

Quick Reference Guide

Naming Conventions

Field	Convention	Example
First Name* and Last Name *Required field	Initial caps eg Joe Blogg not JOE BLOGG	
House Number/Street	<No.> <Street> (Initial caps) eg 50 Victoria Street	
District	<Suburb> (Initial Caps) eg Wellington Central	
Post Code/City* *Required field	<Postal code No.>, <Region> (Initial Caps) eg Wellington	<p>Country* defaulted to NZ/New Zealand</p>
Telephone	<Area code or prefix> <No.> <xxx> <xxxx> eg 04 894 5400 or 022 123 45678 This convention is used on NZTA's websites	<p>When the record is saved the telephone number will be formatted by the system with a +64 eg +64 (4) 894 5400</p>
PO Box	<PO Box xxx, <Suburb>, <City> (Initial Caps) eg PO Box 1234, North Shore, Auckland	