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# Data Guide

Singapore

QAS Ltd.

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# Introduction

## Singapore Address Data Information

This chapter provides an overview of the Singapore dataset.

### SGF Address Dataset

Dataset Code:	SGF
Approximate Data Size:	16MB
Data Source:	Singapore Post
Update Frequency:	Quarterly
Expiry:	<p>The data release dates are:</p> <ul style="list-style-type: none"><li>• January</li><li>• April</li><li>• July</li><li>• October</li></ul> <p>Data files will expire approximately 5 months after creation. For example, January data will expire at the end of June the same year.</p> <p>Ensure every data update is applied promptly, otherwise the data may expire and the product will become unusable.</p>



# About This Data

This chapter provides detailed information about the SGF dataset.

## Area Covered

The SGF dataset covers all postal addresses in Singapore to floor-unit level (sub-premises level).

## Address Elements

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

Address Element	Example	Input/Output Element Code
Building number	Blk 459	P11
Building number - Type	Blk	P111
Building number - Number	459	P112
Building name	Centennial Tower	P12
Floor	#02	P21
Unit	-09	P31
Street	Marina Grove	S11
Locality	Singapore	L11
Post office name	Robinson Road Post Office	L21
PO Box types**	PO Box 12	B10
PO Box	PO Box 12	B11

Address Element	Example	Input/Output Element Code
Locked bag	Locked Bag 1	B12
Window delivery	Window Delivery 2	B13
Postal code	018990	C11
Country name*	Singapore	X11
Three character ISO country code*	SGF	X12
Two character ISO country code*	SG	X13

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

\*\* A generic element that can specify B11, B12 or B13.

## Address Element Definitions

### Postal code Structure

Singapore postal codes consist of six numbers. The first two numbers represent the sector code; the last four number represent the primary delivery point (i.e. the building).

For example:

408600

Each building is assigned a unique postal code. This means that the majority of individual addresses have a unique postal code.

## Default Address Format

An address in Singapore can be spread over up to four lines, depending on the address type. The bottom line of the address always consists of the country (i.e. Singapore), followed by the postal code. For private landed housing, there is no floor-unit number, and the top line consists of house number, then the street name.

For example:

<name of recipient>

<Any additional address information>

776A Dunearn Road

Singapore 289663

For any other type of street address, the top line contains the building/block number, followed by the street name. The next line contains the floor-unit number, followed by the building name. The building name may not always be present.

For example:

<name of recipient>

<Any additional address information>

10 Eunos Road 8

#06-20 Singapore Post Centre

Singapore 408600

In the above example, 10 is the building number; Eunos Road 8 is the street name; #06-20 is the floor-unit number and Singapore Post Centre is the building name.

For Post Office Box addresses, the top line contains the name of the post office. The next line contains the PO box type (i.e. PO box, Window Delivery, or Locked Bag), followed by the PO box number.

For example:

<name of recipient>

Changi Airport Post Office, PO Box 118

Singapore 918144

All address elements are returned in title case by default.

## About DataPlus Information

You can configure your QAS products to use any of the available DataPlus sets that are available for SGF data. Please refer to the relevant section of the product documentation for information on configuring QAS products to return DataPlus information.

Each DataPlus set is divided into one or more items. QAS products can be configured to return these items via the Configuration Editor (using the element name) or the configuration file (using the code name). This section details the DataPlus sets currently available for SGF address data.

### DataPlus Sets for SGF Address Data

The following DataPlus sets are available with SGF address data:

- SGF Building Type
- SGF Delivery Point Identifier Code
- SGF Address Barcode
- SGF Mosaic

## SGF Building Type

Identifier: **SGFBLD**

SGFBLD returns the building type, as defined by Singapore Post, for all addresses in their data.

Element	Code	Description
Building Type Code	Code	Singapore Post building type code.
Building Type	Description	Singapore Post building type description.

The building type elements will be one of the following pairs of codes and descriptions:

Building Type Code	Building Type Description
A	Apartment
B	Locked Bag
C	Condominium
G	Godown
H	HDB Block
K	Block
P	PO Box
S	Standard
U	Walkup
W	Window Delivery

## Delivery Point Identifier Code

Identifier: **SGFDPI**

The DPI code is an eleven-digit code unique to a single delivery point in the Singapore address data. It is formed by appending a five-digit code to the six-digit postal code. The five-digit code is based on floor and unit numbers, and is supplied by Singapore Post.

