

Data Book of Cultural Convention in Asian Countries

Record of Activity of the AFSIT-SIG for IT Internationalization

Version 1.1

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Edited by Takayuki K SATO

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Message

The Asian Forum for Standardization of Information Technology(AFSIT), founded in 1987, is celebrating its tenth anniversary this year. AFSIT has accomplished many results in its activities in the past. It has promoted exchanging information among standardization organizations in Asia, found some new themes of research and joint project, and supported reinforcing standardization activities by countries in Asia. It is indeed gratifying to know that these activities are receiving high evaluations internationally.

The environment surrounding information technology is changing greatly, by the striking advances of IT itself, especially in computers and networks, and borderless trends in industries and economy. As the result, the importance of standardization of information technology is increasing. Of course, we are continuing positive efforts in the activities of international organizations such as ISO. Besides, in Asian region, it has become necessary to deal with standardization in the field of information technology for needs of Asia itself from an international perspective.

The Special Interest Group (SIG), which has been undertaking activities by focusing its attention on internationalization under the framework of AFSIT, has compiled this booklet and this is indeed a significant achievement. The data taken up in this publication is basic information related to lives and cultures in countries of Asia and can be considered the foundation for exchanging information among the various countries and developing general-purpose software. So far, we could not find a book that contained such information in one volume and in this form.

I sincerely hope this publication will make a great contribution to the future development of information technology in Asia.

Jiro HIRAISHI
Director General,
Agency of Industrial Science and Technology

Message

This "data book" is a small but significant step towards truly internationalized information technology. As the history of information technology started in the United States and European Countries, computers have long been based upon 6 and 8 bit /character architecture, in other words, European cultural convention. At its early stage, computers could only represent English. Nowadays, computers are being used in almost all countries in the world, and they should be easily adapted for other languages than English, or other cultural background than European style. Before the notion of "internationalization of information technology", the adaptation could only be possible by tremendous efforts of many computer specialists in each country. The concept of internationalization of information technology suggests that there should be basic "internationalized" information systems, and that those systems should be easily adapted for any target cultures. The first step to realize this concept is to collect such cultural conventions as character sets, collating sequences, representation of date, text format and many others, and to make them available to the field of information technology.

This book is the very first result of this kind of activities in Asian countries. The book contains for example a very interesting list of letter style, address format, and so on in 10 Asian countries. Those are not only important to our mutual understanding but also invaluable to create truly internationalized systems and to materialize internationalized information technology.

It is my great honor to have chaired the sixth AFSIT steering committee held in Kuala Lumpur in 1992, where the proposal to set "internationalization" to be a new common task, and to organize the Special Interest Group on "Internationalization" (SIG-I18N) has been discussed and approved.

Thank you very much Professor Eisuke Naito, Mr. Takayuki K. Sato, and all other members of the SIG expert meetings, to say nothing of the CICC secretariat, for making this activity a reality, and publishing this fruitful data book. I would sincerely expect this kind of activities be continued.

Shunsuke UEMURA

Professor,

Nara Institute of Science and Technology

ex.-Chairman, Committee for Promotion of Information Technology

International Standardization.

Preface

CICC has been carrying out information technology standardization activities by focusing on its cooperation with the Asian Forum for Standardization of Information Technology(AFSIT). Through the activities of this forum, started in 1987, information interchanges have been activated among the participants sent from agencies related to standardizing information technology in the ten Asian countries. These information interchanges have made much contribution to enhancing awareness of importance of standardization among the countries including Japan.

At the forum held in Kuala Lumpur in 1992, it was decided to organize a group called Internationalization Special Interest Group (SIG) under AFSIT. SIG was formed in 1993 to positively reflect differences in technical specifications based on cultural factors in Asia which will be useful for activities of international standardization of information technology.

SIG has been aiming at two steps of activities. The first step is a preparing stage corresponding to the activities on the groundwork for standardization focusing on information interchanges. The other one is a positive proposal stage which means that SIG will prepare useful material for standards proposing to an international standardization organization on specific topics.

Information technology is rapidly penetrating into Asian countries. The penetration is accelerated by the trends of constructing national information infrastructure, open architectures, multi-media and the Internet. Because of the impacts of these trends to the cultures of the countries, we can no longer neglect these trends. Under these circumstances, cultural differences among participating countries show an important direction of information technology standardization. The deliberations and studies on the integration of research and studies on cultural elements by four SIG meetings enabled this publication of the Data Book of Cultural Convention in Asian Countries.

It is convinced that introducing this data-base to many countries will not only contribute to research and development activities of information technology, but also contribute greatly to the transmission of information on Asian cultural backgrounds and customs to the rest of the world. The data book will be also useful for mutual understanding of Asian cultures.

I wish to thank those organizations and experts in the Asian countries who provided their support and cooperation in publishing this data book. Words are not enough to adequately describe the enthusiasm and efforts devoted by SIG Chairman Prof. E. Naito and Secretary Mr. T.K. Sato who made significant contributions in organizing SIG and in operating it subsequently.

Shun ISHIZAKI

Chairman, Committee for Promotion of Information Technology
International Standardization.

Message

More than three years since February 1993, over 30 experts from 10 Asian countries have been involved to establish this "data book." Four times of SIG meetings were organized annual basis. In between these meetings numerous correspondence were exchanged among the experts through CICC, Tokyo, the secretariat, in the form of normal air mail or telefacsimile in the beginning, and in the form of E-Mail later on.

In the First SIG meeting held in Singapore in February 1993, Mr. T. K. SATO, the editor of the data book, took a role of tutor for the group of experts: what is Internationalization vis Localization; what are possible and probable implications of IT Internationalization in the region as well as to each participating countries; what is the expected roles of SIG experts, and many other small items. This was the indication of his dedication to the regional cooperative work.

SIG experts were assigned home works since the First meeting, the Second in Tokyo in October 1993, the Third in Tokyo in September 1994. Efforts by the experts culminated steadily. Then, after the Third meeting, rapid and steep common understanding had grown among the SIG experts. It became drastically easier to discuss cultural conventions. IT development of each country in the same period may have helped the common understanding. When the first draft came out just before the Last meeting in November 1995, all the experts were confident to the final form of the report created co-operatively by the professional experts in the Asian region.

All through the entire program of work, Mr. T. K. SATO, kept insisting that the work was the simple fact finding. But, the listing of cultural convention in the Asian region should act as an important addition to the framework of ISO/IEC JTC 1 activity on IT Internationalization. The achievement of the SIG experts have been reported to the JTC 1 / SC 22 / WG 20 at every opportunity that Mr. SATO came across since he was also acting the editor of an ISO technical report "Information technology - Framework for Internationalization" (TR 11017). In this manner, our regional cooperative work contributed to the international standardization activity.

The current edition, edited and compiled by Mr. SATO himself, shall be the proto type listing of cultural convention of the region. It is easy to say that there are too many pitfalls, missing items, but these shall be added and corrected in the future. It is hoped that the work shall be continued in one way or another to revise and enlarged into the future edition

I would like stress with thanks the importance of the contribution and the role played by the SIG experts for the finalization of the current edition.

Eisuke NAITO
Professor,
National Center for Science Information Systems (NACSIS)
Chairman, AFSIT-SIG for IT Internationalization

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Part-1

1.01 Introduction

Main body of this book is Country Data of Cultural Conventions (Part 2), which lists Cultural Conventions(ref. to 1.05). These data are collected and assessed by the AFSIT-SIG on Information Technology Internationalization (AFSIT-SIG on I18N, ref. to 1.03 and Annex H) established in February 1993 under the Asian Forum of Standardization for Information Technology (AFSIT, ref. to 1.02 and Annex F and G). AFSIT-SIG on I18N is composed of experts from ten countries in the Asian region.

Brief description is given in the Part 1: AFSIT, parent organization of the SIG, mission and activities of the SIG, terminology of Internationalization, concept of cultural conventions, relation with international standards and its activities.

The purpose of the Data Book is, first, to provide a listing of cultural conventions of the AFSIT participating countries; second, to present basic requirements for Internationalization (I18N) from Asian region although the participating countries are limited only ten; third, to present a proto-type set of cultural conventions, which shall be expanded in Asian region with larger participation from the region and of other regions, thus to show the possibility and potentiality.

It has been an urgent need for IT Internationalization to collect and cumulate the cultural convention. In Western languages, the cultural convention data has been cumulated substantially by international activities such as the International Standardization Organization (ISO) as well as by information industries and already applied in part to information products and services. However, the Asian Requirements to Internationalization, itself of a problematic concept and contents, has not been presented yet. Therefore, the need has been regarded as if it does not exist of consumer of information and information products and services in Asian region which have tremendous potential as the information market.

The Data Book tries to be a solution to this situation based on the international cooperative work in the Asian region.

Another result in parallel to the Data Book, if we may say, is that the four year international work created a panel of experts in the field of IT Internationalization and/or IT standardization in the region. Discussion and cooperative work on non-simple task created not only this Data Book but also a group of experts with new experience and discernment. They shall certainly form a basis of further regional cooperation.

Acknowledgment

Thanks go to the SIG Experts from ten Asian countries for their patient and enthusiastic work as well as to the SIG Secretariat especially Mr. Yoshioki KANAE. Without his devoted prompting to the SIG members, the Data Book may have not been published. During the five years of work between 1992 and 1997, the executive directors of the Center of International Cooperation for Computerization (CICC), Mr. Yoshihide TSUJI, Mr. Kazumasa KOBAYASHI and Mr. Tatsuo TANAKA always paid special attention not only for financing the work but also for keeping harmony of the SIG experts from different cultural background. Thanks are also extended to INSTAC of the Japanese Standards Association (JSA), the Agency of Industrial Science and Technology (AIST) of JAPAN (MITI), especially to Mr. Koji TANABE, then the representative of CICC/Singapore. Our last thanks, on behalf of the SIG-experts, go to Dr. Shunsuke UEMURA, Professor of NARA Advanced Research Institute, who founded the SIG as the then chair person of the AFSIT and set the direction of our work.

1.02 The AFSIT

In 1987, the Asian Forum for Standardization of Information Technology (AFSIT) was organized centering on governmental agencies in Asian countries who have a large initiative on IT standardization to more positively promote standardization technology exchange with experts in the Asian countries in the information field.

The Secretariat of the AFSIT is in the Center of International Cooperation for Computerization (CICC) with the collaboration of the INSTAC of the Japanese Standards Association (JSA) under the auspices of Agency of Industrial Science and Technology (AIST) of JAPAN (MITI) for purposes of:

- Exchange of information on IT standardization and on preparation of international standards;
- Consulting services on IT standardization

Activities of the AFSIT are comprised:

- AFSIT-Forum: annual meeting for exchanging information among Asian countries;
- "News-SITE": bi-annual international newsletter on IT standardization; and
- AFSIT-SIG on i18n: experts meeting on i18n.

