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Maltese Data and Information Requirements on Information and Communication Technology

ICS 35.060

Committee responsible for this Maltese Standard

This Maltese Standard has been drawn up by Technical Committee MSA/TC/200. The following organisations contributed to the development and revision of this Standard:

Central Information Management Unit (CIMU)
Consumer Council
Id-Dipartiment tal-Malti (L-Università ta' Malta)
Il-Kunsill Nazzjonali tal-Ilsien Malti
L-Akkademja tal-Malti
L-Istitut tal-Lingwistika (L-Università ta' Malta)
L-Uffiċċju Elettorali
Malta Communications Authority
Malta Information Technology Agency (MITA)
Malta Linux Users Group
Malta Standards Authority

Contents

COMMITTEE RESPONSIBLE 2

FOREWORD 4

SPECIFICATION 5

1. Scope 5

2. Normative References 5

3. Definitions 6

4. Requirements – items for standardisation 7
4.1 Alphanumeric deterministic ordering 7
4.2 The Maltese Article 8
4.3 Numeric formatting 9
4.4 Monetary formatting 9
4.5 Date and Time Conversions 9
4.6 Affirmative and negative answers 12
4.7 Alphabet and code tables 12
4.8 Ordering rules 12
4.9 Transcription of characters 13
4.10 Character properties 13
4.11 Special characters 14
4.12 Numbering, ordinals and measuring system. 14
4.13 Coding of national entities 14
4.14 Telephone numbers 15
4.15 Mail addresses 15
4.16 Identification of persons 15
4.17 Electronic mail addresses 16
4.18 Maltese keyboard layout 16
4.19 Paper format 16

ANNEX A – SORTING ORDER OF THE MALTESE ALPHABET 17

ANNEX B – MAIL ADDRESS FORMAT 17

REFERENCES **ERROR! BOOKMARK NOT DEFINED.**

Foreword

Modern societies rely heavily on Information and Communications Technology. In the early days of the computerization process, the hardware was not fit to support different national requirements on culturally specific elements in the representation of written language, for example with regard to the date format.

Today, however, rapid developments in computer technology, together with attitude changes among the manufacturers, are giving rise to inquiries from the latter concerning culturally specific requirements. Therefore, it is becoming urgent for all nations wishing to safeguard their language and traditions in the information society of the future to be prepared to readily answer such inquiries.

Cultural elements for computer use are specified on many different items, such as ordering, character classification, and time and date rendering. Each of the elements may be dependent on things like language, culture and customs. Language-independent cultural elements described in this standard are: ‘alphanumeric deterministic ordering’, ‘classification of characters’, ‘numeric formatting’, ‘monetary formatting’, and ‘date and time formatting’, amongst others. Information on elements that are normally language-dependent, include ‘weekday names’, ‘month names’ and ‘affirmative and negative answers’.

Specification

1. Scope

This Maltese Standard specifies Maltese data and information requirements on Information and Communication Technology (ICT). It covers elements that consensus could be reached on, such as the alphabet, sorting rules and the input and output format of numbers, dates and time. The structure of this standard follows that of MSA ENV 12005:2002, to make it possible to directly register its contents in the European Registry of cultural Elements.

2. Normative References

The following documents contain provisions which, through reference in this text, constitute provisions in this standard.

MSA 100:2002, *Specification for Keyboard allocation of graphic characters for data processing.*

MSA ENV 12005:2002, *Information Technology – Procedure for European Registration of Cultural Elements.*

MSA EN ISO 216:2007, *Writing paper and certain classes of printed matter. Trimmed sizes. A and B series, and indication of machine direction*

MSA ISO 639-1:2002, *Code for representation of names of languages. Part 1: Alpha-2 code*

MSA ISO 639-2:2002, *Code for representation of names of languages. Part 2: Alpha-3 code*

MSA ISO 1000:2002, *SI units and recommendations for the use of their multiples and of certain other units.*

MSA ISO 2108:2009, *Information and documentation – International standard book numbering (ISBN).*

MSA EN ISO 3166-1:2006, *Codes for the representation of names of countries and their subdivisions. Country codes.*

MSA ISO 4217:2009, *Codes for the representation of currencies and funds*.

MSA ISO/IEC 6937:2002, *Information Technology – Coded graphic character set for text communication – Latin Alphabet.*

MSA ISO/IEC 10646-1:2002, *Information Technology – Universal Multiple-Octed Coded Character Set (UCS). Part 1: Architecture and basic multilingual plane.*

MSA EN 28601:2002, *Specification for representation of dates and times in information interchange.*

MSA ISO 8859-1:2002, *Information processing – 8-bit single-byte coded graphic character sets. Part 1: Latin alphabet No. 1.*

MSA ISO/IEC 9945-2:2002, *Information technology; Portable Operating System Interface (POSIX); Part 2: shell and utilities*

MSA ISO/IEC 9995-1:2009, *Information technology - Keyboard layouts for text and office systems - Part 1: General principles governing keyboard layouts*

Maltese Language Act, *CAP 470*

Local Council Act, ACT XVI of 1993

3. Definitions

For the purposes of this Maltese Standard the definitions given in MSA ISO/IEC 9995-1:2009 and the following definitions apply:

3.3 coded character set:

a set of unambiguous rules that establishes a character set and the relationship between the characters of the set and their coded representation.

