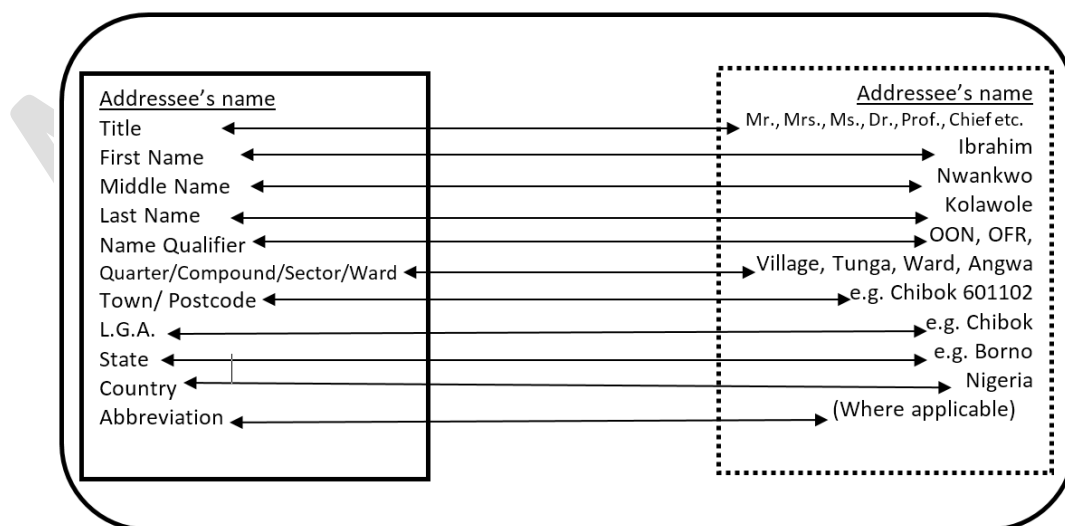


Figure 10: Example of Rural Addressing

5.3 Urban Addressing Structure

Addressee's name	
Title	Mr., Mrs., Ms, Dr., Prof., Chief
etc. *	
First name	Ibrahim*
Middle name	Nwankwo*
Last name	Kolawole*
Name qualifier	OON, OFR**
Educational Qualification	Msc, Phd.**
Functional title	PMG**
Unit/ section/ Division/ Dept. name	e.g. Legal Unit
Org. /Business / Firm name	e.g. Nigerian Postal Service*
<u>Street Address</u>	
Street Number/name/ Thoroughfare Type	e.g. 1 Agwu Ave.*
District/ Postcode	Umungasi* 450272*
City	e.g. Aba*
L.G.A.	e.g. Aba North*
State name	e.g. Abia*
State Abbreviation	(Where Applicable)
International/	
Country	Nigeria*

Figure 11: Example of Urban Addressing

6.0 ADDRESS FORMAT (TYPES OF ADDRESSES)

6.1 Features and Types of Addresses

6.1.1 There are different types of addresses depending on the addressees and their locations. However, there are features that are general to all address types.

6.1.2 General features of address types

A good mail address must contain all the following:

- Information needed to identify the natural or legal person for whom the item is intended:
 - surname and first name, and possibly title, qualification, function or profession;
 - company name or official abbreviation, corporate or establishment name;
 - department, section, etc., if necessary.
- Delivery instructions:
 - information needed to identify the delivery point (door, apartment or letter box number, floor, corridor, staircase, etc.);
 - identification of occupant (Mr. X's place of residence, place of work, etc.);
 - Additional information about delivery point (entrance, tower, construction, building, block, residence, etc.);

- thoroughfare number and extension (if applicable) and thoroughfare (type and name);
- specific information concerning delivery point (P.O. Box, poste restante, post office bag, etc.) or postal town.
- Information enabling transmission of the item:
 - neighbourhood name, zone name or number, etc.;
 - name of locality of destination, followed by,
 - Postcode;
 - The address must be clearly written in legible letters.

Combinations of the above address lines are used to create different addresses, depending on address type (Urban, Rural or Postal).

6.2 Address Types

There are three types of Postal delivery addresses viz: Urban (Street Delivery) address; Rural delivery address; and P.O .Box, Private Mail Bag, Postal Agency, Poste Restante', delivery addresses.

Every address is made up of individual lines of important information which will vary depending on the type of address.

6.2.1 Urban Addresses

Addresses may be for an Organization, an individual within an Organization, an individual on street address, a third-party address or address of a military facility.

6.2.1.1 Organization Address


	
Postmaster General/ CEO NIPOST Corporate Headquarters 1 Nkwerre St. Garki II, Area 11, 900247 Abuja, AMAC F.C.T	<i>Addressee's name - Mandatory</i> <i>Organization's name - Mandatory</i> <i>Street No. / Street name and type - Mandatory</i> <i>District/ Sector, Postcode - Mandatory</i> <i>Town name - Mandatory</i> <i>Local Government Area - Optional</i> <i>State name - Mandatory</i>

Figure 12: Example of organization address

- a) Addressee specification is **mandatory**. The name of the Chief Executive or Organisation to whom the letter is addressed.
- b) Organisation's name is the official name, registered business name or other official designation of an organization. The Organization's name is **mandatory**.

- c) Street Number is the official number assigned to an address by the Local Government Council designating the area, or the object of an area, adjacent to thoroughfare, in which the delivery point or delivery point access is located. Street number is placed before the street name, no hyphen and with one space before the street name. When a street number suffix is alpha, there should be no space e.g. 1A; but when the suffix is a fraction e.g. 1 ½, there should be one space. Street number is **mandatory**.
- d) *Street Name : Is the official name recognised by each Local Government Council, identifying the road or part of the road by which a delivery point may be accessed. The street name is **mandatory**.*
- e) Thoroughfare type is provided by the municipality and indicates the category or type of road. Common abbreviations should be used. See appendices A and B. Street type is placed one space after the street name without hyphen. The street type is **mandatory**.
- f) Districts/ Sectors are placed below the street number and name line, District / Sector is separated by two spaces, followed by the Postcode. District/ Sector and Postcode are **mandatory**.
- g) Town name is separated from the Local Government's name by a comma. The town's name is **mandatory** for all addresses while Local Government's name is **optional**. Common abbreviations for Local Government's name should be used. (See Local Government's name abbreviations in appendix A. For example, Abuja Municipal Council as AMAC, Ikeja Local Government as IKJ. etc.).
- h) State is **mandatory** and must be written in full.
- i) Country name should not be used on mail posted in Nigeria to a Nigerian address, but only on mail posted to another country. The name of the country must be the last entry (line) on the address. It is placed at the bottom, below the State.

6.2.1.2 Individual Address in an Organization



Addressee's name - **Mandatory**
Organisation Unit- **Mandatory**
Organisation's name - **Mandatory**
 St. No, St. Name - **Mandatory**
 District/Sector, Postcode - **Mandatory**
 Town Name- **Mandatory**
 LG - **optional**)
 State Name **Mandatory**

Figure 13: Example of individual address in an organization

- a) Addressee's name is **mandatory** (the name of the person to whom you are addressing the mail).
- b) *Organisation's name* is the official name, registered business name or other official designation of an organization. The organization name is **mandatory**.
- c) Street number is the official number assigned to an address by the Local Government Council designating the area, or the object (landmark) of an area, adjacent to thoroughfare, in which the delivery point or delivery point access is located. Street number is placed before the street name without hyphen and with one space before the street name. When a street number suffix is alpha, there should be no space e.g. 1A; but when the suffix is a fraction e.g. 1 ½, there should be one space. Street number is mandatory.
- d) Street Name is the official name recognised by each Local Government Council, identifying the road or part of the road by which a delivery point may be accessed. The street name is **mandatory**.
- e) Thoroughfare type is provided by the Local Government Council and indicates the category or type of road. Common abbreviations should be used. See appendix 'A'. Thoroughfare type is placed one space after the street name without hyphen. The street type is **mandatory**.
- f) Districts/ Sectors are placed below the street number and name line, District / Sector is separated by two spaces, followed by Postcode. District/ Sector/ Postcode are **mandatory**.
- g) Town name is **mandatory**
- h) Local Government Area name is **optional**
- i) State is **mandatory** and must be written in full.
- j) The name of the Country should not be used on mail posted in Nigeria to a Nigerian address, but only on mail posted to another country. The name of the country must be the last entry on the address. It is placed at the bottom, below the State name.

