

ADDRESSING AND LABELLING REQUIREMENTS

Correct and complete indication of data on the parcel is a key prerequisite for its flawless processing in the logistics chain and for timely delivery to the Addressee. This instruction systematically summarises which data must be indicated on the parcel, in what structure and format they must be written, and which particulars the address of the Sender and the Addressee must include. The document also includes recommended address formats.



The address side of the parcel is the side whose dimensions and layout are most suitable for placing:

- the address label,
- the posting code,
- the handwritten address,
- stickers, etc.

The Addressee's address must be indicated with such accuracy that no doubt arises as to where and to whom the parcel is to be delivered.

The address of the Balíkovna product must contain the following details in the following order:

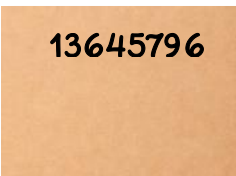
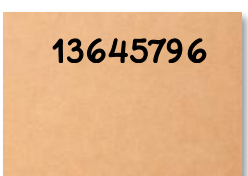
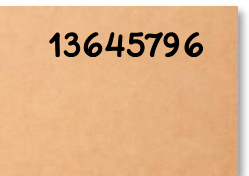
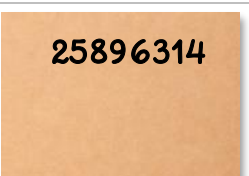
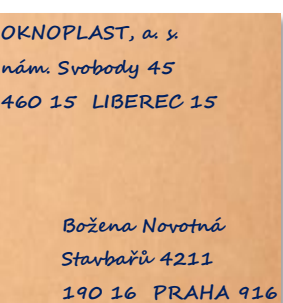
- the Addressee's designation** – the name and surname for a natural person and the name or business name for a legal entity
- the place of delivery – the text **"Balíkovna"**
- the postcode and the name** of the selected Post Office Balíkovna, Non-Post Office Balíkovna or box

The address of the other products must contain the following details in the following order:

- the Addressee's designation** – the name and surname, with another identifier such as date of birth if used in accordance with legal requirements, for a natural person; the name or business name, with the relevant organisational unit if applicable, for a legal entity,
- if the parcel is to be delivered to the Addressee through another natural or legal person (hereinafter referred to as "the intermediary"), also the intermediary's sufficiently precise designation up to the scope of the Addressee's designation under letter a),
- the place of delivery** – the name of the street, square, etc., if used at that place; the house number, and, where applicable, the flat number; the name of the municipality, its part, etc.,

The provisions set out above for the Addressee's address apply accordingly to the postal address of the Sender (contractual Client and Balík Do ruky).

ADDRESS SIDE FORMATS BY PRODUCT

Address side	Retail			Business		
			BALÍK DO RUKY			
Address side when address label is used						
Address side when posting code is used			X	X		X
Address side when return code is used	X	X	X	X		X
Address side when handwritten data are used	X	X		X	X	X
Posting data submission	- Balíkovna mobile application - Balíkovna web application	- Balíkovna mobile application - Balíkovna web application	- Posting Form (paper form) - Bulk Posting Form (paper form) - Electronic Bulk Posting Form (electronic posting form)	Online Posting application API interface Data file	- Balíkovna web application (entry of the return code and generation of the posting code – 8 characters, numeric) - Posting in the Balíkovna network excluding boxes based on the return code (8 characters, numeric)	Online Posting application API interface Data file
Additional services	Entered in the data and printed on the address label	Entered in the data and printed on the address label	Marked on the posting certificate and marked on the address label provided by the Provider or on the address side of the parcel	Entered in the data and printed on the address label	X	Entered in the data and printed on the address label

If the postal address contains:

- a legal entity in the first place and a natural person in the second place, the legal entity is considered as the Addressee,
- the name and surname of a natural person in the first place and the designation of a legal entity in the second place, the natural person is considered as the Addressee and the parcel should be delivered through the legal entity,
- only the position of a certain natural person in a legal entity, but not the natural person's name and surname, the legal entity is considered as the Addressee,
- several natural persons identified by their names and surnames or by a joint designation (such as "Mr and Mrs"), any of them may be considered as the Addressee,
- the designation of a legal entity that could be mistaken for the designation of a natural person, it must be supplemented with the appropriate suffix, e.g. "a.s.", "s.r.o.", "s.p.", "firma", so as to prevent the risk of such confusion. If the address does not contain the name and/or surname of a natural person, the parcel will be delivered in the same manner as a parcel addressed to a legal entity.

The address **must** be:

- written in the Latin script, legibly, clearly, in sufficiently large characters (at least 0.3 mm) and without overwriting. If the Addressee's address is written by hand, the Addressee's name and surname should be written in block letters.
- written using a means that prevents its erasure, alteration or loss of legibility during transport and delivery.

The address must **NOT** be:

- written in pencil or with an erasable pen,
- written in red ink or with a means containing luminescent dye.

RECOMMENDED ADDRESSEE ADDRESS FORMATS FOR THE PRODUCT BALÍK DO RUKY AND BALÍKOVNA NA ADRESU – BUSINESS

Standard address of a parcel addressed to a natural person at an address

Božena Novotná
Stavbařů 4211
190 16 PRAHA 916

Standard address of a parcel addressed to a legal entity at an address

MOTOSPORT, a. s.
do rukou p. Ptáčka
Plantážníků 421
378 08 DVORY NAD LUŽNICÍ

Address of a parcel addressed to more than one person at a place without a street system

Karel a Bedřich Weberovi
č. p. 8
378 07 RAPŠACH

Address of a parcel addressed to a natural person as Restricted Delivery, with the additional date of birth

Božena Novotná
nar. 1. 4. 1946
Stavbařů 4211
190 16 PRAHA 916

Address of a parcel addressed to a natural person for delivery through a legal entity

Václav Ptáček
MOTOSPORT, a. s.
Plantážníků 421
378 08 DVORY NAD LUŽNICÍ

Address of a parcel addressed to a natural person whose restricted mobility does not allow collection, for delivery through a legal entity

Jan Novák, 28. 2. 1956
Věznice Valdice
Nám. Míru 55
507 11 VALDICE

Address of a parcel addressed to a natural person for delivery through another person

Kamila Zelená
u p. T. Červeného
Borovského 33
186 00 PRAHA 86

Address of a parcel addressed to a legal entity

OKNOPLAST, a. s.
nám. Svobody 45
460 15 LIBEREC 15

Address of a parcel addressed to a natural person whose health condition does not allow collection, for delivery through a legal entity

Jamila Nováková, 5. 8. 1982
Fakultní nemocnice v Motole
I. ortopedická klinika, 2. lůžkové oddělení
V Úvalu 84
150 06 PRAHA 5

For the remaining products, the address details must be correctly entered into the designated applications, on the basis of which an address label will be generated containing the address data in the structure defined by those applications.