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# Data Guide

New Zealand

QAS Ltd.

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# Introduction

## New Zealand Data Information

This chapter provides an overview of the New Zealand dataset.

### NZL Dataset

Dataset Code:	NZL
Approximate Data Size:	12 Mb
Data Source:	New Zealand Post
Update Frequency:	Quarterly
Expiry:	The quarterly release dates are: <ul style="list-style-type: none"><li>• March</li><li>• June</li><li>• September</li><li>• December</li></ul>

Data files will expire approximately six months after the data release date.

Ensure every data update is applied promptly, otherwise the data may expire and the product will become unusable.



# About This Data

## Area Covered

The New Zealand data covers all valid New Zealand postal delivery points.

## Address Elements

The following address elements are stored within the NZL data files.

Address Element	Example	Element Code
Street Number	15A	P11
Street Number (Number)	15	P111
Street Number (Alpha)	A	P112
Building Name	Monterey Apartments	P12
Floor Number	Floor 5	P21
Floor Number (Number)	5	P211
Floor Number (Type)	Floor	P212
Unit Textual	Basement Flat	P31
Unit_Textual (Text)	Basement	P311
Unit_Textual (Type)	Flat	P312
Unit Num/Alpha	Flat 1	P32
Unit Type (Num/Alpha)	Flat	P321
Unit ID (Num/Alpha)	1	P322
Sub-Building Number	1	P33

<b>Address Element</b>	<b>Example</b>	<b>Element Code</b>
Street	South Fern Glen Road	S21
Street (Name)	Fern Glen	S211
Street (Type)	Road	S212
Street (Directional)	South	S213
All Postal Delivery Types*	PO Box 10	B10
All Postal Delivery Types (Type)	PO Box	B101
All Postal Delivery Types (Number)	10	B102
PO Box	PO Box 10	B11
PO Box (Type)	PO Box	B111
PO Box (Number)	10	B112
Private Bag	Private Bag 5	B12
Private Bag (Type)	Private Bag	B121
Private Bag (Number)	5	B122
Counter Delivery	Counter Delivery	B13
Counter Delivery (Type)	Counter Delivery	B131
Counter Delivery (Number)	†	B132
CMB	CMB A4	B14
CMB (Type)	CMB	B141
CMB (Number)	A4	B142
Rural Delivery	RD 3	S11
City	Warkworth	L21
Postcode	3216	C11
Suburb	Petone	L31
Suburb NZAMSAliases**	Henderson	L32
Lobby Name	Otaki Railway	L41
PNR Lobby Name***	Wellington	L42

Address Element	Example	Element Code
Country name***	New Zealand	X11
Three character ISO country code***	NZL	X12
Two character ISO country code***	NZ	X13

\* A generic element that will match B11, B12, B13, or B14 as appropriate. The sub-elements B101 and B102 will match accordingly.

\*\* Denotes elements that contain aliases that cannot be used in accreditation matching. These elements are not configurable in the final address.

\*\*\* Denotes elements which only appear in the address if their position is fixed.

† This element is usually blank.

## Address Element Definitions

### Lobbies

PO Box addresses are split into lobbies and some cities have more than one lobby. For this reason it is possible to have more than one PO Box of the same number in a city. For example in Otaki there is a PO Box 100 in the Otaki Railway lobby, and a PO Box 100 in the Otaki lobby. In these cases you need to use the lobby name to uniquely identify each one.

In cities where there is only one lobby, it is not required in the address. However, this postally non-required lobby (PNR Lobby) can be used for searching.

### Postcodes



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*Postcodes have been updated for all of New Zealand. You cannot use postcode recoding (using an old postcode in a search and getting it returned as a new postcode) as the old postcodes have been removed from the data.*

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A New Zealand postcode is a 4 digit number, for example **1071**.

Each postcode digit has a specific meaning:

- The first digit represents one of ten machine 'lines' (numbered 0 through to 9), which process mail for a specific geographic region. These run from North to South in ascending order.
- The second and third digits reflect postal sort areas and the New Zealand Post delivery network. This includes urban posties, New Zealand Post PO Boxes, Private Bags and RuralPost areas.
- The fourth digit identifies the specific box lobby, rural delivery round or urban area.