6.2.1.3 Address to Individual in the street (In an Urban Area)

 <p>Mr. Bukwa Okoro Okukwo Nigeria Ltd 34 Alayande Cl Mokola 200212 Ibadan Oyo State</p>	<p>Addressee's name - Mandatory Organisation's name - Mandatory Street No. / Street name and type - Mandatory District/ Sector, Postcode- Mandatory City/Town name - Mandatory State name - Mandatory</p>
---	--

Figure 14: Example of Address to an Individual in Urban Area

- a) *Individual addresses* must include name and initials of the recipient which must be placed above the street number. e.g. abbreviations of initials such as Mr. Mrs., Miss, Dr. etc. This line is **mandatory**.

- b) *Street Number* is the official number assigned to an address by the Local Government Council designating the area, or the object of an area, adjacent to thoroughfare, in which the delivery point or delivery point access is located. Street number is placed before the street name without hyphen and with one space before the street name. When a street number suffix is alpha, there should be no space e.g. 1A; but when the suffix is a fraction e.g. 1½, there should be one space. Street number is **mandatory**.
- c) *Street Name* is the official name recognized by each Local Government Council, identifying the road or thoroughfare type by which a delivery point may be accessed. The street name and thoroughfare type are **mandatory**.
- d) *Thoroughfare type* is provided by the Local Government Council and indicates the category or type of road. Common abbreviations should be used. See appendix 'A'. Street type is placed one space after the street name without hyphen. The street type is **mandatory**.
- e) *Districts/ Sectors* are placed below the street number. District/Sector is separated by two spaces, followed by Postcode. District/ Sector/ Postcode line is **mandatory**.
- f) *Town name* is **mandatory**
- g) *Local Government Area name* is **optional**
- h) *State name* is **mandatory** and must be written in full.
- i) Country's Name should not be used on mail posted in Nigeria to a Nigerian address but only on mail posted to another country.

6.2.1.4 Address to a third party in the street delivery (In Urban Area)



Figure 15: Example of Address to a third party

- a) A mail addressed to a specific individual for onward delivery to another individual.
- b) Mailee role description must be placed on the line just above the street number. This line is mandatory, without which the letter will not be delivered.

- c) Street Number: Is the official number assigned to an address by the Local Government Council designating the area, or the object of an area, adjacent to thoroughfare, in which the delivery point or delivery point access is located. Street number is placed before the street name without hyphen and with one space before the street name. When a street number suffix is alpha, there should be no space e.g. 1A; but when the suffix is a fraction e.g. 1 ½, there should be one space. Street number is **mandatory**.
- d) *Street Name* : Is the official name recognised by each Local Government Council, identifying the road or part of the road by which a delivery point may be accessed. The street name is **mandatory**.
- e) *Street Type* is provided by the Local Government Council and indicates the category or type of road. Common abbreviations should be used. See appendix 'A'. Street type is placed one space after the street name without hyphen. The street type is **mandatory**.
- f) Districts/ **Sectors** are placed below the street number and name line, District / Sector is separated by two spaces, followed by Postcode. District/ Sector/ Postcode are **mandatory**.
- g) *Town name* is **mandatory**
- h) *Local Government Area name* is **optional**.
- i) State Name is **mandatory** and must be written in full.
- j) Country Name should not be used on mail posted in Nigeria to Nigeria address but only on mail posted to another country.

6.2.1.5 Military Address (Urban Delivery)

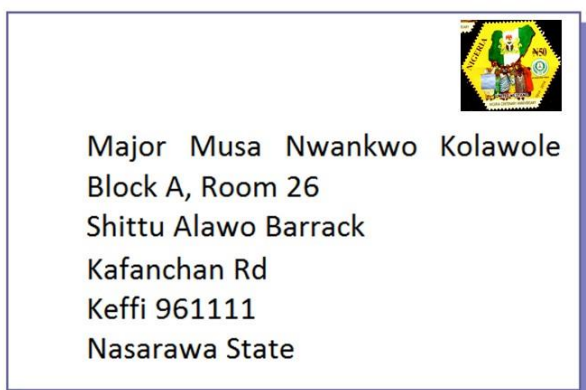
	
<p>Lt. Col. Henry Bassey Operation Sweep Task Force Defence Headquarters (Nigeria Army) Block A, Right Wing 2nd Floor, Room 3 No. XYZ, Mohammadu Buhari Way Area 10 Garki 900246 Abuja, F.C.T</p>	<p>Addressee Name – Mandatory Unit/Section -Mandatory Organization name -Mandatory Mail Dispatching Information- Mandatory Street number, Street name, thoroughfare type- Mandatory District/Sector/Postcode Mandatory Town/State Mandatory</p>

Figure 15: Example of Military Address (Urban Delivery)

- a) All military addresses should include the Rank, initials (**optional**) and name of the recipient. These are **mandatory**.

- b) The address should include the Unit/Section. Operation or the Task Force Name.
- c) Additional delivery information such as building block number, floor/wing/room should be included and is **mandatory**.
- d) Street number is the official number assigned to an address by the municipality designating the area, or the object of an area, adjacent to thoroughfare, in which the delivery point or delivery point access is located. Street number is placed before the street name without hyphen and with one space before the street name. When a street number suffix is alpha, there should be no space e.g. 1A; but when the suffix is a fraction e.g. 1 ½, there should be one space. Street number is **mandatory**.
- e) Street name is the official name recognized by each municipality, identifying the road or part of the road which a delivery point may be accessed. The street name is **mandatory**.
- f) Street type is provided by the municipality and indicates the category or type of road. Common abbreviations should be used. See appendix 'B'. Street type is placed one space after the street name without hyphen. The street type is **mandatory**.
- g) Districts/ Sectors are placed below the street number and name line. District / Sector is separated by two spaces, postcode and followed by a comma and the local government name (see appendix 'A'). District/ Sector/ Postcode are **mandatory**.
- h) Local Government Area is **optional**
- i) Town name is **mandatory**
- j) State name is **mandatory**

6.2.1.6 Military Addresses (Rural Delivery)

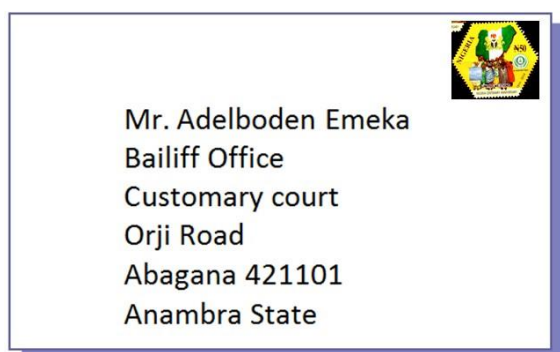


Addressee's name-**Mandatory**
 Apartment No, Room No - **Mandatory**
 Military Base Name - **Mandatory**
 Thoroughfare name and type-**Mandatory**
 Locality name, Postcode-**Mandatory**
 State name-**Mandatory**

Figure 16: Military Addresses (Rural Delivery)