AFSIT Country Member are China, Hong Kong, India, Indonesia, Japan, Korea, Malaysia, Philippines, Singapore and Thailand. The AFSIT membership is one representative from one member country, mostly from governmental organizations related to IT standardization. (see Annex F and G for detail)

AFSIT-Forums

	Meeting Theme	Date	Place
#1	Character Sets	Sep. 14, 1987	Tokyo
#2	Input & Output	Mar. 10, 1989	Tokyo
#3	Processing & Printing of Text	Dec. 9, 1989	Singapore
#4	Database	Oct. 24, 1990	Tokyo
#5	Character Coding in Each Country	Oct. 23, 1991	Tokyo
#6	Open Systems & Networking	Aug. 10, 1992	Kuala Lumpur
#7	Universal Code Sets and Internationalization	Oct. 22, 1993	Tokyo
#8	International Networking & National Character Sets	Set. 28, 1994	Tokyo
#9	Standardization Policies of Asian Countries and Methods for Implementing Standardization Cooperation in the Future	Nov. 22, 1995	Tokyo

1.03 AFSIT-SIG

In July 1992, a proposal was made by CICC to setting up a SIG (Special Interest Group) on internationalization (i18n) of IT within the framework of the AFSIT with the following scope:

- Promote IT standardization in Asia, particularly paying attention to "Internationalization";
- Provide information to the Asian countries on trends especially on internationalization of technology within the scope of ISO/IEC JTC 1 (SC22 WG20);
- Identify, analyze, consolidate information among Asian countries, needed for IT internationalization, and the results will be reflected to ISO/IEC JTC1 standards [through each national channels];
- Establish a human network with standardization expertise of the Asian countries and maintain and expand this network.

The proposal was approved by the AFSIT Steering Committee held on August 9, 1992 in Kuala Lumpur, and a call for experts was sent to the AFSIT members.

Mission of the SIG was defined as:

- Conceptualization of internationalization (I18N) of IT;
- Promotion of IT Internationalization;
- Promotion of IT standardization in the Region.

The initial tasks were defined to achieve understanding of:

- domestic situations of SIG members (country reports);
- the concept of I18N, Culture dependent items;
- Questionnaires, which aims at fact-finding, not opinion poles.

And the SIG expert meetings were held:

SIG-1 February 7-8, 1993 Singapore, supported by CICC, JSA/INSTAC and the National Computer Board (NCB), Singapore.

SIG-2 October 21, 1993 Tokyo, supported by CICC and JSA/INSTAC

SIG-3 September 28, 1994 Tokyo, supported by CICC and JSA/INSTAC

SIG-4 November 21, 1995 Tokyo, supported by CICC and JSA/INSTAC

The SIG Membership is shown in Annex H.

1.04 IT internationalization

For broader utilization of information technology, a “Friendly User Interface for any user” is a very essential.

The friendliness is achieved when:

- Input and Output communication to/from a system is in user’s language in it’s character
- The character data is processed in natural rule for (normal way of) the user (e.g. sorting)
- Presentation of cultural conventions (such as date format) becomes natural to the user

The process to adapt a system for target culture is called “localization”, “nationalization”, “cultural customization” or “internationalization”. The process was performed by modifying the original system, This methodology is the easiest approach. However, the method has fundamental problems of “Cost”, “Resource requirement”, “Release Timing” and “Inter-operability”.

To resolve the problems, ISO/IEC DTR 11017 “Framework for Internationalization” recommends:

- To design a system with “empty containers” for “culturally dependent” data
- To fill the container with any “data in target culture”

The former process to design “culturally empty” system is called “INTERNATIONALIZATION” and the later process to fill the “data” in the “empty container” is called “LOCALIZATION” in the DTR.

The INTERNATIONALIZATION/LOCALIZATION model has an advantage of:

- An INTERNATIONALIZED system, in principle, can be LOCALIZED into any selected target culture(s)
- In-depth knowledge of target system is not necessary for LOCALIZATION
- The necessary time for LOCALIZATION is shorter than traditional method
- Time taken to design INTERNATIONALIZED system is not much longer than designing the original system
- Inter-operability between LOCALIZED systems are high

“Internationalization” in this data-book is the “INTERNATIONALIZATION” in ISO/IEC DTR 11017.

rem-1: ISO/IEC DTR 11017 is in DTR ballot as of May 1996.

1.05 What is Cultural Convention

This databook describes cultural convention data for information technology for AFSIT countries.

Cultural convention is defined as “A convention of an information system which is functionally equivalent between cultures, but may differ in presentation, operation behavior or degree of importance” in ISO/IEC DTR 11017 “Framework for internationalization”.

There are too many items to list all the culturally dependent items in Information Technology (IT). For example, there are so many Taboo Items in each culture, it is very difficult to select which taboo item to include in this databook or which should not.

Rule of thumb to decide for inclusion is as follows:

Assume sales process of a system. If customer says that principle of system is acceptable, but can not place an order due to the user-interface, saying that “because presentation in our custom is different”. And if the custom is not “organizational and/or custom of profession”, then it must be a cultural convention that should be described in this data book. In this sense, there is no cultural convention out from Taboo even there are many taboo items in general sense.

1.05.1 Selection of cultural convention

As technology progresses and/or customer demand evolves, variety of cultural conventions to be supported by information system will be broader. The broader the application, the more cultural conventions to be supported. We are shooting moving target. Thus, it is very difficult to define single fixed set of cultural conventions for IT application to be relevant forever.

Therefore, in this databook, items for inclusion are selected more than what are supported in current information technology. Rather, this databook describes cultural conventions not only those needed today but also is including what may (may not) be supported in a systems in future. Thus, it is not necessary for a user of this databook to support all cultural conventions described in this databook.

However, it is necessary to list as many cultural conventions as possible in this databook, so that the “empty containers” for future additional cultural conventions are of the “right size and right shape”.

1.05.2 Description format of cultural convention

Cultural convention data in this databook is in descriptive text. For real use of cultural data in information systems, it is necessary that the cultural convention data should be in machine readable form and in a mutually agreed format.

Since the format is not specified yet, for the purpose of utilization of data in real information systems, it is necessary to convert the data in this databook to machine readable form and in a mutually agreed data exchange format.

1.06 Relation with International Standards and its activities

ISO/IEC JTC1 SC22 (Program Language) WG20 (Internationalization) is the related international standardization activity.

A technical report (TR) "ISO/IEC TR 11017 Framework for internationalization" is in development process (at DTR as of Jan. 96). The TR needs to describe all necessary cultural conventions. Feedback for Asian cultural conventions was taken care of from the SIG via Japanese national body, and also cultural conventions required for other region were carried to the SIG via Japanese expert in the WG20. Consistency is maintained between the TR and this databook through the informal and invisible communication channel. This is the first contribution that the SIG made for the international standards.

As per INTERNATIONALIZATION/LOCALIZATION principle, data of the cultural conventions is not always necessarily standardized. Any data to be filled into the "empty container", and whatever the data filled, the meaning of the data should be the same regardless of the representation.

Besides, the "empty container" should be "right size and right shape". The size and shape (method to specify the data in system) of the container should be standardized clearly enough. A project for "Cultural convention specification method" has opened at the WG20. Cultural convention data in this databook should be taken into account in the specification. Again the WG20 members in AFSIT member countries will feedback the data for the project such that the "container size and shape" does fit to any of Asian requirements. This will be the second contribution from the SIG activity for the international standard.

Even though cultural convention data themselves are not necessarily standardized in theory, it can be used as a base of National Profile, Default data for the country etc., when it is necessary to define this data. (If needed, those profiles to be registered for open public use) This "base for profiling" to be the third contribution of the SIG activities.

Still there are many countries, regions or minority groups where cultural convention data are not clear outside of the group (or even within the group sometime). For those groups, this databook will be used as a template for reference to provide their cultural convention data. This will be the fourth contribution of this databook.

Part 2 Country Data of Cultural Conventions

This part describes detailed data of cultural conventions of AFSIT member countries.

Usually, the data are NOT mandatory, rather, it represents the majority of the region. Thus, other convention data can be also used in the region (as alternative, by chance and/or by application field).

“How to read PART-2?”

Country (or Region) is in Alphabetical order of daily/simplified (not full formal) name in English

Some of the data are expressed by using local character(s). Character code(s) (ID) of ISO/IEC 10646-1: 1993 in HEX form are associated with the local character(s).

Special notice is needed for Hangul. The code for Hangul in ISO/IEC 10646-1 is in the process of revising (Amendment-5: 1996). However, the old code value is shown in this data book.

The first edition of this databook does not have character ID information described above for Jawi. When it is available, ISO/IEC 10646-1 code data on Jawi character (Malaysia) requires another special notice. Jawi character has a nature of presentation form variation. Character changes its shape according to its position within a word for same character. Some character coding systems assign different code for each forms and other character coding system code one code for all of the different shapes. ISO/IEC 10646-1, in principle, does assign one code for all shapes, but also including some variation of shapes for compatibility purpose. (Thus it is mixed status) Therefore, ISO/IEC 10646-1 code for Jawi character in this databook are:
Code for base character; when separated code for presentation form is NOT available.
Code for presentation form: when separated code for presentation form is available

Symbols:

n/a : not applicable or not available

note-x: additional information for the data/description designated by same “note-x” in the same section or sub-section

rem-x additional information for the section or sub-section

rem-1: related standards ISO 3166, JIS X 0304

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Symbols:

n/a : not applicable or not available

note-x: additional information for the data/description designated by same “note-x” in the same section or sub-section

rem-x additional information for the section or sub-section

rem-1: related standards ISO 3166, JIS X 0304

2.01 Date

Date expressions vary from country to country.

There are those main differences:

- Format difference
- Whether using era system or not
- Month and day of week in local language

2.01.1 Format

(DATE)

There are two elements for Date Format, one is sequence of data and another is data separator.