Postcode boundaries ensure that every urban and rural delivery point within the New Zealand Post network is uniquely identified by a combination of the street address and the postcode. There are no duplicate streets or addresses within a postcode boundary.

Note that by default, the [City] and [Postcode] elements are separated by 3 spaces.

## Address Format

There are six types of address in New Zealand, as illustrated in the following table:

Address Type	Format of Address
Standard Street Address:	[Recipient]* [Street Address] [Suburb] [City] [Postcode]
PO Box Address:	[Recipient]* [PO Box number] [City] [Postcode]
Private Bag Address:	[Recipient]* [Private Bag number] [City] [Postcode]
Counter Delivery Address	[Recipient]* [Counter Delivery] [Post Shop/Post Centre] [City] [Postcode]
Community Mail Box (CMB) Address	[Recipient]* [CMB Number] [City] [Postcode]
Rural Address:	[Recipient]* [Street Address] [Rural delivery number] [City] [Postcode]

\* Denotes address elements which are not returned by QAS products.

Note that the Street Address item may consist of several lines. For example, elements such as Unit Textual or Floor Number may appear on a separate line to the Street Number and Street Name elements.

# About DataPlus Information

You can configure your QAS products to use any of the DataPlus sets that are available for NZL Address data. Each DataPlus set (.dap) is divided into one or more items. Please refer to the relevant section of the product documentation for information on configuring QAS products to return DataPlus information.

## DataPlus Sets for New Zealand Data

The following DataPlus sets are available with NZL Address Data:

- New Zealand Additional Data

### New Zealand Additional Data

**Identifier:** NZLADD

Element	Code	Description
Address Type Code	TypeCode	The numeric values that can be returned are: 1 Denotes an urban address 2 Denotes a rural address 3 Denotes a box address 4 Denotes a bag address 5 Denotes a counter delivery address 6 Denotes a CMB urban address 7 Denotes a CMB rural address
Address Type Description	TypeDesc	Returns a full string representing the address type. The possible values are URBAN, RURAL, BOX, BAG, COUNTER DELIVERY, CMB URBAN or CMB RURAL.
Address ID	AddressID	Returns a unique numeric identifier for an address, for example 000004567. The identifier is defined by New Zealand Post.
Street ID	StreetID	Returns a unique numeric identifier for a street, for example 0000001324. The identifier is defined by New Zealand Post. This element is not populated if an address does not contain a street.

# Using This Data

This chapter provides search tips and other product-specific information when using QuickAddress Pro, QuickAddress Pro Web, or QuickAddress Batch.



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*These searches are accurate at the time of data release. However, search results may differ depending on the data release you are using.*

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## With QuickAddress Pro

### Search Examples: Typedown

Enter city, suburb or postcode

The following table provides a list of these example search types:

- Full address known
- Postcode not known
- Sub-premises not known
- PO Box number known.

Search Type	Example
<b>Full address known</b>	<ol style="list-style-type: none"> <li>1) Enter the postcode, <b>0612</b>, and press <b>Enter</b>.</li> <li>2) Enter the first three letters of the street name, <b>put</b>, and press <b>Enter</b>. In this example, <b>put</b> is enough to uniquely identify <b>Putney Place</b>.</li> <li>3) Enter the street number, <b>16</b>, and press <b>Enter</b>.</li> <li>4) The correct address is returned: 16 Putney Place Ranui Waitakere 0612</li> </ol>
<b>Postcode not known</b>	<ol style="list-style-type: none"> <li>1) Enter the first four letters of the location, <b>wark</b>, and press <b>Enter</b>. In this example, that is enough to uniquely identify <b>Warkworth</b>.</li> <li>2) Enter the first two letters of the street name, <b>mi</b>. From the resulting picklist, select <b>Mill Lane</b>, and press <b>Enter</b>.</li> <li>3) Enter the street number, <b>15</b>, and press <b>Enter</b>.</li> <li>4) The correct address is returned: 15 Mill Lane Warkworth 0910</li> </ol>
<b>Sub-premises not known</b>	<ol style="list-style-type: none"> <li>1) Enter the postcode, <b>1023</b>, and press <b>Enter</b>.</li> <li>2) Enter the first part of the street name, <b>alba</b>, and press <b>Enter</b>.</li> <li>3) Enter the street number <b>21</b> and press <b>Enter</b>. If the address contains sub-buildings, the user is prompted to enter a sub-building.</li> <li>4) Select the required sub-building from the picklist, and press <b>Enter</b>.</li> <li>5) The correct address is returned: Flat 2 21 Alba Road Epsom Auckland 1023</li> </ol>