- a) All Military Addresses for rural delivery must include the rank as well as name or initials of the recipient.
- b) The address should include apartment number and the room number.
- c) The name of the military base must be included.
- d) Street name and thoroughfare type are **mandatory** in this address.
- e) Town name and postcode must be used.
- f) State name must be written in full and is **mandatory**

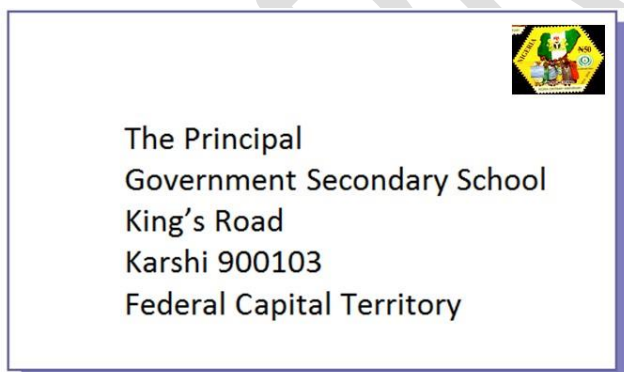
6.2.1.7 Rural Addresses



Addressee's name- **Mandatory**
 Organization name- **Mandatory**
 Additional Delivery Information- **Mandatory**
 Thoroughfare name **Mandatory**
 Town name Postcode- **Mandatory**
 State name- **Mandatory**

Figure 17: Example of Rural Addresses

6.2.1.8 Organization Address



Addressees' name - **Mandatory**
 Organization Name - **Mandatory**
 Thoroughfare Name/type - **Mandatory**
 Town/Postcode - **Mandatory**
 State - **Mandatory**

Figure 18: Example of Organization Address

- a) Individual identification is the information needed to recognize an addressee or mailee of a postal item and is **mandatory**.
- b) Organization Name is the official name, registered business name or other official designation of an organization. The organization name is **mandatory**.
- c) Thoroughfare name and type are **mandatory**.
- d) Town name and postcode are **mandatory**.

- e) Local Government name is **optional**.
- f) State is **mandatory**

6.2.1.9 Individual Address in an Organisation in the rural area.

 Mr. Ade Iboden Emeka Bailiff Office Customary court Orji Road Abagana 421101 Anambra State	Addressees' name - Mandatory Organization Name – Mandatory Additional Delivery Information- Mandatory Thoroughfare Name/type - Mandatory Town/Postcode - Mandatory State - Mandatory
--	---

Figure 19: Example of Individual Address in an Organisation in the rural area.

- a) Individual identification is the information needed in identifying addressee or mailee of a postal item and is **mandatory**, but name qualifier and qualification are **optional** e.g. GCON, CON, OON.
- b) Organization's Name is the official name, registered business name or other official designation of an organization. The organization name is **mandatory**.
- c) Thoroughfare name and type are **mandatory**.
- d) Town name and postcode are **mandatory**.
- e) Local Government name is **optional**.
- f) State is **mandatory**.

6.2.1.10 Individual Address in the Street in the rural area

 Chief Rufus A/33 Afin Street Adewole Aisegba Ekiti 370104 Ekiti State.	Addressees' name- Mandatory Thoroughfare Name/type- Mandatory Town/Postcode- Mandatory State name- Mandatory
--	---

Figure 20: Example Individual Address in the Street in the rural area

- a) Individual identification is information needed in identifying addressee or mailee of a postal item and is **mandatory**, but name qualifier and qualification are **optional** e.g. GCON, CON, OON.
- b) Street number followed by street name and thoroughfare type are **mandatory**.
- c) Town name and postcode are **mandatory**.
- d) Local Government name is **optional**.
- e) State is **mandatory**.

6.2.1.11 Postal Facility Addresses

This may be Private Mail Bag (PMB) or Post Office Box (P. O. Box)

6.2.1.11.1 Private Mail Bag

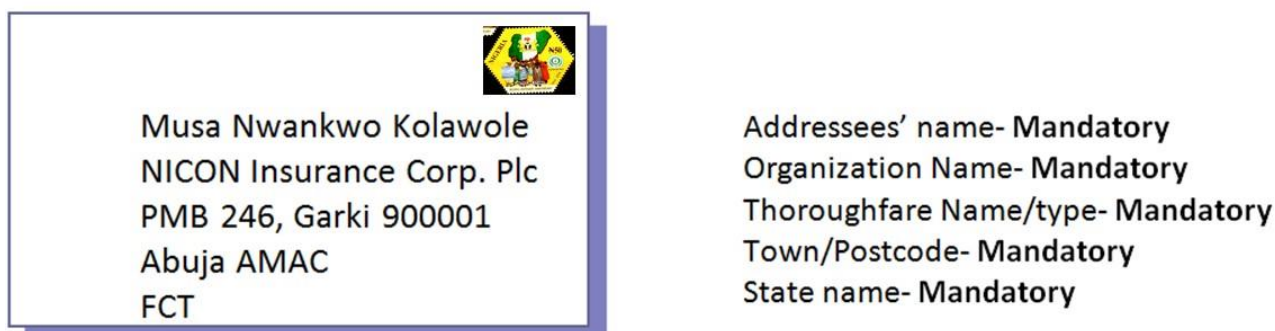
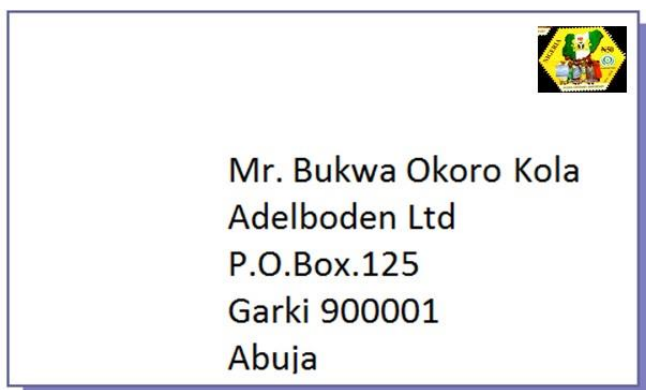


Figure 21: Example of Private Mail Bag

- a) Individual identification is information needed in identifying addressee or mailee of a postal item and is **mandatory**, but name qualifier and qualification are **optional** e.g. GCON, CON, OON etc.
- b) Organization's Name is the official name, registered business name or other official designation of an organization. The organization name is **mandatory**.
- c) The Postal Facility (Private Mail Bag) number and name of the office where the facility is located should always be placed on the same line with the District or Sector of the town, Local Government Area and on the line just above the town and state.
- d) District name and Postcode are **mandatory**.
- e) Local Government name is **optional**.
- f) Town name is **mandatory**.
- g) State is **mandatory**.

Note: In a situation where the Town's name and state name are the same e.g. Kano city and Kano State then State name is **optional**.