Element	Code	Description
Delivery Point Identifier Code	DPI	DPI code.

## Address Barcode

Identifier: **SGFBAR**

SGFBAR returns the standard address barcode for a particular address. The address barcode consists of the postal code and a checksum character, which is calculated using an algorithm supplied by Singapore Post. The checksum character is a four-bar character which is appended to the six-digit postal code to produce an address barcode.

Element	Code	Description
Customer Barcode	CustBar	Standard address barcode.

To display barcodes correctly, you must have the CustomerCode font installed. This will output the SGF address barcode in a height-modulated format, which can be used in high speed automated mail sortation.



*Address Barcode is a pseudo-DataPlus set, meaning it behaves like a DataPlus set but that there is no separate DataPlus (.dap) file.*

## SGF Mosaic

Identifier: **SGFMOS**

The SGFMOS DataPlus set returns Experian's Singapore MOSAIC demographic data relevant to a given postal code.

Element	Code	Description
MOSAIC Code	Code	Three character code label.
MOSAIC Group	Group	Single character group label.
MOSAIC Type	Type	Two character type label.
MOSAIC Group Description	GroupDesc	Group description (text).
MOSAIC Type Description	TypeDesc	Type description (text).



# 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 postcode, street or post office name

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

- Full address known
- Postal code not known
- PO Box number known.

Search Type	Example
<p><b>Full address known</b></p>	<ol style="list-style-type: none"> <li>1) Enter the postal code, <b>637594</b>, and press <b>Enter</b>.</li> <li>2) Almost all Singapore addresses are assigned a unique postal code. If the postal code applies to more than one delivery point then you must enter the premises details and press <b>Enter</b>.</li> <li>3) The correct address is returned: 54 Tuas View Square #01-01 Singapore 637594</li> </ol>
<p><b>Postal code not known</b></p>	<ol style="list-style-type: none"> <li>1) Start typing the street name. In this example you only need to enter the first four letters, <b>parb</b>, to uniquely identify <b>Parbury Avenue</b>. Press <b>Enter</b>.</li> <li>2) Enter the premises number, <b>10</b>, and press <b>Enter</b>.</li> <li>3) The correct address is returned: 10 Parbury Avenue Singapore 467285</li> </ol>
<p><b>PO Box number known</b></p>	<ol style="list-style-type: none"> <li>1) Enter the postal code, <b>900022</b>, and press <b>Enter</b>.</li> <li>2) Most Singapore PO Boxes are assigned a unique postal code. If the postal code covers more than one PO Box, it is necessary to enter the PO Box number (or make a selection from the picklist), and then press <b>Enter</b>.</li> <li>3) The correct address is returned: Robinson Road Post Office, PO Box 22 Singapore 900022</li> </ol>

## Search Examples: Single Line



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

- Full address known
- Postal code not known
- Only street name known
- Character missing from address
- Address contains spelling mistake
- Incomplete address element (tagged)

Search Type	Explanation
<b>Full address known</b>	Enter the postal code: 238001 The correct address is returned: 6 Tong Watt Road Singapore 238001 Note that a small number of postal codes cover more than one delivery point. In these cases you can include the premises details in your search, or choose the correct premises from the picklist.
<b>Postal code not known</b>	If the postal code is not known, enter the premises details and the street name: <b>2c,belimbing avenue</b> The correct address is returned: 2C Belimbing Avenue Singapore 349938
<b>Only street name known</b>	If only the street name is known, entering it returns a picklist from which the correct one can be selected. Enter <b>boat quay</b> to view a list of every street with that name in Singapore.

Search Type	Explanation
<b>Character missing from address</b>	<p>If a character is missing from the address the unknown character can be replaced with a question mark.</p> <p>Enter <b>6,?ractor road</b> and the correct address is returned: 6 Tractor Road Singapore 627967</p>
<b>Address contains spelling mistake</b>	<p>Entering an address that contains one or more spelling errors can still return the correct address. For example, entering <b>200,lovinder street</b> will still return the correct address: 200 Lavender Street Singapore 338761</p>
<b>Incomplete address element (tagged)</b>	<p>Sometimes it is helpful to tag a part of the search string to let Pro know which part of the address it is. For a list of available search constraints, see below. Searching on <b>high*@s</b> tells Pro to display a picklist of <b>streets</b> that begin with “<b>High...</b>”.</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	Element Restricted To	Example Search
@S	Street	raffles*@S
@B	Post office name	robinson*@B
@X	Postal code	2379*@x
@P	Building number and building name	garden@p