Search Type	Example
<b>PO box number known</b>	<ol style="list-style-type: none"> <li>1) Enter the location, <b>dunedin</b>, and press <b>Enter</b>.</li> <li>2) Enter <b>po box</b> and press <b>Enter</b>.</li> <li>3) Enter the PO Box number <b>58</b> and press <b>Enter</b>.</li> <li>4) The correct address is returned:  PO Box 58  Dunedin  Dunedin 9048</li> </ol>

## Search Examples: Single Line

The following table provides a list of these example search types:

- Full address known
- Postcode not known
- Character missing from address
- Address contains spelling mistake
- Incomplete address element

Search Type	Example
<b>Full address known</b>	Enter the street number and street name, followed by the postcode: <b>14 riverlea road, 3216</b> The correct address is returned: 14 Riverlea Road Riverlea Hamilton 3216

Search Type	Example
<b>Postcode not known</b>	<p>If the postcode is not known, enter the street number and name followed by the locality:  <b>13 quennell avenue, manukau</b></p> <p>The correct address is returned:  13 Quennell Avenue  Favona  Manukau 2024</p>
<b>Character missing from address</b>	<p>If one character is missing from the address, the unknown character can be replaced with a question mark.</p> <p>Entering <b>149, rid?ell road, auckland</b> will return the correct address:  149 Riddell Road  Glendowie  Auckland 1071</p>
<b>Address contains spelling mistake</b>	<p>Entering an address that contains one or more spelling errors can still return the correct address.</p> <p>Entering <b>17 purukau road</b> will return the correct address:  17 Purakau Road  RD 9  Whangarei 0179</p>
<b>Incomplete address element</b>	<p>If you only have partial address information, you can replace the remainder of an address element with an asterisk.</p> <p>Entering <b>23 denham terrace, Waik*</b> will return the correct address:  23 Denham Terrace  Waikari 7420</p>

## Search Constraints

The following search constraints can be used to restrict searches when using the Single Line search engine in Pro or Batch Interactive.

Constraint	Elements Restricted to	Example Search
@P	Floor, Unit, Street Number, PO Box	floor@p, auckland flat1@p, tamuka 15@p, omarama
@S	Street Number, Street Name, PO Box	king@s 65@s, christchurch
@L	Suburb	moana@l
@C	City	ash*@c
@X	Postcode	charles st, 5713@x

# With QuickAddress Pro Web

## Scenarios

The following table indicates the relevant search examples for each Pro Web scenario and search engine that supports NZL address data.

<b>Scenario</b>	<b>Search Engine</b>	<b>For search examples, see:</b>
Address Capture on the Intranet	Single Line hierarchical	Pro Single Line search examples on page 11.
Address Capture on the Web	Single Line flattened	Pro Single Line search examples on page 11.
Address Capture	Single Line flattened	Pro Single Line search examples on page 11.
Single Line	Single Line hierarchical	Pro Single Line search examples on page 11.
Standard	Typedown Single Line hierarchical	Pro Typedown examples on page 9. Single Line search examples on page 11.
ActiveX Control	Typedown Single Line hierarchical	Pro Typedown examples on page 9. Single Line search examples on page 11.

## Prompt Sets



The functionality described in this section only applies to the Pro Web Single Line and Typedown engines, not to the Pro Web Verification engine.

All prompts used in Single Line and Typedown searches are the default set, with the exception of the first Typedown prompt, which is:

Dataset: New Zealand

**Enter city, suburb or postcode**

There are additional prompts available for searches using the Web: Address Capture scenario. This is the optimal prompt set:

Enter the address elements requested below.

Building number, PO Box or Bag  (eg. 52)

Street  (eg. High Street)

Postcode  (eg. 6023)

[If you don't know the postal/ZIP code then click here.](#)

And this is the alternate prompt set (for when the postcode is unknown):

Enter the address elements requested below.