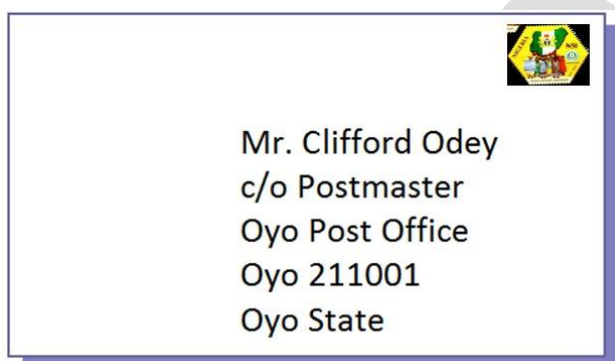
6.2.1.12 Post Office Box



Addressees' name- **Mandatory**
Organization Name- **Mandatory**
Thoroughfare Name/type- **Mandatory**
Town/Postcode- **Mandatory**
State name- **Mandatory**

Figure 22: Example of Post Office Box

6.2.1.13 Poste Restante



Addressees' name- **Mandatory**
Delivery Service Identifier- **Mandatory**
Delivery Authority- **Mandatory**
Town/Postcode- **Mandatory**
State name- **Mandatory**

Figure 23: Example of Address to Poste Restante

- a) Individual identification is information needed in identifying addressee or mailer of a postal item and is **mandatory**, but name qualifier and qualification are **optional** e.g. GCON, CON, OON, MON etc.
- b) Organization Name is the official name, registered business name or other official designation of an organization. The organization name is **mandatory**.
- c) The Postal Facility (Post Office Box) which could be abbreviated as P.O. Box. The number and name of the office where the facility is located should always be placed in the same line with the District or Sector of the town, Local Government Area, a line just above the town and State.
- d) District name and Postcode are **mandatory**; the District or Sector name must be separated by a comma, from the Postcode.
- e) Local Government name is **optional**.

- f) Town name is **mandatory**.
- g) State is **mandatory** and the name should be spelt in full.

6.2.1.14 Poste Restante

Poste Restante is a mail addressed to a Post Office for onward delivery to a foreigner residing temporarily in the country. Additional information on form of address e.g. Mr., Mrs., Mr. & Mrs., Doctor etc.

- a) Individual identification is information needed in identifying addressee or mailee of a postal item and is mandatory, but name qualifier and qualification are optional e.g. GCON, CON, OON, MON etc.
- b) Mailee role description must be placed on the line just above the street number. This line is **mandatory** without which the letter will not be delivered.
- c) Delivery service indicator: is the official identity assigned to the Post Office.
- d) Town name and Postcode are **mandatory**.
- e) State name is **mandatory**.

6.2.1.15 International Addressing

i. Netherland



Figure 24: Example of International Address in Netherland

ii. France

<p>M. Jean DELHOURME Chez Mireille COPEAU Apartment 2 Entre'e A Batiment Jonquille 25 RUE DE L'EGLISE CAUDOS 33380 MIOS FRANCE</p>	<p>Addressee Identification Additional delivery point information Additional geographical information Street number and Name Place name or service (e.g poste restante) Postcode and destination locality Country</p>
--	---

Figure 25: Example of International Address in France

- a) All international mail items must be addressed to an individual, organization or company in line with each country's specific addressing standard.
- b) The name of the country must be the last entry on the address. It is placed at the bottom, below the city name in Capital Letters and the Postcode/ zip-code information.
- c) The name of the country must be spelt in full. For example, GB is not acceptable for GREAT BRITAIN.

6.2.1.16 Address Fields in Digital Forms

The development of online forms that incorporate addresses should have the following field options, which can be further customized based on the purpose of the form:

Table 1: Address Fields in Digital Forms

Recipient	Full name of recipient including titles and qualifiers (where applicable)	Mr. Bukwa Kola
Business Name or Third-Party Name	Name of company, business or institution (where applicable)	BK Electricals Nig. Ltd. Or c/o Olufemi Ibiyemi
Address Line 1	Street number, street name and thoroughfare name and type	34 Alayande Cl
Address Line 2	Apartment, Room, Building, Floor etc.	Flat 6
District/Postcode	Locality name and Postcode	Mokola 200212
City	City	Ibadan
Local Government Area	LGA	Ibadan North
State	State	Oyo State

6.2.2 General information on Addressing

The information below enhances address format:

- addresses should be written in upper case, however, mailers may wish to use lower case due to individual preference or other considerations;
- characters in the address block should not be underlined;
- punctuation should not be used unless it is part of a proper name, such as in “ST. JOHN’S”, but mailers may wish to use punctuation due to individual preference or other considerations;
- accents may be used as they are an integral part of language, but they are not considered to be punctuation;
- the # symbol should never be used, nor the French equivalent n^o as part of the address;
- all lines of an address should be formatted with a uniform left margin and should be less than 40 characters per line, excluding spaces;
- space between address lines should be at least 0.5 mm but no more than one blank line between lines of addressing;
- for machinable (automated) mail, printed characters should be between 2 and 5 mm in height and be written in non-proportional fonts, such as the examples shown below:

Table 2: Examples of Non-Proportional Fonts and Recommended Font Sizes

FONT SIZE: 10 - 12 POINTS	FONT SIZE: 11 - 12 POINTS
Arial, Copy Pica, Elite, Pica, Letter Gothic, Lotus Line Draw, MS Line Draw, Alpha Gothic, Helvetica, News Gothic, Universe (W1), Universal	Courier, Courier New
OCR B (special font in only one size)	

- The return address should be formatted in the same fashion as the destination address, however it cannot be printed larger and must be clearly separated from the destination address (acceptable locations include the top-left corner or on the back of the item along the top);
- Postcode should be clearly printed with the first three elements not separated from the last three digits (no hyphens; if the Postcode is not formatted in this manner, the mail may be delayed);
- In the Rural Area, the town and the Postcode must appear on the same line, separated by a space while in the urban areas, the District/Sector must appear on the same line with the Postcode also separated by a space.

7.0 MAIL

7.1 Letter Post

The term “letter” refers to any postal packet (with a minimum weight of 0.1g and maximum 1.99g).

Regulation for the acceptance of letters and packets to Commonwealth and Foreign destinations are contained in the Post Office Guide. Specific attention must be given to the regulations, prohibitions and restrictions.

Letter Post addressing standard must comply with the country-specific standard and must fall in line with the international standard.

7.2 Parcel Post

The term “parcel” means any postal packet (between 2g and 49g).

7.3 Cumbersome Parcel (Haulage/Logistics)

This is a postal packet whose size, shape, dimension and weight is contrary to ordinary parcel e.g. upholstery, fridge, motor engine etc.

8.0 THE NIGERIAN POSTCODE SYSTEM

8.1 Definition of Postcode

Postcode may be defined as a group of numbers and/or letters used as part of an address element to make the processing and delivery of mail/consignments easier and faster. The Postcode can also be used for other purposes such as: identification of locations/geographic areas, navigation to physical and electronic spaces, tracking devices, marketing data bases to link potential customers, urban management etc.

8.2 Logic of the Nigerian Postcode System

The Nigerian Postcode system is essentially designed to facilitate processing and delivery of mail within Nigeria. It could also be used to facilitate the delivery of other services.

It consists of six digits and takes the form 345125.

The first three digits constitute the DESPATCH COMPONENT or outward part of the code; while the last three digits constitute the DELIVERY COMPONENT or inward part of the code as shown in the table below:

TABLE 3: SUMMARY OF THE NIGERIAN POSTCODE e.g. 320105 (Rural Delivery), 320005 (Postal Facility Delivery), 320215 (Urban Delivery)

COMPONENT	POSTCODE	DIGITS	DESCRIPTION
DESPATCH COMPONENTS	3	1 st Digit	Postcode Zone
	2	2 nd Digit	Group of Postal Districts (GPD)
	0	3 rd Digit	Specific Geographical Division of a GPD
DELIVERY COMPONENTS	1,2,0	4 th Digit	The 4 th Digit represents a major delivery point depending on the figure e.g. : Figure 1 represents rural delivery point (village) Figure 2 represents urban delivery point (City/Town). Zero (0) represents Postal Facility Delivery Point (Post Office, Postal Agency etc.)
	1	5 th Digit	For urban delivery, the 5 th Digit represents a geographical sector of a Town/City.
	5	6 th Digit	For urban delivery, the 6 th Digit represents the final delivery point in a specific geographical sector of the City.
	NOTE	5 th and 6 th Digits	For rural delivery, Digits 5 & 6 are complimentary and represent delivery to specific ward, village, angwa, community etc. For Postal Delivery digits 5 and 6 represent a Post Office.
DELIVERY COMPONENTS "+2" DIGITS		7 & 8 th Digits	The +2 Digit is to improve the granularity (i.e. delineation to smaller Units) of the Postcode System.