Data Sequence: There are 3 kinds of date formats:

Type-1 : ddmmyy (Day, Month, Year)
 Type-2 : yymmdd (Year, Month, Day)
 Type-2C*
 Type-3 : mmdyy (Month, Day, Year)

* Type-2C; (Era name if needed) yy 年 mm 月 dd 日 This is special (Chinese) version of the Type-2.
 年(5E74), 月(6708), 日(65E5)

rem-1: Type-2C data sequence is also "data separator in local character"

Data Separator: There are 4 kinds of data separator:

Type-1: Space as data separator (ex. yy mm dd)
 Type-2: Dash as data separator (ex. yy-mm-dd)
 Type-3: Slidus as data separator (ex. yy/mm/dd)
 Type-4: Period as data separator (ex. yy. mm. dd)

		sequence	separator	
China	CNA	2, 2C	1, 2, 3, 4	note-4
Hong Kong	HKG	1, 2, 2C, 3	2, 3, 4	
India	IND	1, 2	1, 2, 3	
Indonesia	INA	1	1, 2, 3	
Japan	JPN	2, 2C	1, 2, 3, 4	note-1
Korea	KOR	2, 2C	3, 4	
Malaysia	MAS	1	2, 3	note-2
Philippines	PHI	1, 2, 3	2, 3	
Singapore	SIN	1, 2, 2C, 3	3	
Thailand	THI	1	3	note-3

note-1: JIS X 0301 specifies Type 1 (yy mm dd) and Type-2 (yy-mm-dd), and Type-4 (nyy.mm.dd) for Japanese Era system (n = M, T, S or H most of the cases). However, in practice, all formats are being used in mixed way including yy/mm/dd, nyy/mm/dd and nyy mm dd format.

note-2: Also, ddhb.(period) Month name,(Comma) yyyy dd (Space) haribulan month,(Comma) yyyy yyyy. (period) Jawi month name (Space) dd formats are in use

note-3: Year is in Buddhist Era (B.E.) day of week date month name Buddhist Era

วัน ที่ เดือน พ.ศ.

วัน (day of week 0E27, 0E31, 0E19) ที่ (date 0E17, 0E35, 0E48)

เดือน (month 0E40, 0E14, 0E37, 0E19) พ.ศ. (B.E. 0E1E, 002E 0E28 002E)

note-4: GB/T 7408-94 specifies Type 1 (yy mm dd) and Type 2 (yy-mm-dd) in AD system. However, in practice, above separators are all used

rem-2: Related standards: ISO 3307, ISO 8601, GB/T 7408, IS 7900, IS 10934, JIS X 301, KS A 5401, KS C 5610, PNS 293, TIS 1111

2.01.2 Era system

(DATE)

Some countries are using Era system as well as (or instead of) the popular AD system.

The era system are:

Type -M: (mandatory) for formal expression, or

Type -P: (strong preference), or

Type -O (optional), or

Type -R: (rare use).

China	CNA	n/a		
Hong Kong	HKG	n/a		
India	IND	Saka calendar	S	note-1
Indonesia	INA	SM	P	note-2
Japan	JPN	Emperor year	P	note-3
Korea	KOR	Dangun Era	R	Dangun Era = AD + 2333 note-4
Malaysia	MAS	n/a		
Philippines	PHI	n/a		
Singapore	SIN	n/a		
Thailand	THI	Buddhist Era (B.E.)	P	B.E. = AD + 543 note-5

note-1: Saka calendar is used in India for civil purpose as well as Gregorian calendar.
Year 1954-55 A.D. corresponds 1876 Saka, 1954 A.D. corresponds 1875-76 Saka
Year starts from the day following the vernal equinox day.

After adding 78 to the Saka Era, if the sum is divisible by 4. then it is a leap year

(Saka calendar is not very popular as compared to Western calendar)

note-2: Use SM (Sebelum Masehi) in place of BC. SM is same calendar as BC, but different in name

note-3: Japanese Era: Japanese Era name changes from Emperor to Emperor. Heisei is current Era, and Showa, Taisho and Meiji had been used for the past 100 years.

Era name changes at the first day of Emperor, therefore, the ending year of one Era is the starting year of following Era (In sense of AD, one year has two Era names). Those two years are not full year, for example, year of Showa 64 is only 6 days a year (and year of Heisei 1 for the rest).

Starting/Ending day of each Japanese Era:

		starting date	ending date	short form
Heisei	(平成 5E73, 6210)	1989-01-07		H H1 = S64
Showa	(昭和 662D, 548C)	1926-12-25	1989-01-06	S S1 = T15
Taisho	(大正 5927, 6B63)	1926-12-24	1912-07-30	T T1 = M45
Meiji	(明治 660E, 6CBB)	1912-07-29	1888- *	M M1 = K4 (K for Keio)

*Calendar system has switched from Lunar to modern system at early Meiji Era.

Therefore, conversion of date before Meiji (and beginning several years for Meiji) is useless.

and using such old date in almost all IT application is not necessary.

note-4: Korean Era Dangun **단군** (35B3, 3477)

note-5: Buddhist Era B.E. **พ.ศ.** (0E1E, 002E, 0E28, 002E)

2.01.3 Name of month (in local language)

(DATE)

2.01.3.1 Full name in local expression

(name of month)

	China	CNA	Hong Kong	HKG
January	一月	(4E00, 6708)	一月	(4E00, 6708)
February	二月	(4E8C, 6708)	二月	(4E8C, 6708)
March	三月	(4E09, 6708)	三月	(4E09, 6708)
April	四月	(56DB, 6708)	四月	(56DB, 6708)
May	五月	(4E94, 6708)	五月	(4E94, 6708)
June	六月	(516D, 6708)	六月	(516D, 6708)
July	七月	(4E03, 6708)	七月	(4E03, 6708)
August	八月	(516B, 6708)	八月	(516B, 6708)
September	九月	(4E5D, 6708)	九月	(4E5D, 6708)
October	十月	(5341, 6708)	十月	(5341, 6708)
November	十一月	(5341, 4E00, 6708)	十一月	(5341, 4E00, 6708)
December	十二月	(5341, 4E8C, 6708)	十二月	(5341, 4E8C, 6708)

India IND (Western Calendar)

January	जनवरी	(091C, 0928, 0935, 0930, 0940)
February	फरवरी	(092B, 0930, 0935, 094D, 091A)
March	मार्च	(092E, 093E, 0930, 0948, 0932)
April	अप्रैल	(0905, 092A, 094D, 0930, 0948, 0932)
May	मई	(092E, 0908)
June	जून	(091C, 0942, 0928)
July	जुलाई	(091C, 0941, 0932, 093E, 0908)
August	अगस्त	(0905, 0917, 0938, 094D, 0924)
September	सितम्बर	(0938, 093F, 0924, 092E, 094D, 092C, 0930)
October	अक्टूबर	(0905, 0915, 094D, 091F, 0941, 092C, 0930)
November	नवम्बर	(0928, 0935, 092E, 094D, 092C, 0930)
December	दिसम्बर	(0926, 093F, 0938, 092E, 094D, 092C, 0930)

India IND (Saka Calendar)

January	माघ	(092E, 093E, 0918)
February	फाल्गुन	(092B, 093E, 0932, 094D, 0917, 0941, 0928)
March	चैत्र	(091A, 0948, 0924, 094D, 0917, 0941)
April	वैशाख	(092C, 0948, 0936, 093E, 0916)
May	जेयष्ठ	(091C, 0947, 092F, 0937, 094D, 0920)
June	आषाढ़	(0906, 0937, 093E, 095D)
July	श्रावण	(0936, 094D, 0930, 093E, 0935, 0923)
August	भाद्र	(092D, 093E, 0926, 094D, 0930)
September	अश्विन	(0905, 0936, 0935, 093F, 0928)
October	कार्तिक	(0915, 093E, 0930, 094D, 0924, 093F, 0915)
November	अग्रहन	(0905, 0917, 094D, 0930, 0939, 0928)
December	पौष	(091A, 094C, 0937)

Rem-1: Saka calendar System

in Western calendar

1st month	CHAITRA	30 (31 days in a leap year)	MAR 22 common year MAR 21 leap year
2nd month	VAISAKHA	31	APR 21
	JYAISTHA	31	MAY 22
	ASADHA	31	JUN 22
	SRAVANA	31	JUL 23
	BHADRA	31	AUG 23
	ASVINA	30	SEP 23
	KARTIKA	30	OCT 23
	AGRAHAYANA	30	NOV 22
	PAUSA	30	DEC 22
Last month	MAGHA	30	JAN 21
	PHALGUNA	30	FEB 20

	Indonesia INA	Japan JPN Same as CNA or	Korea KOR Same as Japan (or in Hangul)
January	Januari	1 月 (6708)	1 월 (wol 39DA)
February	Februari	2 月 (6708)	2 월 (wol 39DA)
March	Maret	3 月 (6708)	3 월 (wol 39DA)
April	April	4 月 (6708)	4 월 (wol 39DA)
May	Mei	5 月 (6708)	5 월 (wol 39DA)
June	Juni	6 月 (6708)	6 월 (wol 39DA)
July	Juli	7 月 (6708)	7 월 (wol 39DA)
August	Agustus	8 月 (6708)	8 월 (wol 39DA)
September	September	9 月 (6708)	9 월 (wol 39DA)
October	Oktober	10 月 (6708)	10 월 (wol 39DA)
November	November	11 月 (6708)	11 월 (wol 39DA)
December	Desember	12 月 (6708)	12 월 (wol 39DA)

	Malaysia Malay	MAS Jawi	
January	Januari	جنواري	()
February	Februari	فبروري	()
March	Mac	مارچ	()
April	April	اڠريل	()
May	Mei	ماي	()
June	Jun	جون	()
July	Julai	جولاي	()
August	Ogos	اوكروس	()
September	September	سپتمبر	()
October	Oktober	اكتوبر	()
November	November	نوپمبر	()
December	Disember	ديسمبر	()

	Philippines PHI In English or	Singapore SIN
January	Enero	January
February	Pebrero	February
March	Marso	March
April	Abril	April
May	Mayo	May
June	Hunyo	June
July	Hulyo	July
August	Agosto	August
September	Septembre	September
October	Oktubre	October
November	Nobyembre	November
December	Disyembre	December

Thailand THI

January	มกราคม	(0E21, 0E01, 0E23, 0E32, 0E04, 0E21)
February	กุมภาพันธ์	(0E01, 0E38, 0E21, 0E20, 0E32, 0E1E, 0E31, 0E19, 0E18, 0E4C)
March	มีนาคม	(0E21, 0E35, 0E19, 0E32, 0E04, 0E21)
April	เมษายน	(0E40, 0E21, 0E29, 0E32, 0E22, 0E19)
May	พฤษภาคม	(0E1E, 0E24, 0E29, 0E20, 0E32, 0E04, 0E21)
June	มิถุนายน	(0E21, 0E34, 0E16, 0E38, 0E19, 0E32, 0W22, 0E19)
July	กรกฎาคม	(0E01, 0E23, 0E01, 0EDE, 0E32, 0E04, 0E21)
August	สิงหาคม	(0E2A, 0E34, 0E07, 0E2B, 0E32, 0ED4, 0E21)
September	กันยายน	(0E01, 0E31, 0E19, 0E22, 0E32, 0E22, 0E19)
October	ตุลาคม	(0E15, 0E38, 0E25, 0E32, 0E04, 0E21)
November	พฤศจิกายน	(0E1E, 0E24, 0E28, 0E08, 0E34, 0E01, 0E32, 0E22, 0E19)
December	ธันวาคม	(0E18, 0E31, 0E19, 0E27, 0E32, 0E04, 0E21)