Building number, PO Box or Bag  (eg. 20)

Street  (eg. Farm Road)

Rural Delivery  (eg. RD 1)

City or Suburb  (eg. Albany)

# With QuickAddress Batch



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If you are using *Batch* to clean your database against more than one dataset, *DataPlus* information **cannot** be configured.

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This section details the information relevant to using *Batch* with New Zealand data.

## Search Examples: Batch Interactive

For information about the best methods for searching on New Zealand addresses using *Batch Interactive*, refer to Single Line search examples on page 11 and Typedown search examples on page 9.

## Dataset-Specific Input Field Types

When you are configuring a *Batch* session, you can specify the address elements which are contained in your input fields. This can speed up the cleaning process as *Batch* does not have to work out which address element is contained within a field. There are no dataset-specific input fields defined for New Zealand data. Only the generic input fields (Organisation, Place, Country, etc.) are available.

## Dataset-Specific Information Bits

When using NZL-specific data, a selection of dataset information bits can be returned.

- For Standalone users, NZL-specific information bits are returned as the first 8 digits of the 16-digit extended match result as displayed in *Interactive*.
- For API users, these are returned by the function **QABatchWV\_GetMatchInfo** as parameter *riCountryInfo1*, and from the function **QABatchWV\_Clean** in the parameter *rsReturnCode* from the 13th to 20th characters. Refer to the *QuickAddress Batch* manual for further information about these functions.

The following table provides a full list of NZL-specific information bits that can be returned.

Information Bit	Description
10000000	Unique match - matches to a unique delivery address.
20000000	Base Address match - matches to a street number.
40000000	Invalid match - does not match to a delivery address.
80000000	Ambiguous match - ambiguously matches to a delivery address.
01000000	Sub-premise information added.
02000000	Street Type difference in matched address.
04000000	Street Name difference in matched address.
08000000	Street Suffix difference in matched address.
00100000	Locality difference in matched address.
00200000	Rural delivery difference in matched address.
00400000 *	An invalid match caused by matching a suburb alias. This bit will only be set if other elements were valid.
00800000 * †	An invalid match caused by a missing or unmatched premises number. This bit will only be set for Rural Delivery addresses where other elements were valid.
00010000 *	This bit will be set for Poste Restante addresses.
00020000 *	This bit will be set for Private Bag addresses.

\* Records with these information bits set are excluded from the SOA report. For more information about the SOA report see page 18.

† You can control whether unmatched premises information for Rural Delivery addresses is included in the output address with the `RetainRuralPremise` setting. For more information see page 21.

# Statement Of Accuracy Report



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*This information applies to QuickAddress Batch v5.4 and later.*

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In order to receive bulk mail discounts from the New Zealand Post under the SendRight™ Address Accuracy Programme, addresses must be validated against the New Zealand Post's Postal Address File (PAF). As part of the SendRight scheme, a Statement of Accuracy (SOA) report must also be obtained.

The Statement of Accuracy report is available from the **Reports** menu after you have cleaned your New Zealand addresses in Batch. The report includes an accuracy percentage calculated according to the NZ Post validation rules. This is the proportion of your total input address records for which Batch finds Unique or Base Address matches. These validity match results are returned using dataset-specific information bits (see page 16) and are not related to Batch's Match Results or Match Codes. If your data includes addresses from multiple countries, the presence of non-New Zealand addresses lowers the address accuracy percentage.

Each SOA includes a 14-character identifier (SOA Unique ID). If you create more than one report for a particular Batch run, the SOA Unique ID remains the same.



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*The Statement of Accuracy report is generated from the input database, not from the cleaned address records.*

---

To generate the SOA report for cleaned addresses, follow these steps:

- 1) Commit your cleaned results back into your database, or export them to a new file.
- 2) Run the cleaned addresses through Batch. Once the Batch run is completed, you can generate the Statement of Accuracy report for the cleaned address file.
- 3) Save the report. You should save the SOA under a particular filename, which is built up from the field values. The **Save File** field defaults to the appropriate filename, and you should save the report under this name.