NIPOST has adopted Postcode +2 (from 6 to 8 digits) to enhance the granularity of the Nigerian Postcode System.⁶

9.0 UNIVERSAL POSTAL UNION'S (UPU'S) STANDARD FOR MAIL ADDRESSING

It is important to note that the Universal Postal Union (UPU) provides the global template for postal addressing standards. The application to standardized letter mail addressing is informed by the need to enhance the speed of mail processing and ensure uniformity across the regions. This is to ensure universal mechanization of the process for efficiency. In recognition of this and in line with the provision of the Universal Postal Union (the umbrella body for the postal world), the following rules apply:

9.1 Address on an Envelope

- 9.1.1 The right-hand half at least of the address side shall be reserved for the address of the addressee and for postage stamps, franking marks and impressions or indications in lieu thereof. The latter shall be applied, as far as possible, on the top right-hand corner.
- 9.1.2 The addressee's address shall be written on the item length-wise and, if the item is an envelope, on the plain side which is not provided with the closing flap. For items exceeding the size limits for standardized items, the address may be written parallel to the width of the item.
- 9.1.3 The addressee's address shall be worded in a precise and complete manner. It shall be written very legibly in Roman letters and Arabic numerals. If other letters and numerals are used in the country of destination, it shall be recommended that the address be given also in these letters and numerals. The name of the place of destination and the name of the country of destination shall be written in capital letters, together with the correct postcode number or delivery zone number or post office box number, if any. The name of the country of destination shall be written preferably in the language of the country of origin. To avoid any difficulty in the countries of transit, it is desirable for the name of the country of destination to be added in an internationally known language. On items addressed to countries, where the recommended position of the Postcode is in front of the name of the location of destination, the Postcode should be preceded by the EN ISO 3166-1 Alpha 2 country code followed by a hyphen. This shall in no way detract from the requirement for the name of the destination country to be printed in full.
- 9.1.4 The envelope paper shall be made of a material that can be processed mechanically.

⁶ For the list of Postcode areas covering the whole nation refer to the Nigerian Postcode Directory as published by NIPOST.

- 9.1.5 In order to facilitate automatic reading, the addressee's address shall be written in compact form, without leaving a space between the letters of the words and without a blank line between the line containing the place of destination and the other elements of the address. The place and country of destination and the postcode number, if any, shall not be underlined.
- 9.1.6 The name and address of the sender shall be shown on the item with the Postcode number or delivery zone number. When they appear on the address side of the envelope, these indications shall be placed on the top left-hand corner and should be sufficiently separated from the addressee's address to avoid any misunderstanding.
- 9.1.7 The addresses of the sender and the addressee shall be shown in an appropriate manner inside the item and as far as possible on the contents. This applies particularly to unsealed items.
- 9.1.8 Labels shall be placed on the address side of the item. They shall be positioned, in so far as possible on the top left-hand corner, beneath the sender's name and address where these are given. The service instructions shall be written in English or in some other language generally known in the country of destination. A translation of the instructions in the language of the country of origin may also be given.
- 9.1.9 Non-postal stamps and charity or other labels as well as designs, likely to be mistaken for postage stamps or service labels, may not be affixed to or printed on the address side. This shall also apply to stamp impressions which could be mistaken for franking impressions.
- 9.1.10 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter.
- 9.1.11 Envelopes whose edges are provided with colored bars shall be reserved exclusively for airmail items.
- 9.1.12 The address of items sent on Poste-restante shall show the name of the addressee, the town, the country of destination and, if possible, the Post at which the item is to be collected. The indication "Poste restante" shall be written in bold letters on the address side. The use of initials, figures, forenames only, fictitious names or code marks of any kind shall not be permitted for these items.
- 9.1.13 On printed papers, the addressee's name may, exceptionally, be followed by the indication "or occupant", in English or a language accepted by the country of destination.
- 9.1.14 The envelope or wrapping may bear only one sender's address, and one addressee's address. In the case of bulk postings, the sender's address must be visible on the outside of the item and located in the country of posting of the item.

9.1.15 No manner of item shall be admitted of which the whole or part of the address side has been marked off into several divisions intended to provide for successive addresses.

9.1.16 Standardized Items: Rectangular items shall be considered standardized if their length is not less than their width multiplied by 2 (approximate value 1.4). These items shall satisfy the following conditions:

9.1.17 Minimum dimension: 90 x 140 mm, with a tolerance of 2 mm.

9.1.18 Maximum dimension: 120 x 235 mm, with a tolerance of 2 mm. The following maximum dimension shall be admitted when the envelopes concerned are widely used in a given country:

- 150 x 245 mm, with a tolerance of 2 mm;
- 165 x 235 mm, with a tolerance of 2 mm.
- Maximum weight: 20 g.
- Maximum thickness: 5 mm.

9.1.19 Letters shall be closed by completely stocking down the sealing flap of the envelope, the address shall be written on the plain side of the envelope which is not provided with the sealing flap.

9.1.20 The address shall be written in a rectangular area situated at least:

- 40 mm from the top edge of the envelope (tolerance 2 mm);
- 15 mm from the right-hand edge;
- 15 mm from the bottom edge;
- And not more than 140 mm from the right-hand edge.

On the address side, a rectangular area 40 mm (-2 mm) in depth from the upper edge and 74 mm in width from the right-hand edge shall be reserved for affixing the postage stamp or stamps and the cancellation impression. Inside this area the postage stamps or franking impression shall be applied on the top right-hand corner. Figure 26 present a standard dimension for an envelope.