3.4 code, coding scheme:

A collection of rules that maps the elements of one set onto the elements of a second set.

3.5 ordering by levels:

An ordering method which is performed on several (hierarchic) levels. At the higher levels some character distinctions are intentionally disregarded in the comparison of two entries. Whenever the rules of the current level are unable to determine the order of two different entries, the ordering moves to the next level.

3.6 special character:

A graphic character that is not a letter, digit or blank character, and usually not an ideogram.

3.7 code table:
A table showing the characters allocated to the octets in a code.

3.8 daylight saving:
The achieving of longer evening daylight, especially in summer, by setting the time an hour ahead of the standard time.

3.9 transcription:
The process whereby the pronunciation of a given language is noted by the system of signs of a conversion language. A transcription system is of necessity based on the orthographic conventions of the conversion language. Transcription is not strictly reversible.

3.10 **local Council:**
– as defined by ACT XVI of 1993

3.11 **community:**
– as defined by ACT XVI of 1993

4. Requirements – items for standardisation
This clause covers the Maltese cultural requirements on Information and Communication Technology. Subclauses 4.1 to 4.6 cover subjects that are compulsory in the European standard MSA ENV 12005:2002. These clauses may only contain subjects that can be registered in accordance with MSA ISO/IEC 9945-2:2002 POSIX. For this reason, some of these subjects are covered in detail later in this standard.

4.1 Alphanumeric deterministic ordering
In Maltese, Arabic numbers are ordered in numeric order before alphabetic characters.

The Maltese alphabet follows the following order:

a, b, ċ, d, e, f, ġ, g, għ, h, ħ, i, ie, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, ż, z.

The Maltese alphabet merged with the English alphabet for sorting purposes follows the following order:

a, b, ċ, c, d, e, f, ġ, g, għ, h, ħ, i, ie, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, ż, z.

When words are ordered alphabetically, the order is determined by the initial letter. When the initial letters of words match, the order is determined by the second letter and so on. When phrases are ordered, the first word in a phrase determines the order. In case of matching initial words, the order is determined by the second word and so on.

For Data Processing purposes, the digraph ‘ie’ shall be treated as if the ‘i’ and the ‘e’ were separate letters and sorted accordingly.

The digraph ‘għ’ shall be treated as one letter and sorted accordingly.

For Data Processing purposes, accents, apostrophes and hyphens shall be ignored. However, when two words sort identically these diacritics are taken into consideration, such that accented letters shall follow non-accented,

Example: papa (pope) precedes papà (father)

and the apostrophe shall follow the entire alphabet.

Example: ta (he gave) precedes ta’ (of)

If the words still sort identically capital letters precede small letters
Example: Marsa precedes marsa

When listing parallel texts in Maltese and other languages, the sequential alphabetical order shall follow the English alphabet so that the parallel texts keep their order transparent.

The ordering of words with the Maltese article is an exception to this rule (see clause 4.2)

Refer to Annex A for a detailed definition of the ordering.

4.2 The Article

The article shall not form part of the sorting regulations of words. The following is an example.

Word	Sorted Word	Word	Sorted Word
l-art	art, l-	il-mant	mant, il-
il-bini	bini, il-	in-nar	nar, in-
iċ-ċawla	ċawla, iċ-	l-ors	ors, l-
id-dar	dar, id-	il-pinna	pinna, il-
l-eku	eku, l-	il-qaws	qaws, il-
il-festa	festa, il-	ir-ras	ras, ir-
il-ġlekk	ġlekk, il-	l-irġiel	rġiel, l-i
il-ganċ	ganċ, il-	l-istampa	stampa, l-i
l-għajn	għajn, l-	is-sur	sur, is-

l-hena	hena, l-	it-tin	tin, it-
il-ħuta	ħuta, il-	l-użin	użin, l-
l-id	id, l-	il-vit	vit, il-
l-iebes	iebes, l-	il-wiċċ	wiċċ, il-
l-ieħor	ieħor, l-	ix-xemx	xemx, ix-
il-jum	jum, il-	iż-żiemel	żiemel, iż-
il-kamp	kamp, il-	iz-zokkor	zokkor, iz-
il-lasta	lasta, il-		

4.3 Numeric formatting

The decimal separator is the FULL STOP (.)
The thousands separator is the COMMA (,)
Example: 12,345.67

4.4 Monetary formatting

General rules for numeric formatting are also valid for monetary formatting.
With international currency symbol: €543.21 or EUR543.21
Use of negative sign: -€543.21 or –EUR543.21
Amounts smaller than one euro: €0.20 or EUR0.20

The fractional part of an amount contains two digits.