2.01.3.2 Short name in local expression

(name of month)

	USA	CNA	HKG	IND	INA	JPN	KOR
January	JAN				Jan		
February	FEB				Feb		
March	MAR				Mar		
April	APR				Apr		
May	MAY	n/a	n/a	n/a	Mei	n/a	n/a
June	JUN				Jun		
July	JUL				Jul		
August	AUG				Ag		
September	SEP				Sep		
October	OCT				Okt		
November	NOV				Nov		
December	DEC				Des		

	MAS	PHI Local	PHI English	SIN English	THI
January	Jan		Jan	Jan	ม.ค. (0E21, 002E, 0E04, 002E)
February	Feb		Feb	Feb	ก.พ. (0E01, 002E, 0E1E, 002E)
March	Mac		Mar	Mar	มี.ค. (0E21, 0E35, 002E, 0E04, 002E)
April	Apr		Apr	Apr	เม.ย. (0E40, 0E21, 002E, 0E22, 002E)
May	Mei	n/a	May	May	พ.ค. (0E1E, 002E, 0E04, 002E)
June	Jun		Jun	Jun	มิ.ย. (0E21, 0E34, 002E, 0E22, 002E)
July	Jul		Jul	Jul	ก.ค. (0E01, 002E, 0E04, 002E)
August	Ogos		Aug	Aug	ส.ค. (0E2A, 002E, 0E04, 002E)
September	Sep		Sep	Sep	ก.ย. (0E01, 002E, 0E22, 002E)
October	Okt		Oct	Oct	ต.ค. (0E15, 002E, 0E04, 002E)
November	Nov		Nov	Nov	พ.ย. (0E1E, 002E, 0E22, 002E)
December	Dis		Dec	Dec	ธ.ค. (0E18, 002E, 0E04, 002E)

2.01.4 Name of day of week in local language

(DATE)

2.01.4.1 Full local expression

(day of week)

	China	CNA	Hong Kong	HKG
Sunday	星期日(661F, 671F, 65E5)		星期日(661F, 671F, 65E5)	
Monday	星期一(661F, 671F, 4E00)		星期一(661F, 671F, 4E00)	
Tuesday	星期二(661F, 671F, 4E8C)		星期二(661F, 671F, 4E8C)	
Wednesday	星期三(661F, 671F, 4E09)		星期三(661F, 671F, 4E09)	
Thursday	星期四(661F, 671F, 56DB)		星期四(661F, 671F, 56DB)	
Friday	星期五(661F, 671F, 4E94)		星期五(661F, 671F, 4E94)	
Saturday	星期六(661F, 671F, 516D)		星期六(661F, 671F, 516D)	
India IND				
Sunday	रविवार	(0930, 0935, 093F, 0935, 093E, 0930)		
Monday	सोमवार	(0938, 094B, 092E, 0935, 093E, 0930)		
Tuesday	मंगलवार	(092E, 0902, 0917, 0932, 0935, 093E, 0930)		
Wednesday	बुधवार	(092C, 0941, 0927, 0935, 093E, 0930)		
Thursday	बृहस्पतिवार	(092C, 0943, 0939, 0938, 094D, 092A, 0924, 093F, 0935, 093E, 0930)		
Friday	शुक्रवार	(0936, 0941, 0915, 094D, 0930, 0935, 093E, 0930)		
Saturday	शनिवार	(0936, 0928, 093F, 0935, 093E, 0930)		
Indonesia INA				
Sunday	Minggu		日曜日(65E5, 66DC, 65E5)	
Monday	Senin		月曜日(6708, 66DC, 65E5)	
Tuesday	Selasa		火曜日(7068, 66DC, 65E5)	
Wednesday	Rabu		水曜日(6C34, 66DC, 65E5)	
Thursday	Kamis		木曜日(6728, 66DC, 65E5)	
Friday	Jum'at		金曜日(91D1, 66DC, 65E5)	
Saturday	Sabtu		土曜日(571F, 66DC, 65E5)	
Korea KOR (two kinds)				
Hanja				
Sunday	日曜日(65E5, 66DC, 65E5)		일요일 (ilyoil	3A0E. 39C5, 3A0E)
Monday	月曜日(6708, 66DC, 65E5)		월요일 (wolyoil	39DA. 39C5, 3A0E)
Tuesday	火曜日(7068, 66DC, 65E5)		화요일 (hwayoil	3CDC. 39C5, 3A0E)
Wednesday	水曜日(6C34, 66DC, 65E5)		수요일 (suyoil	38BD. 39C5, 3A0E)
Thursday	木曜日(6728, 66DC, 65E5)		목요일 (mogyoil	3740. 39C5, 3A0E)
Friday	金曜日(91D1, 66DC, 65E5)		금요일 (kumyoil	349A. 39C5, 3A0E)
Saturday	土曜日(571F, 66DC, 65E5)		토요일 (toyoil	3BF9. 39C5, 3A0E)

	Malaysia MAS Malay	Jawi
Sunday	Ahad	احد ()
Monday	Isnin	اثنين ()
Tuesday	Selasa	ثلاث ()
Wednesday	Rahu	رابع ()
Thursday	Khamis	خميس ()
Friday	Jumaat	جمعة ()
Saturday	Sabtu	سبت ()

	Philippines PHI In English or Local	Singapore SIN
Sunday	Linggo	Sunday
Monday	Lunes	Monday
Tuesday	Martes	Tuesday
Wednesday	Miyerkoles	Wednesday
Thursday	Huwebes	Thursday
Friday	Biyernes	Friday
Saturday	Sabado	Saturday

Thailand THI

Sunday	วันอาทิตย์ (0E27, 0E31, 0E19, 0E2D, 0E32, 0E17, 0E34, 0E15, 0E22, 0E4C)
Monday	วันจันทร์ (0E27, 0E31, 0E19, 0E08, 0E31, 0E19, 0E17, 0E23, 0E4C)
Tuesday	วันอังคาร (0E27, 0E31, 0E19, 0E2D, 0E31, 0E07, 0E04, 0E32, 0E23)
Wednesday	วันพุธ (0E27, 0E31, 0E19, 0E1E, 0E38, 0E18)
Thursday	วันพฤหัสบดี (0E27, 0E31, 0E19, 0E1E, 0E24, 0E2B, 0E31, 0E2A, 0E1A, 0E14, 0E35)
Friday	วันศุกร์ (0E27, 0E31, 0E19, 0E28, 0E38, 0E01, 0E23, 0E4C)
Saturday	วันเสาร์ (0E27, 0E31, 0E19, 0E40, 0E2A, 0E32, 0E23, 0E4C)

rem-1: ISO 8601 defines day of week numbering

2.01.4.2 Short form local expression

(day of week)

	USA	CNA	HKG	IND	
				English	Local
Sunday	SUN	周日(5468, 65E5)	周日(5468, 65E5)	Sun	
Monday	MON	周一(5468, 4E00)	周一(5468, 4E00)	Mon	
Tuesday	TUE	周二(5468, 4E8C)	周二(5468, 4E8C)	Tue	
Wednesday	WED	周三(5468, 4E09)	周三(5468, 4E09)	Wed	n/a
Thursday	THU	周四(5468, 56DB)	周四(5468, 56DB)	Thu	
Friday	FRI	周五(5468, 4E94)	周五(5468, 4E94)	Fri	
Saturday	SAT	周六(5468, 516D)	周六(5468, 516D)	Sat	

	INA	JPN	KOR	
			Hangul	Hanja
Sunday		日(65E5)	일 (3A02)	日(65E5)
Monday		月(6708)	월 (39DA)	月(6708)
Tuesday		火(7068)	화 (3CDC)	火(7068)
Wednesday	n/a	水(6C34)	수 (38BD)	水(6C34)
Thursday		木(6728)	목 (3740) 木(6728)	
Friday		金(91D1)	금 (349A)	金(91D1)
Saturday		土(571F)	토 (3BF9)	土(571F)

	MAS	PHI	SIN	THI
Sunday	Aha	Sun	Sun	อา. (0E2D, 0E32, 002E)
Monday	Isn	Mon	Mon	จ. (0E08, 002E)
Tuesday	Sei	Tue	Tue	อ. (0E2D, 002E)
Wednesday	Rab	Wed	Wed	พ. (0E1E, 002E)
Thursday	Kha	Thu	Thu	พฤ. (0E1E, 0E24, 002E)
Friday	Jum	Fri	Fri	ศ. (0E28, 002E)
Saturday	Sab	Sat	Sat	ส. (0E2A, 002E)

2.01.4.3 Format

(day of week)

The location of day of week when writing date is culturally dependent. In some cultures, the written format is different from the spoken one.

Type-1: Before the date

Type-2: After the date

Type-A: Sunday is the first day of a week

Type-B: Monday is the first day of a week

		In Local character (writing)	In phonetic (speaking)	First day
China	CNA	2	2	B
Hong Kong	HKG	2	2	A
India	IND	2	2	B
Indonesia	INA	1	1	A
Japan	JPN	2	1,2	A, B
Korea	KOR	2	2	A
Malaysia	MAS	1	1	B
Philippines	PHI	2	2	A
Singapore	SIN	1	1	B
Thailand	THI	1	1	A, B

2.01.5 Week numbering

(DATE)

There are three different ways of numbering the weeks

Type-1: Week 1 is the week including January 1st.

Type-2: Week 1 is the week starting first Sunday of the year

Type-3: Other than 1 and 2 (if any, specify)

China	CNA	1,2	note-2	
Hong Kong	HKG	2		
India	IND	n/a	No official week numbering is used	
Indonesia	INA	n/a	No official week numbering is used	
Japan	JPN	1,2	No official week numbering, it is organization dependent	note-1
Korea	KOR	n/a	No official week numbering is used	note-1
Malaysia	MAS	n/a	No official week numbering is used	
Philippines	PHI	n/a	No official week numbering is used	
Singapore	SIN	n/a	No official week numbering is used	
Thailand	THI	n/a	No official week numbering is used	note-1

note-1: There is a week numbering within a month, 1st week is a week including 1st day of the month

note-2: GB/T 7408 specifies the first calendar week of the year is the one that includes the first Thursday of the year. In the Gregorian calendar, this is equivalent to the week which includes 4 January.

rem-1: related standard; KS A 5402

2.02 Time

Expression of time differs from culture to culture.