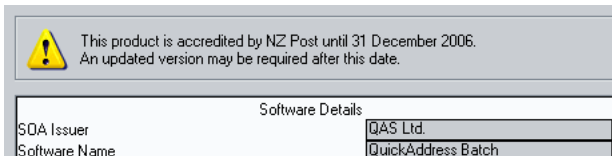
A separate production log is created when you save the report. The production log is a copy of all the field values, which are separated by a “|” delimiter. The production log is available from the program directory.

For more information about cleaning data, committing records and generating reports, see the Batch product documentation.

## Expiry

SOA reports are valid for 12 months from the date of production.

New Zealand Post accredits address software for a limited time period. If the accreditation for your version of Batch is about to expire, the SOA report will be accompanied by a warning similar to this:



You can continue to produce SOA reports but you should contact QAS to confirm the product is still accredited.

## Configuration Settings

There are specific configuration settings for New Zealand data available to Batch Standalone and Batch API. These are set by specifying keywords in the qaworld.ini file for your product. The general format of a configuration setting is:

Keyword=Value

For example:

CleaningAction=Enhanced

The following keywords control the specific configuration options available for New Zealand data:

- RetainInputSuburb
- RetainRuralPremise
- RetainUnitFormat
- SplitCareOf

## RetainInputSuburb

### Format:

RetainInputSuburb={Boolean}

### Default:

FALSE

### Purpose:

There is no definitive list of suburb names and boundaries for New Zealand addresses. This setting determines whether suburb information from input addresses is retained in Batch's output even when it is not matched to the available suburb data.

If this keyword is set to TRUE, then unmatched address data that Batch identifies as suburb information will be retained in the output address.



---

*PO Box, Private Bag and Rural Delivery addresses will not retain unmatched suburb information.*

---

### Example:

RetainInputSuburb=TRUE

## RetainRuralPremise



---

*This setting applies to QuickAddress Batch v6.25 and later.*

---

### Format:

RetainRuralPremise={Boolean}

### Default:

TRUE

### Purpose:

Premises information is not available for all Rural Delivery addresses in the NZL dataset. This setting can be used to ensure that premises information for Rural Delivery addresses in your database is retained in the output address, even when it is not matched in the NZL dataset.

Rural Delivery addresses with missing or unmatched premises information will have the 00800000 information bit set (see page 17). This setting only affects addresses which return that information bit.

If this setting is set to TRUE then Rural Delivery addresses in your database will retain any unmatched premises information in the output address. If this setting is set to FALSE, the unmatched premises information will be omitted in the output address.

### Example:

RetainRuralPremise=FALSE

## RetainUnitFormat



---

*This setting applies to QuickAddress Batch v5.44 and later.*

---

### Format:

RetainUnitFormat={Boolean}

### Default:

FALSE

### Purpose:

New Zealand Post allows unit information to be presented in 2 formats. For example:

“Flat 1, 36 Gordon Road” is the same as “1/36 Gordon Road”.

By default, Batch always returns addresses in the first format. The RetainUnitFormat setting allows you to return addresses in the format they were supplied. If you set this keyword to TRUE, then Batch will return addresses in the second format if that is how they appear in the input address.



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*When using this setting you should ensure that the P33 element is followed by the '/' character in the ElementSeparator setting for your New Zealand Data Mapping. For example: NZLElementSeparator=P33{ ^/}.*

---

### Example:

RetainUnitFormat=TRUE

## SplitCareOf



---

*This setting applies to QuickAddress Batch v6.25 and later.*

---

### Format:

SplitCareOf={Boolean}

### Default:

TRUE

### Purpose:

NZ Post rules specify that a Unique match cannot be made if unmatched information is located before the premises number. This setting specifies whether 'Care Of' information immediately preceding the premises number should be placed on a separate line to maximise the number of Unique matches.

If this setting is set to TRUE then any Care Of text, including text beginning "C/o" or "Att:", will be placed on a separate line in the output address, so that the premises number starts the following line. For example:

Input Address	Output Address
C/- 2 Balfour Street Mornington Wellington 6021	C/- 2 Balfour Street Mornington Wellington 6021

If this setting is set to FALSE then any Care Of information will be arranged as supplied in the input addresses, and this may reduce the number of Unique matches.

### Example:

SplitCareOf=FALSE

