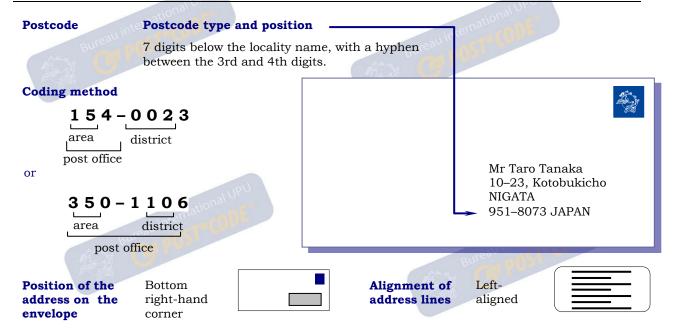
### Japan



#### **Address format**

In Japan, the address is generally written on a single line, beginning with the largest geographical area and ending with the smallest one. Also, street names are not used in the addresses. In the Roman alphabet, this would be transcribed as follows:

JAPAN 112-0001 TOKYO Bunkyo-Ku Hakusan 4-Chome 3-2

However, automatic sorting equipment used by the Japanese Post is only able to sort items on which the address is in kanji, hiragana or katakana characters. Items whose address is in Roman script are sorted manually. Addresses may therefore also be laid out as they are in the West, from the smallest geographical area at the top to the largest at the bottom:

4-3-2, Hakusan Bunkyo-ku, TOKYO 112-0001 JAPAN

The largest geographical subdivision is the prefecture: there are 47 in Japan. Prefecture names end in –ken, except for Tokyo–to, Kyoto–fu, Osaka–fu and Hokkaido.

Prefectures are divided into large towns (-shi) and rural areas (-gun). These large towns and rural areas are themselves divided into -machi, -cho or -son (villages, only in rural areas). In very large cities there may be an additional subdivision (-ku) between -shi and -machi/-cho.

-machi and -cho are divided into zones (-chome), which are themselves divided into blocks (-ban), which are in turn divided into houses (-go). Houses are therefore not numbered sequentially along a street, but rather within a block. There may be several houses with the same number within a block, in which case an apartment number should be added to identify the correct building.

## Japan (cont.)

# Address format (cont.)

Most businesses operating internationally are called corporations or Kaisha in Japanese, and most often Kabushiki Kaisha, shortened to K.K. The name of a company will often be translated partially or fully. So, for example, Aoba Trading Co. Ltd is the same company as Aoba Boeki K.K. and Electric Power Development Co. Ltd will certainly be a translation rather than the legal name of the company in question.

Large buildings generally have names ending in the suffix -biru, but Building or Bldg is frequently used.

#### **Examples**

#### Rural zone:

Mr Taro Tanaka 2338 Magatake Zaou-machi Katta-gun, MIYAGI 989–0851 JAPAN

(2338 is the building number)

#### In towns:

The address generally contains all the successive subdivisions of a zone, including the prefecture:

Mr Taro Tanaka 10–23, Mitsugi 1–chome Musashi-Murayama-shi, TOKYO 231–0012 JAPAN

The prefecture may be omitted in the following two cases: when it is one of the 20 principal cities of the country (Chiba, Fukuoka, Hamamatsu, Hiroshima, Kawasaki, Kitakyushu, Kobe, Kumamoto, Kyoto, Nagoya, Niigata, Okayama, Osaka, Sagamihara, Sakai, Sapporo, Saitama, Sendai, Shizuoka, Yokohama):

Mr Taro Tanaka 2–17–10, Aioicho Naka-ku, YOKOHAMA 231–0012 JAPAN

(2–17–10 means 2–chome 17–ban 10–go; the order is important; this could also be written 17–10 2–chome; in some cases, an apartment number needs to be added, which would give us 2–17–10–153 or 17–10–153 2–chome);

and when the name of the prefecture and that of the city are the same:

Mr Taro Tanaka 10–23, Kotobukicho Chuo-ku, NIIGATA 951-8073 JAPAN

(10–23 means 10–ban 23–go; the order is important)

## Japan (cont.)

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Glossary	Ken	=	suffix indicating a prefecture (except prefectures		
Brilean II.			of Tokyo, Osaka, Kyoto a <mark>nd Hokkaid</mark> o)		
AS DO	To	=	suffix used for Tokyo prefecture suffix used for Osaka and Kyoto prefectures		
	Fu	=			
	Shi	=	suffix indicating a large town	ı	
	Gun	=	suffix indicating the rural pa	art of a prefecture	
	Ku	=	suffix indicating a district of	a large town	
	Machi	=	suffix indicating a small town		
	Cho	=	suffix indicating a neighbourhood		
	Chome	=	suffix indicating an area of a		
	Ban	=	suffix indicating a block	S	
	Go	=	suffix indicating a building r	number	
	Kita	=	north		
	Minami	=	south		
	Nishi	=	west	ional Upo	
RU	Higashi	=	east		
( Se 20 )	Chuo	=	centre		
			Bur		
List of	Aichi-ken		Kagawa-ken	Osaka-fu	
prefectures	Akita-ken		Kagoshima-ken	Saga-ken	
	Aomori-ken		Kanagawa-ken	Saitama-ken	
	Chiba-ken		Kochi-ken	Shiga-ken	
	Ehime-ken		Kumamoto-ken	Shimane-ken	
	Fukui-ken		Kyoto-fu	Shizuoka-ken	
	Fukuoka-ken		Mie-ken	Tochigi-ken	
	Fukushima-ken		Miyagi-ken	Tokushima-ken	
	Gifu-ken		Miyazaki-ken	Tokyo-to	
	Gunma-ken		Nagano-ken	Tottori-ken	
	Hiroshima-ken		Nagasaki-ken	Toyama-ken	
	Hokkaido		Nara-ken	Wakayama-ken	
	Hyogo-ken		Niigata-ken	Yamagata-ken	
	Ibaragi-ken		Oita-ken	Yamaguchi-ken	
	Ishikawa-ken		Okayama-ken	Yamanashi-ken	
	Iwate-ken		Okinawa-ken		
			103	tio),	
Contact	International Business Division Tel: (+81 3) 3477 0754				
	JAPAN POST Co., Ltd.		Fax: (+81 3) 3	242 4231	
	Otemachi Place West Tov	wer,			
	3-1, Otemachi 2-chome,				
	Chiyoda-ku, TOKYO				
	100–8792 JAPAN				
Website	www.post.japanpost.jp				

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