The elements of the difference are:

- System (12 or 24 hours as a unit)
- Hour, Minutes, Second separator
- Time zone and applicability of daylight saving system

2.02.1 Time format

(TIME)

There are 2 kinds of time formats:

Type-1: 24 hour system

Type-2: 12 hour system

In case of 12 hour system, am/pm annotation is usually required

Standard format

		type(s)	Location of am/pm	Time separator
China	CNA	1, 2	5:45 am	Colon(:)
Hong Kong	HKG	1, 2	5:45 am	Colon(:)
India	IND	1, 2	5.45 am	Period(.)
Indonesia	INA	1, 2	05.45 tttt (TZO)	Period(.) note-1, note-2 leading zero is usually needed
Japan	JPN	1, 2*	5:45 am	Colon (:): note-3
Korea	KOR	1, 2	5:45 am	Colon (:)
Malaysia	MAS	2	5:45 mmm	note-4
Philippines	PHI	1, 2	5:45 am	Colon (:)
Singapore	SIN	1, 2	5 AM 5 am 5:45 am	
Thailand	THI	1	n/a note-5	Colon (:): or Period (.)

note-1: tttt When 12hr. system is used, tttt (below) should be used in place of am/pm

From	05 to 09hr	tttt = pagi
	09 to 17	= siang
	17 to 18	= sore
	18 to 24	= malam
	00 to 05	= dinihari

note-2: TZO Time Zone See 2.02.2 Indonesian Time Zone

note-3: JIS X 0302 defines 24 hour system but practice is different

note-4: mm (below) should be used in place of am/pm

At	0hr	mm = tengah malan
From	01 to 11hr	= pag
	at 12hr	= tengah hari
	13 to 18hr	= petang
	19 to 23hr	= malam

note-5: THI does not use am/pm system in Thai culture at all, THI use am/pm only in English document

rem-1: Related standards: ISO 8601, GB/T 7408, JIS X 302, PNS 293, TIS 1111

Traditional format

		type(s)	Location of am/pm and Time separator	
China	CNA	2	上午 hh 时 mm 分	下午 hh 时 mm 分
Hong Kong	HKG	2	上午 hh 時 mm 分	下午 hh 時 mm 分
India	IND	1, 2	Same as US	Same as US
Indonesia I	NA	n/a		
Japan	JPN	2	午前 hh 時 mm 分	午後 hh 時 mm 分
Korea	KOR	2	오전 hh 시 mm 분	오전 hh 시 mm 분
Malaysia	MAS	n/a		
Philippines	PHI	n/a		
Singapore	SIN	2	Same as CNA	Same as CNA
Thailand	THI	1	hh:mm or hh.mm to be read as	
			hh นาที mm นาที	

rem-1:

上午(4E0A, 5348), 下午(4E0B, 5348), (65F6), 分(5206)
 午前(5348, 524d), 午後(5348, 5F8C), 時(6642), 分(5206)
 오전 (39A1, 3CF3), 시 (38E8), 분 (37DB), 오후 (39A1, 3CF3)
 นาที (0E19, 0E32, 0E2C, 0E34, 0E01, 0E32) นาที (0E19, 0E32, 0E17, 0E35)

2.02.2 Time zone and day-light saving time

(TIME)

Besides the difference in format, the expression of time ranges from country to country.

Time zone system;

Time difference from GMT

Day light saving time (from/to when)

			Time zone difference from GMT	Day light saving
China	CNA	n/a	+8:00	n/a
Hong Kong	HKG	n/a	+8:00	n/a
India	IND	n/a	+5:30	n/a
Indonesia	INA	WIB (West INA time)	+7:00	n/a
		WITA (Central INA time)	+8:00	n/a
		WIT (East INA Time)	+9:00	n/a
Japan	JPN	n/a	+9:00	n/a
				(under consideration)
Korea	KOR	n/a	+9:00	n/a
Malaysia	MAS	n/a	+8:00	n/a
Philippines	PHI	n/a	+12:00	n/a
Singapore	SIN	n/a	+8:00	n/a
Thailand	THI	n/a	+7:00	n/a

2.03 Calendar

It is noticed that Western (or modern) calendar is usually adopted as the official calendar in most of countries surveyed. Other calendars such as Lunar calendar, Islamic calendar are used for customary ceremonies or religious purposes.

Type -1: Western Calendar

Type -2: Lunar Calendar

Type -3: Islamic Calendar

Type -4: Other Calendar

		Official Calendar	Other Calendar
China	CNA	1	2
Hong Kong	HKG	1	2
India	IND	1, 4 (Saka)	4 (Vikram Samvat)
Indonesia	INA	1	3 (Sometime)
Japan	JPN	1	2
Korea	KOR	1	2
Malaysia	MAS	1	3
Philippines	PHI	1	n/a
Singapore	SIN	1	2, 3, 4
Thailand	THI	1	2

rem-1: See 2.01.3.1 for additional information for Saka calendar of India

2.03.1 National Holiday

For national holiday information, refer to Annex C

2.04 Number format

The format to express number has three elements.

- Location of the digit separator (normally called thousands separator) location.
- Symbols used for the digit separations and decimal point.
- Positive/Negative number sign.

For location of digit separator, each 3-digits (thousand) is the most popular way, but there are also other cases. Note that even if 3-digits is popular in Arabic numbers, it might be different when number is expressed and written or spoken in local language, (for details refer to Word expression of number)

For symbols, there are two popular cases, but there are also other exceptional symbols used.

Type -1: 12,345,678.901 , (comma) for digits separator, and . (period)for decimal point
 Type -2: 12.345.678,901 . (period) for digit separator, and , (comma) for decimal point

		Digit separator	Symbol	
China	CNA	3 digits	1	
HongKong	HKG	3 digits	1	(for monetary amount) note-1
			space:	for other than monetary
India	IND	3 (2) digits	1	note-2 separator for each 2 digits are needed
Indonesia	INA	3 digits	2	
Japan	JPN	3 digits	1	
Korea	KOR	3 digits	1	
Malaysia	MAS	3 digits	1	
Philippines	PHI	3 digits	1	
Singapore	SIN	3 digits	1	
Thailand	THI	3 digits	1	

note-1: There are two digit separators used in Hong Kong. For monetary amount, it is comma like many other countries (Type-1). Besides, for other than monetary amount, space can also be used.

note-2: 2 digits system: 12, 34, 567.89 separator is needed for each 2 digit for beyond 1000.

		Positive	Negative sign	Location
China	CNA	no sign or +	- (minus)	beginning note-1
Hong Kong	HKG	no sign or +	- (minus), ()	beginning note-1, note-2, note-3
India	IND	no sign or +	- (minus)	beginning
Indonesia	INA	no sign or +	- (minus)	beginning
Japan	JPN	no sign or +	- (minus), , ()	beginning note-2, note-4
Korea	KOR	no sign or +	- (minus), , ()	beginning note-2, note-4
Malaysia	MAS	no sign or +	- (minus), ()	beginning note-1, note-2
Philippines	PHI	no sign or +	- (minus)	beginning
Singapore	SIN	no sign or +	- (minus), ()	beginning note-1, note-2
Thailand	THI	no sign or +	- (minus)	beginning note-1

note-1: Numbers in red ink means negative numbers for accounting application

note-2: Numbers in bracket means negative numbers for accounting application

note-3: DR and CR also use for accounting.

note-4: is used for accounting mostly. Word (in) RED CHARACTER means minus bottom line (It may and may not be written in normal ink with negative sign or red ink without negative sign)

2.05 Number Rounding

Four number rounding methods have been identified for inclusion in this data book.

Type-1: The higher integral multiple is selected as rounded number

nnn.0 through nnn.4	round to nnn	ex. 123.4 --> 123
nnn.5 through nnn.9	round to nn(n+1)	ex. 123.5 --> 124
nnn.nn0 through nnn.nn4	round to nnn.nn	ex. 123.454 --> 123.45
nnn.nn5 through nnn.nn9	round to nnn.n(n+1)	ex. 123.455 --> 123.46

(ISO 31-0:1992 Annex B B.3 rule B)

Type-2: The even integral multiple is selected as the rounded number

ex. 123.45 --> 123.4
and 123.55 --> 123.6

(ISO 31-0:1992 Annex B B.3 rule A)

nnn.nn1 and nnn.nn2	round to nnn.nn0	ex. 123,452 --> 123.450
nnn.nn3 through nnn.nn7	round to nnn.nn5	ex. 123.454 --> 123.455
nnn.nn8 and nnn.nn9	round to nnn.n(n+1)0	ex. 123.458 --> 123.460

nn.(n-1)76 through nn.n25	round to nn.n0	ex. 123.325 --> 123.30
nn.n26 through nn.n75	round to nn.n5	ex. 123.326 --> 123.35 and 123.376 --> 123.40

China	CNA	1
Hong Kong	HKG	1
India	IND	1
Indonesia	INA	1
Japan	JPN	1
Korea	KOR	1
Malaysia	MAS	1
Philippines	PHI	1
Singapore	SIN	1
Thailand	THI	1

rem-1: Above country data are not considered any CEILING and/or FLOOR types of rounding. Those are rather application (such as Accounting/Taxing) dependent rounding.

CEILING: 123.011 --> 123.02

FLOOR: 123.019 --> 123.01

rem-2: Related standards: ISO 30-0, IS 2, JIS Z 8401, KS A 0021

2.06 Monetary amount Expression

Expression of monetary amount has two basic elements:

- 1:
 - a. Currency sign.
 - b. Currency amount format.
 - c. Amount (number) expression.

- 2:
 - a. Currency sign to be defined for Local character, Latin (or Latin like) character and International.
And also placement (before, middle and end of number) are different.
 - b. Currency amount format might different between cultures.
 - c. Amount expression normally follows number format of the country (with exception) and word representation of number of the culture.

2.06.1 Currency sign

(MONETARY)

Typically, there are three or more kind of currency signs that are used for the same currency.

One is currency sign in local character (which is usually a base and legally correct currency sign).

Second is currency symbol (like \$ sign) for easy use. This sign usually is in Latin character like design.