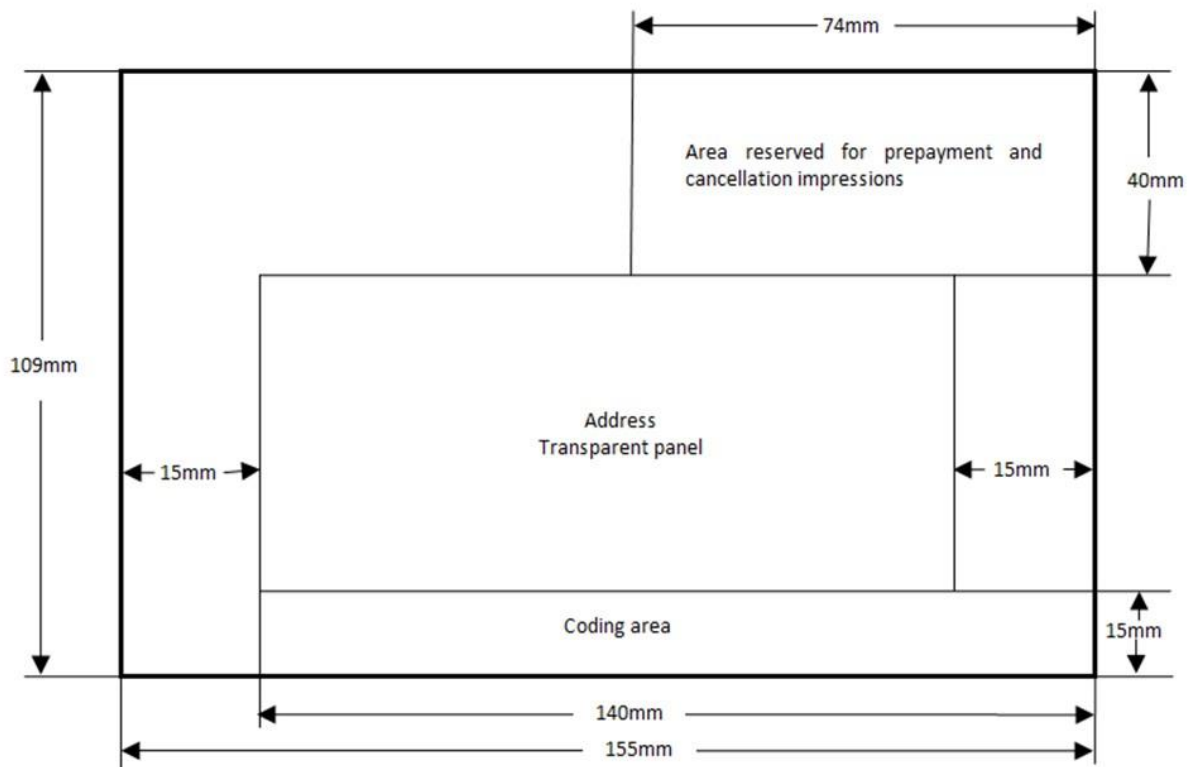


Figure 26: Example of a standard dimension for an envelope

- 9.1.21 Items in panel envelopes: --. Items in envelopes with a transparent address panel shall be admissible on the following conditions:
- 9.1.22 The panel shall be situated on the plain side of the envelope which is not provided with the closing flap.
- 9.1.23 The panel shall be made of such a material and in such a way that the address can be easily read through it.
- 9.1.24 The panel shall be rectangular. Its greatest dimension shall be parallel to the length of the envelope. The address of the addressee shall appear in the same direction. However, concerning C 4 format (229 x 324 mm) items or similar formats, designated operators may allow the transparent panel to be placed transversely in such a way that its greatest dimension is parallel to the width of the envelope.
- 9.1.25 All the edges of the panel shall be precisely stuck down on the inside edges of the opening in the envelope. For this purpose there shall be an adequate space between the side and bottom edges of the envelope and those of the panel.
- 9.1.26 The addressee's address shall be the only thing visible through the panel or, at the very least, shall stand out clearly from any other indications visible through the panel.
- 9.1.27 The panel shall be placed so as to leave enough room for the application of the date-stamp.

- 9.1.28 The contents of the item shall be folded in such a way that the address remains fully visible through the panel even if the contents shift inside the envelope.
- 9.1.29 Items in envelopes which are wholly transparent may be admitted if the surface of the envelope is constructed in such a way as to create no difficulties in mail handling. A label having sufficient space for showing the address of the addressee, prepayment and service instructions must be firmly attached to the outer surface of the item. Items in envelopes which have an open panel shall not be admitted.
- 9.1.30 For envelopes which have two or more transparent panels. The panel reserved for the address of the addressee shall conform to the conditions laid down above. For the other panels, the conditions laid down under the Letter Post Manual of the UPU shall apply by analogy.

Note: RE-USE OF ENVELOPE

An envelope which has previously been used must not be used for Postal purposes.

10.0 DOCUMENT REVIEW

10.1 Periodic Review (By the Committee, stakeholders)

The National Addressing documents shall be reviewed periodically by the National Addressing Committee and stakeholders subject to ratification by the National Addressing Council.

10.2 Legislation

The addressing documents will be reviewed based on governmental exigencies resulting from new legislations.

10.3 Legal issues

The review of the Standard might be carried out as a result of legal issues such as:

- New State/ LGA creation;
- Relocation of address and
- Change of street name/property numbers etc.

10.4 Creation of new State/ LGA/ District/ development areas etc.

Geo-political developments such as creation of State/LG, boundary adjustment etc., could also necessitate the review of the document.

10.5 Change in International Standard (Global Best Practice)

The Standard shall be reviewed in compliance with emergent international standard: For example, change in addressing elements, formats etc.

11.0 MANPOWER DEVELOPMENT AND CAPACITY BUILDING

The Manpower Development and Capacity Building Strategy shall ensure the training and retraining of National Addressing System operatives and field workers at all levels (Federal, States and Local Governments) by NIPOST and other experts. This will also include acquisition of appropriate skills in Information Communication Technology (ICT), Postcode, Geographic Information System (GIS) and application of GPS equipment etc.

The full-time Addressing Team will be trained by Experts in street addressing techniques before the implementation. Additional training in the use of software for the design, creation and update of the Address Directory is essential. Country experiences through study visits may also be considered.

Ad hoc members of the Addressing Teams shall receive training at the beginning of implementation and the training shall be focused on survey techniques, distance measurement, doorway/ house numbering, street naming, map reading, taking of co-ordinates of properties and sorting of data collected daily etc.

Furthermore, training shall concentrate on the team members' mastery of the tasks involved, as well as the organization of the team during and after the survey periods: (a) coordination of progress in the field; and (b) sorting of collected data at the end of each session and review of materials for the next day's session.

Other aspects of Manpower Development and Capacity Building shall be conducted in line with the provisions of the National Addressing Policy and the Institutional Arrangement in Section 14 of this Standard.

Every Local Government Area should be encouraged to create a Cartography/GIS Unit for the production of street maps of the LGA and continual updating and publishing of the maps. Provision should be made for necessary employment/training of staff, funding and acquisition of cartographic and GIS equipment.

12.0 AWARENESS CREATION

There shall be intensive and extensive awareness creation in both the print and electronic media on the National Addressing System, at all levels of governance.

Therefore, it is apt at each stage to ensure the following:

- The need for the public to understand the objectives and purpose of the System;

- Solicit public cooperation and support for the introduction/implementation of the System;
- Promote community responsiveness in maintaining the street naming/house numbering logistics;
- Maintain the addressing infrastructure and refrain from its abuse/deface, especially the signage posts;
- encourage the inclusion of the Addressing Standard into Schools' Curriculum, through collaboration with the Federal and State Ministries of Education and
- Promote acceptance, ownership and usage of the system, when it is established.

The following strategies shall be adopted to enhance awareness creation:

- Distribution of Address Directories, Standard and Guidelines etc.;
- Publicity (electronic and print media-partnering with MOI, NOA, etc.);
- Publishing and distribution of Postcode Zone maps and educating the populace about the importance of Postcode and
- Conducting other forms of campaign for the National addressing system as may be applicable.

13.0 FUNDING

The funding of the Addressing System will be as provided for in the National Addressing Policy and highlighted as follows:

- Sourcing of Fund by Local Government Authorities, State Governments, NAS Council, NAS Committee and other Stakeholders;
- Establishment of NAS Fund by the Federal Government, to be secured in a special NAS Account in the Central Bank of Nigeria on behalf of the Federal Ministry of Communications or any of its delegated agencies.
- Adequate Annual Budgetary provision by LGAs, States and Federal Government.

Funding from other sources such as:

- National (Levies, Tariff, MDG etc.).
- International ((UPU, PAPU, UNDP, UNIDO, MDG, UN Habitat, AU etc.).
- Donations from Private/public corporate Organizations.

14.0 INSTITUTIONAL ARRANGEMENT

The institutional arrangement and operational details for Implementation of the National Addressing System is stratified into three: National, State and Local Government levels as well as the private sector/stakeholders as enunciated below:

14.1 National Level

The Federal Government shall establish a *National Addressing System Council* (herein referred to as the Council) whose function shall be to develop all Policy guidelines on NAS with the Vice President of the Federal Republic of Nigeria as its Chairman and the Federal Ministry of Communications will serve as the Secretariat. The other members of the Council shall be:

- i. Honourable Minister of Communications;
- ii. Honourable Minister of Power, Works and Housing;
- iii. Honourable Minister of Finance;
- iv. Honourable Minister of Budget and National Planning;
- v. Honourable Minister of the Interior;
- vi. Attorney General of the Federation and Minister of Justice;
- vii. Honourable Minister of FCT
- viii. National Security Adviser;
- ix. Postmaster-General of the Federation;
- x. Representatives of Governors from the 6 Geo-political Zones
- xi. Chairman of ALGON;
- xii. Two members from the Organized Private Sector (Association of Nigerian Courier Operator (ANCO) and Association of Telecommunication Companies of Nigeria (ATCON).