Note: The Maltese word for “euro” is “ewro” written in small case and it takes no plural ending. “Cent” is “ċenteżmu” (plural “ċenteżmi”).

4.5 Date and Time Conversions

4.5.1 Names of days and months

Names of days are written with an initial capital letter in Maltese together with the article.

English Name	Maltese Name	Abbreviation
Monday	It-Tnejn	Tne
Tuesday	It-Tlieta	Tli
Wednesday	L-Erbgħa	Erb
Thursday	Il-Ħamis	Ħam
Friday	Il-Ġimgħa	Ġim
Saturday	Is-Sibt	Sib
Sunday	Il-Ħadd	Ħad

Names of months are written with an initial capital letter in Maltese.

English Name	Maltese Name	Abbreviation
January	Jannar	Jan
February	Frar	Fra
March	Marzu	Mar
April	April	Apr
May	Mejju	Mej
June	Ġunju	Ġun
July	Lulju	Lul
August	Awwissu	Aww
September	Settembru	Set
October	Ottubru	Ott
November	Novembru	Nov
December	Diċembru	Diċ

4.5.2 Display of Data

A date is displayed in the order day-month-year and the year is written with 4 digits. The date in Maltese is displayed as follows:
Day 'ta'' month year e.g. 1 ta' Jannar 2009.

In the case of the months "April", "Awwissu" and "Ottubru" the use of "ta' April / ta' Awwissu / ta' Ottubru" and "t'April / t'Awwissu / t'Ottubru" are acceptable.

The following display forms are defined according to MSA ENV 12005:2002, Annex D, clause 5:

4.5.2.1 Long date with weekday:

In Maltese:
"It-Tnejn, 2 ta' Diċembru 2002"

In English:
"Monday, 2 December 2002"

4.5.2.2 Long date without weekday:

In Maltese:
"2 ta' Diċembru 2002"

In English:
"2 December 2002"

4.5.2.3 Short date (with abbreviation):

In Maltese:
"02 Diċ 2002"

In English:
"02 Dec 2002"

4.5.2.4 Numeric date (fixed length):

a) National display form is in the order day, month, year. Separator is the / (solidus) which must always be used: "02/12/2002"

b) Default for listings: "02/12/2002"

c) International display form according to MSA EN 28601:2002 is in the order year-month-day. Separator is the hyphen which must always be used: "2002-12-02"

4.5.2.5 Eras:

In displaying eras, the following abbreviations are used after the year:

QK (Qabel Kristu) for the era Before Christ.
Example: 115 QK

WK (Wara Kristu) for the era After Christ.
Example: 60 WK

4.5.3 Entry of Dates

Entry of dates is always in the order day, month, year. If separators are not used, the day and month shall have 2 digits. The solidus (/) and the hyphen (-) are permitted as separators.

Examples: 07042003 (07 Apr 2003)
7-4-2003 (07 Apr 2003)
7/4/2003 (07 Apr 2003)

4.5.4 Display of Time

The 24-hour date format is the most frequently used form in text.

In speech, the 12-hour system is common.

The time from morning to noon is called "*filgħodu"* or *"qabel nofsinhar"* (before noon). This is abbreviated as AM (Ante Meridiem).

The time from noon to around five o'clock is called *"waranofsinhar"* (afternoon), and from around five o' clock to midnight as *"filgħaxija"* (evening) or, after about eight o' clock, *"billejl"* (night).
All these cases are abbreviated as PM (Post Meridiem)

The display forms for time are:
a) Default according to MSA EN 28601:2002 is "02:30:12.5"

b) 24 hour time format is "02:30"

c) 12 hour time format is "2:30 AM"

4.5.5 Additional information on dates and time

The working week starts on Monday (see week numbering in MSA EN 28601:2002).

The timezone is Central European Time (CET) (in Maltese, Ħin Ċentrali Ewropew) and Central European Summer Time (CEST) (in Maltese, Ħin Ċentrali Ewropew tas-Sajf) with daylight saving.

4.6 Affirmative and negative answers

Yes Expression:
I or i for '*iva*'
True Expression:
V or v for '*veru*'

No Expression:
L or l for '*le*'
False Expression:
F or f for '*falz*'

4.7 Alphabet and code tables

Annex A shows the Maltese alphabet and its equivalent character code representation according to MSA ISO/IEC 10646:2002

4.8 Ordering rules

For ordering of single Arabic numbers and characters of the Latin alphabet, words and strings of words, see clause 4.1. When ordering personal names, the first ordering element is the last name (patronymic, matronymic or family name), including double barrel names, the second ordering element is the given name (first name), and the third ordering element is/are the middle name/s.

Example:

Appearance -	Mark	Kevin	Borg
Order -	2	3	1

Mark Kevin Borg are the given names

2 Mark is the first name
3 Kevin is the middle name
1 Borg is the family name

Ordered as: Borg Mark Kevin

4.9 Transcription of characters

Generally, Maltese shall be written with Maltese letters. If this is not supported by the available facilities, the following table shall be used as guidance.