Third one is international use to avoid ambiguity between similar currency name and sign.

			in Local ch.		in Latin ch.		interternational
China	CNA	元(5143)	12,345.67 元		¥ (00A5)	¥ 12,345.67	CNY
Hong Kong	HKG	元(5143)	12,345.67 元		\$	\$12,345.67	HKD
India	IND	₹ (0930, 0941, 002E)	12,345.67 ₹		Rs	Rs.12, 345.67	INR
Indonesia	INA	Rp	Rp12.345,67		Rp	Rp12.345,67	IDR
Japan	JPN	円(5186)	12,345.67 円		¥ (00A5 or FFE5)	¥ 12,345.67	JPY
Korea	KOR	₩ (39D9)	12,345.67 ₩		₩ (20A9 or FFE6)	₩ 12,345.67	KRW
Malaysia	MAS	RM	RM12,345.67		RM	RM12,345.67	MYR
Philippines	PHI	₱ (n/a)	₱ 12,345.67		PHP	PHP12,345.67	PHP
Singapore	SIN	S\$	S\$12,345.67		S\$	S\$12,345.67	SGD
Thailand	THI	บาท(0E1A, 0E32, 0E17)	12,345.67 บาท		฿ (0E3F)	฿ 12,345.67	THB

China	CNA	yuan (Renminbi)	1 元(5143)(yuan) =10 角(89D2)(jiao) 1 角(jiao) = 10 分(5206)(fen)
Hong Kong	HKG	(Hong Kong) dollar	1 dollar = 100 cent 1 元(5143) = 10 角(89D2) 1 毫(6BEB) or 1 角 = 10 cents 1 分 = 1cent
India	IND	(Indian) rupee	1Rs = 100 paisa
Indonesia	INA	rupiah	1Rp = 100 sen
Japan	JPN	yen (pronounce en, custom is to spell yen)	1yen = 100 sen sen 銭 (92AD) 1sen = 10 rin 厘 (5398) rear use
Korea	KOR	won	1 Won = 100 錢 (jon 3A3B)
Malaysia	MAS	(Malaysian) ringgit	1RM = 100sen
Philippines	PHI	(Philippines) peso	1peso = 100 centavos
Singapore	SIN	(Singapore) dollar	1 dollar = 100 cents
Thailand	THI	baht	1 baht = 100 stang

stang สตางค์ (0E2A, 0E15, 0E32, 0E07, 0E04, 0E4C)

2.06.2 Format

(MONETARY)

Currency amount format differences are already expressed as a part of currency sign placement.

Note that monetary amount format and number format are same except for Hong Kong.(see 2.04)

2.06.3 Amount expression in word

(MONETARY)

For legal purpose, most countries have a custom to write the monetary amount in word.
Monetary amount expression in spoken language is another cultural dependent item

Both of the above can be categorized into two types:

Type -B: Currency word (sign, unit) at the beginning (before number)

Type -E: Currency word (sign, unit) at the end (after number)

		Writing in local character	Pronounce in local language	
China	CNA			E
Hong Kong	HKG	in English		E
		in Chinese	E (with 香港 \$ or 港幣 in front)	E
India	IND			E
Indonesia	INA			E
Japan	JPN		E (一金 in front when needed)	E
Korea	KOR			E
Malaysia	MAS			E
Philippines	PHI			E
Singapore	SIN			E
Thailand	THI		B(in Latin ch. : ฿)	E
			E(in Local ch. : บาท)	E

rem-1: 香港(9999, 6E2F), 港幣(6E2F, 5E63)

rem-2: 一金(4E00, 91D1)

rem-3: Related standards: ISO 4217, GB 12408

2.07 Word Representation of Numbers

Sometimes numbers are expressed in word form.

For example, formal expression of monetary amount requires a word representation form in most cases.

Please note that in the case of word representation, placement of a digit separator equivalent (word) may be different from Arabic number. (from each 3 digits to 4 digits in CNA)

		easy form	CNA	complex form HKG	JPN	KOR-1	SIN
0	zero	○	零	零	零	零 (96F6)	○ (3007)
1	one	一	壹	壹	壹 (58F1)	壹 (58F9)	一 (4E00)
2	two	二	貳	貳	弍 (5F0D)	貳 (8CB3)	二 (4E8C)
3	three	三	(53C1) 參	參	参	參 (53C2)	三 (4E09)
4	four	四	肆	肆(8086)	四	四	四 (56D4)
5	five	五	伍	伍	伍 (4F0D)	五	五 (4E94)
6	six	六	(9646)	陸(9678)	六	六	六 (516D)
7	seven	七		(67D2)	七	七	七 (4E03)
8	eight	八	捌	捌 (634C)	八	八	八 (516B)
9	nine	九	玖	玖 (7396)	九	九	九 (4E5D)
10	ten	十	拾	拾	拾	拾 (62FE)	十 (5341)
11	eleven	十一	拾壹	拾壹	拾壹	拾壹	
1x	--teen	十 x	拾 x	拾 x	拾 x	拾 x	
100	hundred	百	佰	佰 (4F70)	百	百	百 (767E)
1000(K)	thousand	千	仟	仟	仟	仟 (4EE0)	千 (5343)
10K	ten thousand	万	万	萬	萬	萬 (842C)	万 (4E07)
100K	hundred thousand	十万	拾万	拾萬	拾萬	拾萬	十万
1000K(M)	million	百万	佰万	佰萬	百萬	百萬	百万
10M	ten million	千万	仟万	仟萬	仟萬	仟萬	千万
100M	hundred million		(4EBF) 億	億	億	億 (5104)	(4EBF)
1000M(B)	billion	十	拾	拾億	拾億	拾億	十
10B	ten billion	百	佰	佰億	百億	百億	百
100B	hundred billion	千	仟	仟億	仟億	仟億	千
1000B(T)	trillion	兆	兆	兆	兆	兆	兆 (5146)
10T	ten trillion	十兆	拾	拾兆	拾兆	拾兆	十兆
100T	hundred trillion	百兆	佰兆	佰兆	百兆	百兆	百兆
.	point	n/a	n/a	點(9EDE)	n/a	n/a	n/a
		(点)	(点)		(点)	(点)	(点(70B9))

rem-1: All countries use the easy form (with minor difference) as well as complex form of the country.

IND

0	zero	शून्य	(0936, 0942, 0928, 094D, 092F)
1	one	एक	(090F, 0915)
2	two	दो	(0926, 094B)
3	three	तीन	(0924, 094C, 0928)
4	four	चार	(0941, 093E, 0930)
5	five	पाँच	(092A, 093E, 0901, 091A)
6	six	छः	(091B, 0903)
7	seven	सात	(0938, 093E, 0924)
8	eight	आठ	(0906, 0920)
9	nine	नौ	(0928, 094C)
10	ten	दस	(0926, 0938)
11	eleven	ग्यारह	(0917, 094D, 092F, 093E, 0930, 0939)
1x	--teen		n/a
100	hundred	सौ	(0928, 094C)
1000(K)	thousand	एक हजार	(090F, 0915, 0939, 091C, 093E, 0930)
10K	ten thousand	दस हजार	(0926, 0938, 0939, 091C, 093E, 0930)
100K	hundred thousand	एक लाख	(090F, 0915, 0932, 093E, 0916)
1000K(M)	million	दस लाख	(0926, 0938, 0932, 093E, 0916)
10M	ten million	एक करोड़	(090F, 0915, 0915, 0930, 094B, 095C)
100M	hundred million	दस करोड़	(0926, 0938, 0915, 0930, 094B, 095C)
1000M(B)	billion	एक अरब	(090F, 0915, 0905, 0930, 0926)
10B	ten billion	दस अरब	(0926, 0933, 0905, 0930, 092C)
100B	hundred billion	एक खरब	(090F, 0915, 0916, 0930, 0926)
1000B(T)	trillion	दस खरब	(0926, 0938, 0916, 0930, 092C)
10T	ten trillion	एक पदम	(090F, 0915, 092A, 0926, 092E)
100T	hundred trillion	दस पदम	(0926, 0938, 092A, 0926, 092E)
.	point	बिन्दू	(092C, 093F, 0928, 094D, 0926, 0942)
		दशमलव	(0926, 0936, 092E, 0932, 0935)

INA

KOR-2

0	zero	nol	영 (3996)
1	one	satu	일 (3A0E)
2	two	dua	이 (3A0B)
3	three	tiga	삼 (3858)
4	four	empat	사 (3850)
5	five	lima	오 (39A1)
6	six	enam	육 (39EF)
7	seven	tujuh	칠 (3B5C)

8	eight	delapan	팔 (3C3B)
9	nine	sembilan	구 (3475)
10	ten	sepuluh	십 (38EF)
11	eleven	sebelas	십일
1x	--teen	--belas	십x
100	hundred	ratus	백 (3796)
1000(K)	thousand	ribu	천 (3B0E)
10K	ten thousand	puluh ribu	만 (3707)
100K	hundred thousand	ratus ribu	십만 (38EF, 3707)
1000K(M)	million	juta	백만 (3796, 3707)
10M	ten million	puluh juta	천만 (3B0E, 3797)
100M	hundred million	ratus juta	억 (3972)
1000M(B)	billion	milyar	십억 (38EF, 3972)
10B	ten billion	puluh milyar	백억 (3796, 3972)
100B	hundred billion	ratus milyar	천억 (3B0E, 3972)
1000B(T)	trillion	trilyun	조 (3A53)
10T	ten trillion	puluh trilyun	십조 (38EF, 3A53)
100T	hundred trillion	ratus trilyun	백조 (3796, 3A53)
.	point	titik	

		MAS Malay	PHI
0	zero	kosong/sifar	sero
1	one	satu	lisa
2	two	dua	dalawa
3	three	tiga	tatlo
4	four	empat	apat
5	five	lima	lima
6	six	enam	anim
7	seven	tujuh	pito
8	eight	lapan	walo
9	nine	sembilan	siyam
10	ten	puluh	sampu
11	eleven	sebelas	labing-isa
1x	--teen	belas	labing-xxx
xyz	--ty-z	puluh	--mput-z note-1
100	hundred	ratus	daan
1000(K)	thousand	ribu	libo
10K	ten thousand		sampung libo
100K	hundred thousand		isang daang libo
1000K(M)	million	juta	milyon
10M	ten million		sampung milyon
100M	hundred million		isang daang milyon
1000M(B)	billion	ribu juta	bilyon
10B	ten billion		sampung bilyon
100B	hundred billion		isang daang bilyon
1000B(T)	trillion	juta juta	trilyon
10T	ten trillion		sampung trilyon
100T	hundred trillion		isang daang trilyon
.	point	perpuluhan	n/a

note-1: 21 = 20+1 = dalawampt-isa, 22 = 20+2 = dalawampt-dalawa,
20 = dalawa/mupt or 2 X 10 = dalawang sampu
31 = 30+1= tatlumpt -isa, 30 = tatlu/mupt or 3 X 10 = tatlong sampu
rem-1: In Philippines and Singapore, English representation is also used