The role of the Council shall be to make guidelines and provide strategic direction for the National Addressing System.

The Council shall ensure that the Policy is revised as at when due to align with the new technologies, changing policy objectives and socio-economic realities.

14.2 National Addressing System Committee (NASC)

The National Addressing Committee (NAC) shall establish and maintain a multi-disciplinary, inter-agency and inter-sectoral Committee.

The Committee shall be composed of not more than 18 members and its Chairman shall be appointed by the Federal Ministry of Communications for a maximum of two terms of two years. Membership of the Committee shall be composed of the following:

- i. Representative of Federal Ministry of Communications;
- ii. Nigerian Postal Service (NIPOST)
- iii. Representative of the Federal Ministry of Power, Works and Housing
- iv. Representative of the Federal Ministry of justice;
- v. One (1) representative from Governors' Forum;
- vi. One (1) representative from ALGON;
- vii. Representative of the Surveyor – General of the Federation;
- viii. Representative of the Governor, Central Bank of Nigeria;
- ix. Representative of the Chairman, National Population Commission;
- x. The Director– General, National Boundary Commission;
- xi. Representative of the Director– General, National Bureau of Statistics;

- xii. Representative of the Ministry of Budget and National Planning;
- xiii. Representative of the NIGCOMSAT
- xiv. Two Representatives from the Organized Private Sector
- xv. Representative of Independent National Electoral Commission (INEC)
- xvi. National Space Research and Development Agency

The representatives shall not be less than the Directorate level or its equivalent.

The functions of the Committee shall include:

- i. Developing the implementation framework for NAS program;
- ii. Coordinating all relevant activities of NAS program;
- iii. Developing, streamlining and promoting compliance of standard and policies for the National Addressing System;
- iv. Sensitizing and mobilizing all stakeholders to participate;
- v. Identifying the manpower needs of the nation in all sectors for a successful realization of the NAS policy;
- vi. Facilitating easy access and integration to relevant datasets from various Organizations, Individuals, and Agencies;
- vii. Mobilizing local funding as well as foreign assistance whether technical or Financial;
- viii. Creating sub-committees within it for specific tasks as necessary;
- ix. Creating working groups from Stakeholders for specific tasks as may be required;
- x. The Committee shall work in close collaboration with NAS Stakeholders at all levels of government and the private sector to ensure the production, management and dissemination of address-related data.
- xi. Providing detailed data management guidelines, data access and Security conditions; and
- xii. Providing guidelines to be geared to maximize the use of data resources in both public and private sectors and to encourage the development of an innovative and competitive value adding industry.

14.3 State Level

At the State level, SCOA will provide monitoring and coordination on Addressing to the Local Government Councils of their respective States. The State Committee on Addressing (SCOA) may comprise of the following and any other Agency or person that may add value to the implementation of the Nigerian National Addressing Standard and Guidelines:

- i. The Honourable Commissioner in charge of Local Government Affairs
- ii. The Hon. Commissioner of Works Land, Housings and Environment
- iii. Attorney General and Commissioner of Justice
- iv. Zonal Managers (NIPOST)
- v. All Local Government Chairmen
- vi. Chairman or Representative of the State Council of Traditional Rulers.
- vii. The State Surveyor-General
- viii. Organized Private Sector

The State Addressing Team shall be responsible for the provision of technical support, monitoring and supervision of the activities of the Local Government Addressing Teams.

The composition of the State Addressing Team shall be as follows:

- | | | |
|-------|---|-----------|
| i. | Director Urban Planning or Town Planning | -Chairman |
| ii. | Ministry of Land and Survey | -Member |
| iii. | Ministry of Finance | - Member |
| iv. | Ministry for Local Government and Chieftaincy Affairs | - Member |
| v. | Ministry of Information | - Member |
| vi. | Ministry of Works and Housing | - Member |
| vii. | Ministry for Rural Development | - Member |
| viii. | ICT Agency/Department (GIS) | - Member |
| ix. | Department of Rates and Evaluation | - Member |
| x. | NIPOST (Postcode Officer) | - Member |

14.4 Local Government Level

The existing committee on Addressing in the Local Government shall be reinforced to ensure a more effective implementation of the Standard.

At the Local Government level, the overall implementation and management of the Street Addressing/property numbering will be under the auspices of the *Local Government Addressing Implementation Committee* (LGAIC) headed by a Director and shall include:

- i. Director/Head of Department (Town Planning or any other relevant Department)
- ii. Director, Cartography/GIS Dept.
- iii. Chief Town Planning Officer
- iv. Department of Finance
- v. Rates and Valuation Office
- vi. NIPOST (District Postal Manager)
- vii. National Orientation Agency
- viii. Land Officer
- ix. Traditional Ruler
- x. Representation of Religious Organizations
- xi. Works Department

The Local Government shall constitute a *Street Addressing Team*, which will be responsible for Street Naming, house and property numbering in accordance with section 3.5. This shall comprise the following personnel, amongst others:

- i. Planning Officer;
- ii. Finance Officer;
- iii. Land Surveyor;
- iv. Land Officer;
- v. Works Engineer;
- vi. Rates and Valuation Officer;
- vii. Cartographers;

viii. Representative of the traditional institution.

14.5 Private Sector/Stakeholders

The significance and complexity of this project requires the involvement of the private sector/stakeholders at all levels of implementation of the National Addressing System. These key stakeholders include:

- i. Association of Nigerian Courier Operators (ANCO)
- ii. Association of Telecommunication Companies of Nigeria (ATCON);
- iii. Association of Capital Market Registrars;
- iv. Nigerian Insurers Association;
- v. Chambers of Commerce;
- vi. Association of Private Security Companies;
- vii. Nigerian Stock Exchange;
- viii. Religious bodies;
- ix. Tertiary institutions;
- x. Civil Society Organizations;
- xi. Financial Institutions/Organizations;
- xii. Non-Governmental Organizations;
- xiii. National Union of Road Transport Workers
- xiv. Electricity Distribution Companies of Nigeria
- xv. Association of Market Women/Traders' Association
- xvi. On-line marketing/logistics companies etc.

14.6 Role of Consultants

- i. The Council may need to recruit consultants to serve as National, State and LGA addressing and mapping coordinators or contractors using the procurement processes
- ii. To provide technical guidance on operational details of implementing the Addressing System, the LGAICs may require the services of a facilitator/contractor.
- iii. An urban professional (planner or city engineer) with expertise in street addressing system
- iv. A specialist in digital cartography
- v. A specialist in geographic information systems and database processing
- vi. Media/communication expert

14.7 Role of Contractors

Contractors may be engaged to undertake the following:

- i. Sign post installation for street names at the intersection
- ii. Installation of addresses or numbers on buildings
- iii. Production of street maps
- iv. Compilation and production of Address catalogues

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3. National Addressing Policy (2013), Federal Government of Nigeria
4. Nigerian Postcode Directory (3rd Edition)- Nigerian Postal Service
5. Patricia Vivas and Joe Lubenow (Eds), Addressing and Postcode Manual, Universal Postal Union
6. S42, Universal Postal Union International Addressing Standards