Original letter	Fallback notation
ċ/Ċ	c/C
ġ/Ġ	g/G
ħ/Ħ	h/H
għ/GĦ/Għ	gh/GH/Gh
ż/Ż	z/Z
à/À	a`/A`
è/È	e`/E`
ì/Ì	i`/I`
ò/Ò	o`/O`
ù/Ù	u`/U`

Note:

i. when using this convention, the word retains its meaning and pronunciation, and
ii. the character following the vowels is an accent and not an apostrophe.

4.10 Character properties

The vowel '*ie*' and the consonant '*għ*' are digraphs i.e. letters written with two characters.

Accented vowels in Maltese are:
À / à, È / è, Ì / ì, Ò / ò, Ù / ù

The graphic accent in use is the grave accent on a final vowel.
Examples: unità, kafè, Marì, gatò, tribù.

4.11 Special characters

Maltese quotation marks are double quotes ("…"); however, single quotes ('…') should be used in the case of quotations within quotations.

@ (commercial at) is used in electronic mail addresses and in commercial documents.

Multiplication:

× (multiplication sign) is the most commonly used multiplication sign.

* (asterisk) is used as an operator in data processing environments.

Division:

÷ (division sign) is the most commonly used division sign.

/ (solidus) is used as an operator in data processing environments.

4.12 Numbering, ordinals and measuring system

See clauses 4.2 and 4.3 for a description of numeric and monetary formatting.

A full stop (.) is written after ordinals.

The measurement system is the SI system, MSA ISO 1000:2002.

Temperatures are measured in degrees Celsius, e.g. 25°C.

4.13 Coding of national entities

A country code has been assigned to Malta in a number of standards:

MSA ISO 3166:2002 alpha-2	MT
MSA ISO 3166:2002 alpha-3	MLT
MSA ISO 3166:2002 numeric	470
ITU E164 international telephone prefix	356
MSA ISO 2108:2009 ISBN book numbering	9909&9932

The name of the country in Maltese is "Malta".

The language code "mt" or "mlt" is used for the Maltese language (il-Malti) according to MSA ISO 639-1:2002 and MSA ISO 639-2:2002 respectively.

4.14 Telephone numbers

The international telephone prefix for Malta is 356. There are no area codes and all numbers for fixed and mobile telephony have 8 digits.

Number structures for telephony shall follow the Telephone Numbering Plan as issued by the Malta Communications Authority (MCA).

For fixed and mobile telephone numbers a blank is recommended between the fourth and the fifth digit.
For example: 2345 6789 or 7999 1234

For the international telephone prefix a '+' is recommended before the prefix followed by a blank between the prefix and the rest of the digits when writing a telephone number which includes the international telephone prefix.
For example: +356 2345 6789

4.15 Mail addresses

The address starts with the most specific information (name or company name) and ends with the most general (country of destination). It shall be written in the following format:

Addressee Name
Property Number, property name, property sub-division, sub-division name, **Street prefix, Street Name**
Community, Local Council
Postcode
Country

Note:

Bold text indicate essential requirement of address format, normal text can be added to as aid to postal carrier and users.
Each line should contain a maximum of 80 characters, including spaces
No punctuation be used unless it is part of a proper name
Post codes shall be made up of 7 alphanumeric characters and placed under the Local Council name.
Postal codes shall be printed in the upper case with the first three characters separated from the last four by one space.

Annex B show examples of mail address formats.

4.16 Identification of persons

In the Maltese islands, all residents (Maltese and foreign) are obliged to possess a valid identity card from the age of 14 years upwards. Persons are identified with a unique 7-digit identification number followed by a letter which is recorded in the National Register

of Persons. ID numbers, which, with two exceptions, are derived from the Act of Birth, are in the following format:

12345YYM (or G) - Maltese citizens registered at the Maltese (or Gozitan) public registry and whose year of registration is be 1900 and 1999.

12345YYL (or H) - Maltese citizens registered at the Maltese (or Gozitan) public registry and whose year of registration is on or after 1st January 2000.

12345YYB (or Z) - Maltese citizens registered at the Maltese (or Gozitan) public registry and whose year of registration is before 1900.

1234567A - Foreign citizens resident in the Maltese Islands who are issued with an ID card. The Acts of Birth of these persons are not registered at the Public Registry of Malta/Gozo. These ID numbers are sequential.

1234567P - Maltese citizens whose birth is not registered at the Public Registry of Malta/Gozo principally but not exclusively because they were born in a foreign country. These ID numbers are sequential.

YY are the last two digits for the year of registration. (M) and (L) stand for the public registry in Malta, whilst (G) and (H) stand for the public registry in Gozo, according to the place of registration.

4.17 Electronic mail addresses

The Maltese X.400 and internet e-mail country code is according to the MSA ISO 3166:2002 alpha-2 code i.e. 'mt'.

Personal names and other address entities are only spelt using 'a', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z', '0', '1', '2', '3', '4', '5', '6', '7', '8', '9', '.', '-','_'.