# With QuickAddress Pro Web

## Scenarios

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

Scenario	Search engine	For search examples, see:
Address Capture on the Intranet	Single Line hierarchical	Pro Single Line search examples on page 13.
Address Capture on the Web	Single Line flattened	Pro Single Line search examples on page 13.
Address Verification on the Web	Verification	Verification search examples on page 16.
Address Capture	Single Line flattened	Pro Single Line search examples on page 13.
Address Verification	Verification	Verification search examples on page 16.
Single Line	Single Line hierarchical	Pro Single Line search examples on page 13.
Standard	Typedown Single Line hierarchical	Pro Typedown examples on page 11. Single Line search examples on page 13.
ActiveX Control	Typedown Single Line hierarchical	Pro Typedown examples on page 11. Single Line search examples on page 13.

## Search Examples: Verification

Users of QuickAddress Pro Web can use address verification functionality to verify a customer's address once they have typed it in full into a web form.

The following table provides a list of example searches and the Verify level they return.

Verify level	Example
<b>Verified</b>	<b>80 Jupiter Road Singapore 576558</b> This search brings back a verified address with the verify level of "Verified".
<b>Multiple</b>	<b>Xilin Avenue Tanah Merah Country Club</b> This search shows what is returned if the user attempts to verify an address without knowing the premises number or the postal code. The search brings back a verify level of "Multiple" and offers a picklist of possible addresses.
<b>None</b>	<b>Missing Street Singapore</b> This search brings back a verify level of "None" because the address does not exist in the data.
<b>StreetPartial</b>	<b>Mayflower Way Mayflower Gardens Singapore 568510</b> This search brings back a verify level of "StreetPartial" because the search did not define a property number for the location, and the postal code applies to more than one delivery point.
<b>PremisesPartial</b>	<b>161 Lavender Street Singapore 338750</b> This search brings back a verify level of "PremisesPartial" as there is more than one apartment at the address.

Verify level	Example
<b>InteractionRequired</b>	<p><b>340 Dahan</b>  <b>Singapore 759693</b></p> <p>This search brings back a verify level of "InteractionRequired" as the street name was not complete and, although there was only one match, the address requires verification from the user.</p> <p><b>340 Dahan Road</b>  <b>Singapore 759693</b></p>

For more information about the Verification engine, refer to the Address Verification section of the *QuickAddress Pro Web Integration Guide*.

## With QuickAddress Batch



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

This section details the information relevant to using Batch with SGF data.

### Dataset-Specific Input Fields

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.

The following table describes the input fields that you can specify for SGF data, and the address elements that Batch will expect for each. The field types are available from the **Set Field Type** drop-down menu in the Select Input Fields dialog of the Batch Configuration Wizard.

<b>Input Field Type</b>	<b>Expected Address Element</b>
Company	Company
Post Office/PO Box/Street line	Post office, postal delivery types, street, premises
Post Office/PO Box	Post office, postal delivery types
Street line	Street, premises
Premises only	Premises
Locality/Postcode	Locality, postal code
Locality	Locality
Postcode	Postal code
Country	Country/ISO code

If your input field contains more than one address element, you can specify these from the **Multiple Elements** sub-menu. For example, you can specify that the Town and Postal code elements are stored in the same field in your input database. The dataset-specific input field types available for SGF data are:

<b>Input Field Type</b>	<b>Expected Address Element</b>
Post Office	Post office
PO Box	Postal delivery types
Building number	Building number
Street	Street
Floor-unit number	Floor-unit number
Building name	Building name
Locality	Locality

Input Field Type	Expected Address Element
Postcode	Postal code
Country	Country/ISO code

## Dataset-Specific Information Bits

This section contains details about SGF-specific information bits.

- For Standalone users, SGF-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 *rlCountryInfo1*, 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 SGF-specific information bits that can be returned.

Information Bit	Description
00000001	Floor/unit numbers were supplied, but not matched in the data. The supplied floor/unit numbers have been returned as part of the address.
00000002	Additional unit information was supplied, but is not available in the dataset. The supplied additional unit information has been returned as part of the address.

## Search Examples: Batch Interactive

For information about the best methods for searching on SGF addresses using Batch Interactive, please refer to the Single Line search examples on page 13 and to the Typedown search examples on page 11.