THI

0	zero	ศูนย์	(0E28, 0E39, 0E19, 0E22, 0E4C)
1	one	หนึ่ง	(0E2B, 0E19, 0E36, 0E48, 0E07)
2	two	สอง	(0E2A, 02ED, 0E07)
3	three	สาม	(0E2A, 0E32, 0E21)
4	four	สี่	(0E2A, 0E35, 0E48)
5	five	ห้า	(0E2B, 0E49, 0E32)
6	six	หก	(0E2B, 0E01)
7	seven	เจ็ด	(0E40, 0E08, 0E47, 0E14)
8	eight	แปด	(0E41, 0E1B, 0E49, 0E32)
9	nine	เก้า	(0E40, 0E01, 0E49, 0E32)
10	ten	สิบ	(0E2A, 0E34, 0E1A)
11	eleven	สิบเอ็ด	(0E2A, 0E34, 0E1A, 0E40, 0E2D, 0E47, 0E14)
1x	--teen	สิบ...	(0E2A, 0E34, 0E1A, ----)
100	hundred	ร้อย	(0E23, 0E49, 0E2D, 0E22)
1000(K)	thousand	พัน	(0E1E, 0E31, 0E19)
10K	ten thousand	หมื่น	(0E2B, 0E21, 0E37, 0E48, 0E19)
100K	hundred thousand	แสน	(0E41, 0E2A, 0E19)
1000K(M)	million	ล้าน	(0E25, 0E49, 0E32, 0E19)
10M	ten million	สิบล้าน	(0E2A, 0E34, 0E1A, 0E25, 0E49, 0E32, 0E19)
100M	hundred million	ร้อยล้าน	(0E23, 0E49, 0E2D, 0E22, 0E25, 0E49, 0E32, 0E19)
1000M(B)	billion	พันล้าน	(0E1E, 0E31, 0E19, 0E25, 0E49, 0E32, 0E19)
10B	ten billion	หมื่นล้าน	(0E2B, 0E21, 0E37, 0E48, 0E19, 0E25, 0E49, 0E32, 0E19)
100B	hundred billion	แสนล้าน	(0E41, 0E2A, 0E19, 0E25, 0E49, 0E32, 0E19)
1000B(T)	trillion	ล้านล้าน	(0E25, 0E49, 0E32, 0E19, 0E25, 0E49, 0E32, 0E19)
10T	ten trillion	โกฏิล้าน	(0E42, 0E01, 0E0F, 0E34, 0E25, 0E49, 0E32, 0E19)
100T	hundred trillion	สิบกโกฏิล้าน	(0E2A, 0E34, 0E1A, 0E42, 0E41, 0E0F, 0E34, 0E25, 0E49, 0E32, 0E19)
.	period	จุด	(0E08, 0E38, 0E14)

rem-2: Related standards are ISO 6093, MS ISO 6093

2.08 Hyphenation of word

Hyphenation rule is different for script and writing system.

China	CNA	Chinese character (ideograph widely used in some of Asian countries) are not hyphenated.
Hong Kong	HKG	Same as CNA.
India	IND	note-1
Indonesia	INA	Hyphenation is used for following: a. To break up a word along phonetic units b. Combining word forming a new word c. Duplicate words to express plural d. To join foreign word with Indonesian prefix and/or ending e. To join prefix with number
Japan	JPN	Same as CNA. There is normally no space inserted between words written in Japanese character, Space is used in order to separate the sentences. Long word when reach to end of line is normally broken to next line.
Korea	KOR	Same as CNA
Malaysia	MAS	Malay words are hyphenated: a. to break up a word along phonetic units b. when combining words forming a new word, and c. when representing number in words d. No hyphenation in Jawi
Philippines	PHI	Besides the criteria of MAS and note-1, hyphenation is also used a. when the word is repeating or duplicated b. when the word is composed of prefix ending with a consonant and a word-base that belongs with a vowel, and c. when a practice between two combined words is dropped
Singapore	SIN	Same as CNA and note-1
Thailand	THI	There is normally no space inserted between words in Thai sentence. Space are introduced in order to separate the sentences. Certain long word when reach end of line are hyphenated just like English. Hyphenation rule requires the insertion point to be the end of syllable..

note-1: In the country where English is an (or one of) official language, the international practice of using phonetic unit as boundaries for hyphenation is applied.

2.09 ICON and Symbols

Requirements about ICON has to be separated into two. One is whether if there are any special (prohibited to use in particular) symbols or not for IT application and/or within normal ICONS. Another is applicability of international guidance in ISO 3864

		Special Requirements	ISO 3864 applicability
China	CNA	n/a note-2	yes
Hong Kong	HKG	n/a	yes
India	IND	n/a	
Indonesia	INA	n/a	yes
Japan	JPN	n/a note-1	yes
Korea	KOR	n/a	yes
Malaysia	MAS	n/a	
Philippines	PHI	n/a	yes
Singapore	SIN	n/a	yes
Thailand	THI	n/a	yes

note-1: Following JIS standards include special symbols for Japanese use.

JIS X 0208, JIS X 0212, JIS Z 9101 (Japanese Standard) is translated ISO 3864

note-2: ISO 3864-1984 had been adopted for Chinese GB2894-1988 identically. Besides this standard, ISO 7001-1990(Graphical symbols for use on public information signs) has been adapted for Chinese Standard GB/T 10001-1994 too.

rem-1: Related standards are ICS 01.080.XX, ISO 2047, ISO 3864, ISO 7001, GB 2894, GB/T10001, JIS X 0209, JIS Z 9101, JIS Z 9104, KS C 5713, PNS 1082, PNS 1083, PNS 3864

2.09.1 Check Marks

(ICON and SYMBOLS)

Style of check marks are culturally dependent. Sometimes it could cause unnecessary misunderstanding. For example, **X mark** in a list means **NOT AVAILABLE** (or negative tone) in Japan and normally is used for **AVAILABLE** (or yes)

China	CNA	<input checked="" type="checkbox"/> (2713 check mark) or <input type="checkbox"/> : available, yes, right/true X : not available
Hong Kong	HKG	<input checked="" type="checkbox"/> (2713 check mark) or Y: available X , N or SPACE: not available
India	IND	<input checked="" type="checkbox"/> (2713 check mark): right or available, yes or positive meaning X : wrong or not available, no or negative meaning or ?: Doubtful or not clear
Indonesia	INA	no specific rule <input checked="" type="checkbox"/> (2713 check mark): right/true X : wrong
Japan	JPN	: Available, yes or positive meaning X : Not- available, no or negative meaning : Between <input type="checkbox"/> and X or sometimes yes : Very much yes, super <input type="checkbox"/> , or very positive : Negative, No
Korea	KOR	<input checked="" type="checkbox"/> (2713 check mark): check mark (no special meaning such as yes/no) : Available, yes or positive meaning X : Not- available, no or negative meaning : Between <input type="checkbox"/> and X or sometimes yes : Very much yes, super <input type="checkbox"/> , or very positive
Malaysia	MAS	<input checked="" type="checkbox"/> (2713 check mark): check mark (no special meaning such as yes/no) <input checked="" type="checkbox"/> (2713 check mark): available X : not available
Philippines	PHI	/ : available (yes) X : not-available (no)
Singapore	SIN	▪ (2713 check mark): available note-1 X : not-available (no)
Thailand	THI	no specific custom for check mark

note-1: In case of check box, following two mean the same



But in list: is Yes sign, and **X** is No sign

e.g. apple is Yes sign,
orange is Yes sign
pears **X** is No sign

2.10 Writing Direction

Writing direction of the text is script (thus cultural) dependent.

There are four different cases of writing direction available.

Type-1:	Horizontal writing	From left to right, and from top to bottom
Type-2:	Horizontal writing	From right to left, and from top to bottom
Type-3:	Horizontal writing	Bi-directional horizontal (script dependent direction) and from top to bottom. Writing direction for a script may be country dependent even if it is a same script
Type-4:	Vertical writing	From top to bottom, and right to left

China	CNA	1, 4	note-1
Hong Kong	HKG	1	(English and Chinese), 4 (Chinese)
India	IND	1	
Indonesia	INA	1, 2	1 (Indonesian), 2(Arabic)
Japan	JPN	1, 4	2 for special application
Korea	KOR	1, 4	
Malaysia	MAS	1	(Malay, Chinese), 4(Chinese), 2(Jawi)
Philippines	PHI	1	
Singapore	SIN	1	(Chinese, English, Malay), 2(Jawi)
Thailand	THI	1	

note-1: Type-4 is used generally in layout-key of some newspaper and the Chinese ancient books

rem-1: Type-2 is traditional horizontal writing direction for Chinese

rem-2: Conventional technology to support Type-4 is "Rotate font in 90 degree CCW in Type-1".
The practice will not work for future, and even current, requirement for better quality print out.

2.11 Character size and Spacing

There are two basic elements for character layout for text. One is character size and the other is line spacing.

rem-1: Spacing between characters is not as significant as line spacing or character size.

2.11.1 Character size

(CHARACTER SIZE)

There are three measurement systems available for font size.

Didot point (European size) (D)

Pica point (English-American type) (P)

Local Size (ex. 号 in Japan) (L)

Also, in some countries, there are popular range of character size. 9-12 Pica points are usually considered as normal sizes because of their popularity (in US). A review was done to see if there are any specific preferences other than 9-12.

		Measurement system		Popular size
China	CNA	P, L	note-1	no specific requirement
Hong Kong	HKG	P		no specific requirement
India	IND	P		no specific requirement
Indonesia	INA	D		no specific requirement
Japan	JPN	P, L		no specific requirement
Korea	KOR	P, L		no specific requirement
Malaysia	MAS			no specific requirement
Philippines	PHI	D		no specific requirement
Singapore	SIN	P		12 point
Thailand	THI	P		no specific requirement

note-1: Chinese unit: Size 1 号=44K, 2 号=32K, 4 号=18K, 5 号=15K

rem-1: 10 Pica point = 9.35 Didot point = 3.514 mm = 0.1383 inch

10 Didot point = 10.699 Pica point = 3.759 mm = 0.1480 inch

rem-2: See annex E for point size conversion

rem-3: Related standard: JIS Z 8305, KS A 0201

rem-4: IEC "Guidance for Conveners of Working Group and Project Leaders" specifies Helvetica 8,10 and 12 points for IEC standards. (but, ISO/IEC directives part-3 not specifies any)

Clause heddgers: Helvetica Bold 10/12 point, Sub-clause heddgers: Helvetica 12/10 point, Normal paragraphs: Helvetica 10/12 point, Note and footnote: Helvetica 8/10 point.

2.11.2 Line spacing

(CHARACTER SIZE)

Requirements for line spacing depends on the writing system. Usually, there are no special requirements other than using the US origin standard spacing. But some script(s), such as Thai, needs special consideration on line spacing.

China	CNA	no special requirement
Hong Kong	HKG	no special requirement
India	IND	no special requirement
Indonesia	INA	no special requirement
Japan	JPN	no special requirement
Korea	KOR	no special requirement
Malaysia	MAS	no special requirement
Philippines	PHI	no special requirement
Singapore	SIN	no special requirement
Thailand	THI	Line spacing of Thai documents need to be larger than other scripts. Usually, it is 1.5 lines or double spaced. Single-space is not so popular because a Thai line is being used by four horizontal levels of characters.

rem-1: Related standard: ISO 4882

2.12 Preferred Font Style

There are many styles of fonts available in the market. The following information is usually needed by font providers.