4.18 Maltese keyboard layout

The Maltese keyboard layout shall be that specified in MSA 100:2002.

4.19 Paper format

The Maltese paper format standard shall be A4 (21cm x 29.7cm) according to MSA EN ISO 216:2007.

Annex A – Sorting Order of the Maltese Alphabet

The following table shows the sorting order of the Maltese alphabet with codes conforming to MSA ISO/IEC 10646-1:2002

Lower Case	**Character Name (Small)**	Unicode (Hexadecimal)	*Upper Case*	**Character Name (Capital)**	Unicode (Hexadecimal)
A	LATIN SMALL LETTER A	0061	A	LATIN CAPITAL LETTER A	0041
B	LATIN SMALL LETTER B	0062	B	LATIN CAPITAL LETTER B	0042
Ċ	LATIN SMALL LETTER C WITH DOT ABOVE	010B	Ċ	LATIN CAPITAL LETTER C WITH DOT ABOVE	010A
D	LATIN SMALL LETTER D	0064	D	LATIN CAPITAL LETTER D	0044
E	LATIN SMALL LETTER E	0065	E	LATIN CAPITAL LETTER E	0045
F	LATIN SMALL LETTER F	0066	F	LATIN CAPITAL LETTER F	0046
Ġ	LATIN SMALL LETTER G WITH DOT ABOVE	0121	Ġ	LATIN CAPITAL LETTER G WITH DOT ABOVE	0120
G	LATIN SMALL LETTER G	0067	G	LATIN CAPITAL LETTER G	0047
Għ	LATIN SMALL LETTER G + LATIN SMALL LETTER H WITH STROKE	N/A	Għ/GĦ	LATIN CAPITAL LETTER G + LATIN CAPITAL LETTER H WITH STROKE ***(Considered as one letter)***	N/A

Lower Case	**Character Name (Small)**	Unicode (Hexadecimal)	*Upper Case*	**Character Name (Capital)**	Unicode (Hexadecimal)
h	LATIN SMALL LETTER H	0068	H	LATIN CAPITAL LETTER H	0048
ħ	LATIN SMALL LETTER H WITH STROKE	0127	Ħ	LATIN CAPITAL LETTER H WITH STROKE	0126
i	LATIN SMALL LETTER I	0069	I	LATIN CAPITAL LETTER I	0049
ie	LATIN SMALL LETTER I + LATIN SMALL LETTER E ***(Considered as a single letter)***	N/A	Ie/IE	LATIN CAPITAL LETTER I + LATIN CAPITAL LETTER E ***(Considered as a single letter)***	N/A
j	LATIN SMALL LETTER J	006A	J	LATIN CAPITAL LETTER J	004A
k	LATIN SMALL LETTER K	006B	K	LATIN CAPITAL LETTER K	004B
l	LATIN SMALL LETTER L	006C	L	LATIN CAPITAL LETTER L	004C
m	LATIN SMALL LETTER M	006D	M	LATIN CAPITAL LETTER M	004D
n	LATIN SMALL LETTER N	006E	N	LATIN CAPITAL LETTER N	004E
o	LATIN SMALL LETTER O	006F	O	LATIN CAPITAL LETTER O	004F
p	LATIN SMALL LETTER P	0070	P	LATIN CAPITAL LETTER P	0050

Lower Case	**Character Name (Small)**	Unicode (Hexadecimal)	*Upper Case*	**Character Name (Capital)**	Unicode (Hexadecimal)
q	LATIN SMALL LETTER Q	0071	Q	LATIN CAPITAL LETTER Q	0051
r	LATIN SMALL LETTER R	0072	R	LATIN CAPITAL LETTER R	0052
s	LATIN SMALL LETTER S	0073	S	LATIN CAPITAL LETTER S	0053
t	LATIN SMALL LETTER T	0074	T	LATIN CAPITAL LETTER T	0054
u	LATIN SMALL LETTER U	0075	U	LATIN CAPITAL LETTER U	0055
v	LATIN SMALL LETTER V	0076	V	LATIN CAPITAL LETTER V	0056
w	LATIN SMALL LETTER W	0077	W	LATIN CAPITAL LETTER W	0057
x	LATIN SMALL LETTER X	0078	X	LATIN CAPITAL LETTER X	0058
ż	LATIN SMALL LETTER Z WITH DOT ABOVE	017C	Ż	LATIN CAPITAL LETTER Z WITH DOT ABOVE	017B
z	LATIN SMALL LETTER Z	007A	Z	LATIN CAPITAL LETTER Z	005A

Description : Sorting order of the Maltese Alphabet *(Including English Characters)*