Appendices

Appendix A

List of Approved Abbreviations in Addressing

Word	Abbreviation	Word	Abbreviation
Road	Rd.	University of Nigeria Teaching Hospital	UNTH
Street	St.	University College Hospital	UCH
Close	Cl.	First Bank Of Nigeria	FBN
Drive	Dr	Voice of Nigeria	VON
Estate	Est.	Federal Government of Nigeria	FGN
Crescent	Cr.	United Bank for Africa	UBA
Lane	Ln.	Central Bank of Nigeria	CBN
Market	Mkt.	Nigerian Television Authority	NTA
Church	Ch.	National Assembly	Nass
Company	Coy	Senator	Sen.
Line	Lne.	National Union of Teachers	NUT
Headquarters	Hqtrs	Development	Dev.
Institution	Instn.	Mohammed	Mohd
Library	Lib.	Nigerian Postal Service	NIPOST
Secretariat	Sect.	Federal Housing Authority	FHA
Local Government Area	LGA	School	Sch.
Post office	P.O	Secondary	Scdry.
Insurance	Ins.	Link	Lk.
Postal Agency	P.A	Limited	Ltd
Counter Extension	C.E	Highway	Hwy
Post Office Guide	POG	Division	Div.
Federal capital Development Authority	FCDA	Belt	Bt.
Power Holding Company of Nigeria	PHCN	Beach	Bh.
Public Liability Company	Plc.	Mister	Mr.

Evangelical Church Winning All	ECWA	Avenue	Ave.
Federal Ministry of Work	FMW	Express	Exp.
Nigerian Telecommunications Limited	NITEL	Boulevard	Blvd.
Grammar	Gram	Company	Coy
Cooperative	Coop.	Institute	Inst.
Agriculture	Agric.	International	Int'l.
Technical	Tech		
College	Coll.	Honorable	Hon.
Ministry	Min.	National Youth Service Corp	NYSC
Communication	Comm.	Village	Vill.
Commission	Com.	Anglican	Angl.
Christian Missionary Society	CMS	Christ Apostolic Church	CAC
Television	TV	Ansar Ud Deen	AUD
University of Nigeria Nsukka	UNN	Nigerian National Petroleum Corporation	NNPC
Port Harcourt	PH	Hospital	Hosp.
Private Mail Bag	PMB	Jama'at Izalatul Bidi'a Wa'ikamatus Sunnah	JIBWIS
Post Office Box	PO Box	CEO	Chief Executive Officer
Federal Road Safety Commission	FRSC	Redeemed Christian Church of God	RCCG
Abuja Municipal Area Council	AMAC	Postmaster- General	PMG

NOTE:

This is an addition to the abbreviations in the Nigeria National Vehicle Registration provisions. Where there is conflict, the provision in this document prevails.

Appendix B

Appendix B 1

Change of Address Form – Individual (Online Address: www.nipost.gov.ng)

Type of Move: Temporary Permanent

Name: Surname _____ Middle name _____ First name _____

Sex: Male Female

Age: _____

Date of birth: _____

Place of birth: _____

Local Government Area of Origin: _____

Occupation: _____

Place of Employment: _____

Address of place of employment: _____

Area Location/ District: _____

Section: _____

Street Name: _____

House Number: _____

Postcode: _____ www.nipost.gov.ng

Contact Number: _____ E- mail Address: _____

Residential Address(Old)	Residential Address (New)
Location: _____	Location: _____
Area Location/District: _____	Area Location/District: _____
Section: _____	Section: _____
Estate Name: _____	Estate Name: _____
Street Name: _____	Street Name: _____
House Number: _____	House Number: _____
Postcode www.nipost.gov.ng	Postcode www.nipost.gov.ng

Change of Address Form – Organization(Online Address: www.nipost.gov.ng)

Type of Move: Temporary Permanent

Name of Organization: _____

Organization Status: PLC LTD MDA OTHERS

Date of Registration with Corporate Affairs Commission: _____

Place of Registration; State: _____

Local Government of Registration : _____

Address of place of Organization: _____

Area Location/ District: _____

Section: _____

Street Name: _____

Office Number: _____

Postcode: _____

www.nipost.gov.ng

Contact Number: _____ E- mail Address: _____

Organization Address(Old)

Location: _____

Area Location/District: _____

Section: _____

Estate Name: _____

Street Name: _____

Office Number: _____

Mailing Address: _____

Postcode www.nipost.gov.ng

Organization Address (New)

Location: _____

Area Location/District: _____

Section: _____

Estate Name: _____

Street Name: _____

Office Number: _____

Mailing Address: _____

Postcode www.nipost.gov.ng

APPENDIX C

BUILDING IDENTIFICATION AND BUILDING CHARACTERISTICS

Town

1. SERIAL NUMBER OF THIS ZONE

.....

2. POSTCODE OF THIS ZONE

.....

**3. SERIAL NUMBER OF THIS BUILDING AND
COORDINATES.....**

4. PREVIOUS ADDRESS ON THE BUILDING

.....

5. ADDRESS GIVEN TO THE BUILDING

.....

6. TYPES OF BUILDING

Places of worship

Hotels, Bars, Cinema Halls

Schools, Hospital Buildings

Industrial Buildings

Petrol Stations

Court, Museums, Library

Office Buildings, Shops, Stores

Residential Houses

7. SIZES OF BUILDING PLOTS

Very Small (less than 15m by 30m)

Medium (about 30m by 40m)

Large (more than 30m by 40m)

8. NUMBER OF BUILDING ON SITE

One building

Two to four

More than four

9. TOTAL AREA OCCUPIED BY BUILDING

Less than 1/3

Between 1/3 and 1/2

More than 1/2

10. NUMBER OF HABITABLE ROOMS

Less than 4

Between 5 and 8

Between 8 and 16

More than 16

11. HEIGHT OF BUILDING

Bungalow

One Storey

Two Storey

Three or more Storeys

12. DESIGN OF BUILDING

Single Detached Housing

Block of Flats

Multiple Family Housing
Courtyard Compound
Row Housing

13. DESIGN OF PARKING FACILITIES

Built-in Garage
Separate Garage
Open Space
No Garage

14. USE OF BUILDING

Fully Residential
One to two Rooms Commercial
Workshop, Others Residential
Three to Four Rooms Commercial
Workshop, Others Residential
All Commercial/Workshop

15. WALL MATERIALS OF BUILDINGS

Mud (Plastered or unplastered)
Sandcrete, Concrete, etc
Stone
Class and Synthetic Materials
Wood
Metal and Iron

16. ROOF MATERIALS OF BUILDING

Galvanized Iron, Aluminium Sheets
Asbestos, Cement/Plastic Sheets

Titles with Water-Proofing

Thatches

17. WINDOW MATERIALS

Glass Louvres

Wood Louvres

Glass Shutters

Others

18. TYPE OF FENCE

Wall

Wall and Iron

Iron

None

APPROVED

Appendix D

Nigerian National Addressing Standard and Guidelines 2017 Review Committee

1. Engr. Ngozi Ogujiofor (DTPS), Ministry of Communications - Chairman
2. Mr. Yahya Bala K. Wambai (General Manager (CBU Mail)), NIPOST - Member
3. Mr. Willie Ekong (Zonal Director), NIPOST - Member
4. Mr. Wole Kolawole (DD(ICPS)), Ministry of Communications - Member
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9. Mr. I. Z. Bata (District Manager), NIPOST - Member

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10. Dr. Julius Bolade Anjorin (AD (Management Secretariat)) NIPOST - Member/Secretary
11. Mr. S. A. Adeleye (Deputy Director (Postcode & Addressing)) NIPOST - Member/Secretary
12. Mr. Jonathan Oji (ACTO (PRM)), Ministry of Communications - Member/Secretary
13. Mr. Mohammed Madu Aji (PTO I), Ministry of Communications - Member/Secretary
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- I) Mr. Abiodun Owwoye - A. O. De Excelkon Ltd
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