Lower Case	**Character Name (Small)**	Unicode (Hexadecimal)	*Upper Case*	**Character Name (Capital)**	Unicode (Hexadecimal)
a	LATIN SMALL LETTER A	0061	A	LATIN CAPITAL LETTER A	0041
b	LATIN SMALL LETTER B	0062	B	LATIN CAPITAL LETTER B	0042
ċ	LATIN SMALL LETTER C WITH DOT ABOVE	010B	Ċ	LATIN CAPITAL LETTER C WITH DOT ABOVE	010A
c	LATIN SMALL LETTER C	0063	C	LATIN CAPITAL LETTER C	0043
d	LATIN SMALL LETTER D	0064	D	LATIN CAPITAL LETTER D	0044
e	LATIN SMALL LETTER E	0065	E	LATIN CAPITAL LETTER E	0045
f	LATIN SMALL LETTER F	0066	F	LATIN CAPITAL LETTER F	0046
ġ	LATIN SMALL LETTER G WITH DOT ABOVE	0121	Ġ	LATIN CAPITAL LETTER G WITH DOT ABOVE	0120
g	LATIN SMALL LETTER G	0067	G	LATIN CAPITAL LETTER G	0047
għ	LATIN SMALL LETTER G + LATIN SMALL LETTER H WITH STROKE ***(Considered as one letter)***	N/A	Għ/GĦ	LATIN CAPITAL LETTER G + LATIN CAPITAL LETTER H WITH STROKE ***(Considered as one letter)***	N/A

Lower Case	**Character Name (Small)**	Unicode (Hexadecimal)	*Upper Case*	**Character Name (Capital)**	Unicode (Hexadecimal)
h	LATIN SMALL LETTER H	0068	H	LATIN CAPITAL LETTER H	0048
ħ	LATIN SMALL LETTER H WITH STROKE	0127	Ħ	LATIN CAPITAL LETTER H WITH STROKE	0126
i	LATIN SMALL LETTER I	0069	I	LATIN CAPITAL LETTER I	0049
ie	LATIN SMALL LETTER I + LATIN SMALL LETTER E ***(Considered as a single letter)***	N/A	Ie/IE	LATIN CAPITAL LETTER I + LATIN CAPITAL LETTER E ***(Considered as a single letter)***	N/A
j	LATIN SMALL LETTER J	006A	J	LATIN CAPITAL LETTER J	004A
k	LATIN SMALL LETTER K	006B	K	LATIN CAPITAL LETTER K	004B
l	LATIN SMALL LETTER L	006C	L	LATIN CAPITAL LETTER L	004C
m	LATIN SMALL LETTER M	006D	M	LATIN CAPITAL LETTER M	004D
N	LATIN SMALL LETTER N	006E	N	LATIN CAPITAL LETTER N	004E
O	LATIN SMALL LETTER O	006F	O	LATIN CAPITAL LETTER O	004F
P	LATIN SMALL LETTER P	0070	P	LATIN CAPITAL LETTER P	0050

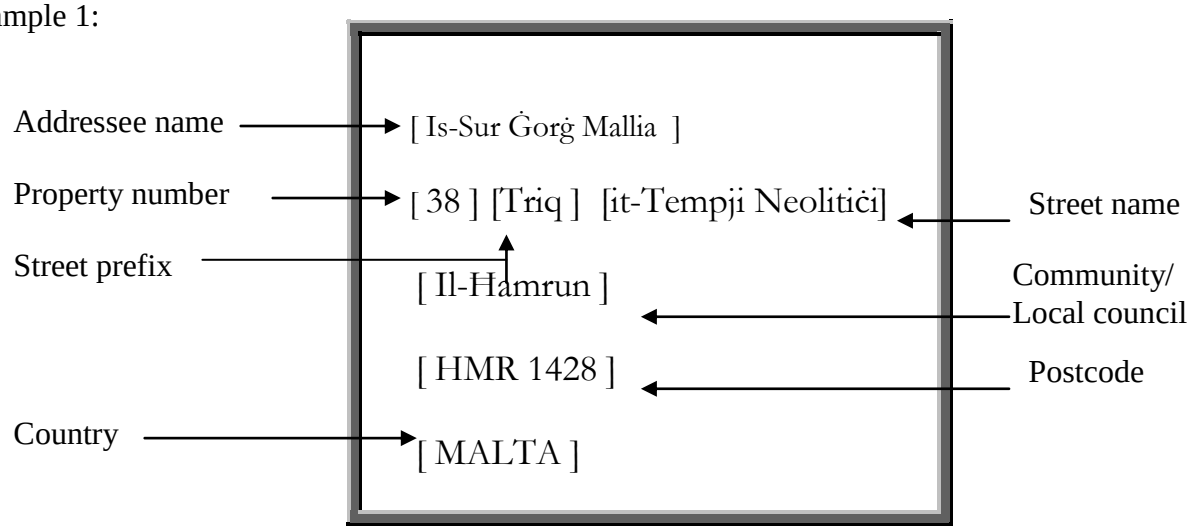
Lower Case	**Character Name (Small)**	Unicode (Hexadecimal)	*Upper Case*	**Character Name (Capital)**	Unicode (Hexadecimal)
Q	LATIN SMALL LETTER Q	0071	Q	LATIN CAPITAL LETTER Q	0051
R	LATIN SMALL LETTER R	0072	R	LATIN CAPITAL LETTER R	0052
S	LATIN SMALL LETTER S	0073	S	LATIN CAPITAL LETTER S	0053
T	LATIN SMALL LETTER T	0074	T	LATIN CAPITAL LETTER T	0054
U	LATIN SMALL LETTER U	0075	U	LATIN CAPITAL LETTER U	0055
V	LATIN SMALL LETTER V	0076	V	LATIN CAPITAL LETTER V	0056
W	LATIN SMALL LETTER W	0077	W	LATIN CAPITAL LETTER W	0057
X	LATIN SMALL LETTER X	0078	X	LATIN CAPITAL LETTER X	0058
Y	LATIN SMALL LETTER Y	0079	Y	LATIN CAPITAL LETTER Y	0059
Ż	LATIN SMALL LETTER Z WITH DOT ABOVE	017C	Ż	LATIN CAPITAL LETTER Z WITH DOT ABOVE	017B
Z	LATIN SMALL LETTER Z	007A	Z	LATIN CAPITAL LETTER Z	005A

Annex B (Informative) – Mail address formats

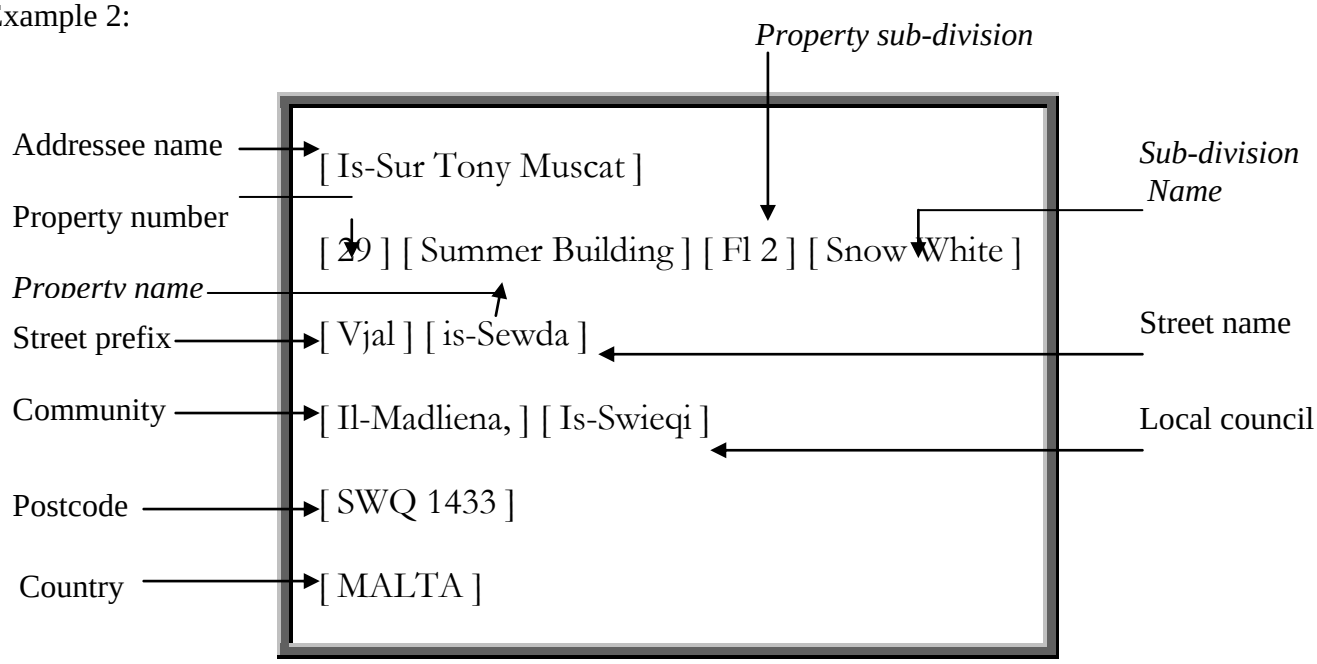
The following shows examples of mail address formats

(i) Home Delivery

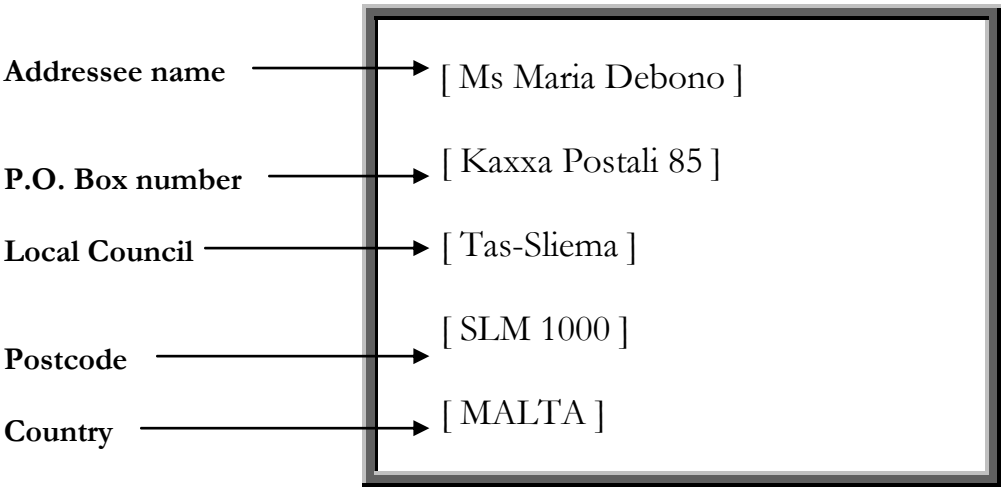
Example 1:



Example 2:



(ii) P.O. Box Delivery



List of References

Normative References

MSA 100:2002	*Specification for Keyboard allocation of graphic characters for data processing.*
MSA ENV 12005:2002	*Information Technology – Procedure for European Registration of Cultural Elements.*
MSA EN ISO 216:2007	*Writing paper and certain classes of printed matter. Trimmed sizes. A and B series, and indication of machine direction*
MSA ISO 639-1:2002	*Code for representation of names of languages. Part 1: Alpha-2 code*
MSA ISO 639-2:2002	*Code for representation of names of languages. Part 1: Alpha-3 code*
MSA ISO 1000:2002	*SI units and recommendations for the use of their multiples and of certain other units.*
MSA ISO 2108:2009	*Information and documentation – International standard book numbering (ISBN).*
MSA *EN ISO 3166-1:2009*	*Codes for the representation of names of countries and their subdivisions -- Part 1: Country codes.*
MSA ISO 4217:2009	*Codes for the representation of currencies and funds.*
MSA ISO/IEC 6937:2002	*Information Technology – Coded graphic character set for text communication – Latin Alphabet.*
MSA ISO/IEC 10646-1:2002	*Information Technology – Universal Multiple-Octed Coded Character Set (UCS). Part 1: Architecture and basic multilingual plane.*
MSA EN 28601:2002	*Specification for representation of dates and times in information interchange*
MSA ISO 8859-1:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 1: Latin alphabet No.1.*
MSA ISO/IEC 9945-2:2002	*Information technology; Portable Operating System Interface (POSIX); Part 2: shell and utilities*
MSA ISO/IEC 9995-1:2009	*Information technology - Keyboard layouts for text and office systems - Part 1: General principles governing keyboard layouts*

MSA ISO/IEC 9995-2 : 2001	*Information technology - Keyboard layouts for text and office systems - Part 2: Alphanumeric section*
MSA ISO/IEC 10367 : 2001	*Information Technology - Standardised coded graphic character sets for use in 8-bit codes*.

Informative References

MSA ISO 3166-2:2002	*Codes for representation of names of countries and their subdivisions – Part 2: Country subdivision code.*
MSA ISO 3166-3:2002	*Codes for representation of names of countries and their subdivisions – Part 3: Code for formerly used names of countries.*
MSA ISO 8859-2:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 2: Latin alphabet No. 2.*
MSA ISO 8859-3:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 3: Latin alphabet No. 3.*
MSA ISO 8859-4:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 4: Latin alphabet No. 4.*
MSA ISO 8859-5:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 5: Latin/Cyrillic alphabet.*
MSA ISO 8859-6:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 6: Latin/Arabic alphabet.*
MSA ISO 8859-7:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 7: Latin/Greek alphabet.*
MSA ISO 8859-8:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 8: Latin/Hebrew alphabet.*
MSA ISO 8859-9:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 9: Latin alphabet No.5.*
MSA ISO 8859-10:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 9: Latin alphabet No.6.*
MSA ISO 8859-11:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 11: Latin/Thai alphabet.*
MSA ISO 8859-13:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 13: Latin alphabet No.7.*
MSA ISO 8859-14:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 14: Latin alphabet No. 8 (Celtic).*

MSA ISO 8859-16:2002	*Information processing – 8-bit single-byte coded graphic character sets. Part 16: Latin alphabet No. 10.*
BS 4730:1993	*Specification for UK 7-bit coded character set*
CR 14270:2001	*"European keyboards - Guidelines and overview (ISO/IEC 9995)"*
CWA 14051-1: 2001	*"Information Technology – European generic locales – Part 1: General specifications*
http://www.unicode.org	UNICODE STANDARD CONSORTIUM
Unicode Standard Version 3.0	
C0 Controls and Basic Latin	(Range : 0000-007F)
C1 Controls and Latin 1 Supplement	(Range : 0080-00FF)
Latin Extended A	(Range : 0100-017F)
http://icu-project.org	International Components for Unicode
http://www.mca.org.mt	Malta Communications Authority

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Second Floor, Evans Building,
Merchants Street
Valletta, Malta VLT 1179
Tel: (+356) 2395 2000
Fax: (+356) 2124 2406
E-mail: standards@msa.org.mt
Internet: www.msa.org.mt