- a Requirements for richness of typeface (How many typefaces are needed?)
- b Preferred style may differ from country to country even for same script (Name it, if any)
- c Names of typical and popular typefaces and/or family of typefaces
- d Typeface design matching between local character and Latin character.

rem-1: Related standard: ISO/IEC 9541-1/2

2.12.1 Number of typefaces

(FONT)

China	CNA	Latin script Local script	> 30 > 7
Hong Kong	HKG	Latin script Local script	variety as many as possible >3
India	IND	Latin script Local script	> 100 > 50
Indonesia	INA	Latin script Local script	variety as many as possible >6
Japan	JPN	Latin script Local script	>> 50 almost all styles used in US are needed. note-x matched design is needed with Local script when used in mixed way. (see 12-3) >> 50 Kanji, Hiragana and Katakana
Korea	KOR	Latin script Local script	> 50 almost all styles used in US are needed. about 10 are frequently used
Malaysia	MAS	Latin script Local script	>100 >50
Philippines	PHI	Latin script Local script	> 150 1
Singapore	SIN	Latin script Local script	variety as many as possible 20-50
Thailand	THI	Latin script Local script	variety as many as possible > 100

2.12.2 Typical/Popular typefaces

(FONT)

China	CNA	Latin script	Times New Roman
		Local script	Song (宋), Fang Song (仿宋), Kai (楷), Hei (黑) styles
Hong Kong	HKG	Latin script	Times New Roman (for computer output)
		Local script	Ming (明體), Sung (宋體)
India	IND	Latin script	Both SERIF and SANS-SERIF are used No special preference
		Local script	
Indonesia	INA	Latin script	Same as US
		Local script	No special preference
Japan	JPN	Latin script	Same as US
		Local script	Mincho (明朝), Gothic note-1
Korea	KOR	Latin script	Same as US
		Local script	Myongjo (명조), Gothic
Malaysia	MAS	Latin script	Times, Helvetica
		Local script	NASKH
Philippines	PHI	Latin script	Roman (New Times Roman)
		Local script	No special preference
Singapore	SIN	Latin script	Times family, Helvetica
		Local script	n/a
Thailand	THI	Latin script	Times New Roman, CordiaUPC and AngsanaUPC:
		Local script	CordiaUPC and AngsanaUPC: are governmental preference

note-1: Mincho and Gothic are not specific typeface name, rather those are a generic style names. In general, one kind of serif and one kind of sans -serif are needed. Unlike Chinese Kai style is not preferred for printing of business purpose.

rem-1: Related standards are JIS Z 8903, JIS Z 8904, JIS Z 8905, KS A 0202, KS A 0203

rem-2: IEC is requesting Helvetica as standard fonts for IEC standards. (see 2.11.1 rem-2)

2.12.3 Consideration on typeface design matching information

(FONT)

Most local character sets have typeface requirements of both Serif (styled) and Sans-Serif(non-styled). In some cases, those local typefaces can not share Serif and Sans serif of Latin typefaces for mixed use. When this happens, typeface for Latin script should be redesigned to match the local script because of it's impacts on character height and character line thickness. However, the impact of those design difference are script dependent. (culturally different)

China	CNA	Consideration is needed, but currently there is no unified rule yet		
Hong Kong	HKG	no consideration is needed		
India	IND	no consideration is needed		
Indonesia	INA	no consideration is needed		
Japan	JPN	Following combination is popular for matching		note-1
		Latin	Japanese	note-2
		Serif (ex Roman)	Serif (ex. Mincho)	
		Sans Serif (ex. Gothic)	Sans-serif (ex. Gothic)	
Korea	KOR	Following combination is popular for matching		
		Latin	Korean	
		Roman	Myongjo (명조)	
		Gothic	Gothic	
		Graphic	Graphic	
Malaysia	MAS	no consideration is needed		
Philippines	PHI	no consideration is needed		
Singapore	SIN	Same as CNA		
Thailand	THI	At least matched design for Serif and Sans Serif are needed.		note-3
		Latin	Thai	
		Sans Serif (ex. Letter Gothic)	Mono-thickness design	
		Serif (ex Roman)	Multi-Thickness design	

note-1: Latin character has to have shorter descender line than Western standard typefaces. Therefore, Latin characters need to be redesigned for matching purpose for mixed use with Japanese character. Western typefaces are not usable for mixed text with Japanese characters.

note-2: Thickness of line should be as similar as possible such that, total page has uniform tone as much as possible. Mincho with thin horizontal line and variable vertical line thickness is one of solution for this requirement.

note-3: Thai CordiaUPC and AngsanaUPC typefaces include Latin alphabet characters also, Thus the design matching consideration is already taken care within the typefaces.

2.12.4 Font attribute

(FONT)

This is an extra note for technology selection. (not cultural requirement).

Due to the relatively low number of characters in the Latin like character sets, font attributes such as UNDERLINE and SHADOW has been provided to produce different fonts. This approach is too costly in case of CJK ideograph, because of its large number of characters. Instead, attribute such as separated symbol (in graphic picture over written) is a more practical solution for CJK ideograph (including Hangul).

2.13 Character attribute

Normally, characters in a character set is categorized into several ways for convenience of data processing. In case of ISO/IEC 646 (ASCII, typical categorization for a culture is done by uppercase, lowercase, digit and space etc....). It is very natural to have cultural dependent categorization needed for both national characters and non-national but commonly used characters (such as ISO/IEC 646)

China	CNA	not yet available	note-1
Hong Kong	HKG	not yet available	note-1
India	IND	Defined in Indian standard IS 13194:1991	
Indonesia	INA	no local character is used	
Japan	JPN	not yet available	note-1
Korea	KOR	not yet available	note-1
Malaysia	MAS	Presentation forms in Arabic characters and numbers	
Philippines	PHI	no local character is used	
Singapore	SIN	not yet available	note-1
Thailand	THI	not yet available	note-1

note-1: As of now, all non-ASCII character in JIS character sets (Japanese characters, symbol and some of common Western characters) are simply categorized as alphabetic graphic characters. However, it is anticipated that some categorization will be introduced for those characters sooner or later. The categorization may include two types, one is the types which are already existing (such as space or digit), and another is new to Japanese character (such as variation of forms of Ideograph). This new categorization may possibly be applied to other Asian cultures as well.

2.14 Paper Size

Popular (or widely used) paper sizes vary from country to country.

There are 5 kinds of paper sizes available.

Type-A:	A-size per ISO 216	
Type-B:	B size per ISO 216	
Type-LT:	Letter size	8 inch X 11 inch
Type-LG:	Legal size (LG)	8 inch X 14 inch
Type-LCL:	Local unique or Local traditional size(s)	

		popular measure	popular size	
China	CNA	A, B, LCL(mo)	A4, B5 and 16 mo 260mm X 185 mm(LCL)	note-1
Hong Kong	HKG	A, LCL(mo)	A4, 16 mo	
India	IND	A, B, LG	A4, A5	
Indonesia	INA	A, B (and C, D series)	A4	
Japan	JPN	A, B	A4, B5	note-2
Korea	KOR	A, B	A4	
Malaysia	MAS	A, LG	A4	
Philippines	PHI	A, LG	A4, LG is still widely used	
Singapore	SIN	A	A4	
Thailand	THI	A	A4	

note-1: China has the national standard for envelope size. In China, the post office will return non-standard envelope to sender.

note-2: Japan has standard size for envelope, postage cost is higher for non-standard size envelope and post card than for the standard envelopes and post cards.

rem-1: Note that continuous form for IT processing (ISO 2784) is not A or B size but Letter size. Therefore, Letter size is in use in all countries for IT purpose and in some cases it is also the defacto standard.

rem-2: For A and B size, see Annex D

rem-3: Related standards: ISO 216, ISO 478, ISO 593, ISO 2784, GB 9704, IS 1064, KS A 5201, KS G 2504, KS G 2505, KS G 2506, KS G 2509, PNS 70, PNS 222, TIS 262

rem-4: Standards related to size of envelopes and post cards: ISO 269, ISO 328, ISO 6924, JIS S 5502, JIS S 5503, KS G 2501, PNS 269, TIS 380

2.15 Page Margin

There are at least two cases for page margin requirements.

Case-1: National or cultural requirements has the highest priority

Case-2: Rather than national or cultural requirements, there are also important application-dependent requirements (for example, Tax return form itself has firm margin requirement but the margin itself does not necessary to follow any standards)

Case-3: Reasonable amount of margin is needed, but any user defined requirements are available

Case-extra: Absolutely don't care

Common margins

China	CNA	Foreign Trade document	ISO 6422
		Local administration document	GB 9704
Hong Kong	HKG	Case-3	
India	IND	no specific requirement	
Indonesia	INA	no specific requirement	
Japan	JPN	Many private guidelines available, no unified requirement. Page layout without margin is not popular	
Korea	KOR	1 inch top/bottom/light/left in most of cases	
Malaysia	MAS	Same as THI	
Philippines	PHI	Top margin = 1 inch, Bottom margin = approx. 1 inch Left margin = 1 1/2 inch (preferably = allowance for binding purposes) Right margin = 1 inch	
Singapore	SIN	Same as THI	
Thailand	THI	Top/Bottom/Left/Right margin is approximated at 1 inch	

ISO 6422

Top margin: 10 plus minus 0.5 mm

Left margin 20 plus minus 0.5 mm

GB 9704 (CNA)

Top margin 30 mm

Bottom margin 20 mm

Left margin 25 mm

Right margin 20 mm

rem-1: Related standards: ISO 838, ISO 3535, ISO 6422, ISO 8439, GB 9704, IS 6298, JIS S 5505, JIS S 5507, JIS S 6041, PNS 235

rem-2: For a documents for international use need to fit for both A4 and Letter size paper when copied. IEC: "Guidance for Conveners of Working Groups and Project Leader" recommends: Top/Bottom margin = 30 mm (1.18 in), Left inner margin = 23.1mm (0.91 in) and Right outer margin = 28.9mm (1.14 in) for A4 size paper. (ISO/IEC directives part-3 has no requirements).

2.16 Page Layout

There is a possibility that cultural dependent printed page layout can be used for IT purpose. One of them is location of page number within a sheet which is not a strong requirement, but natural common location within each countries and cultures.

2.16.1 Page Layout

(PAGE LAYOUT)

In most cases, there are no cultural/country specific page layout requirements. However, there exists some special page layout that are widely used. Fukurotoji (Layout for center folded double sided) of Japan for Legal document is typical example of Special page layout requirement.

China	CNA	n/a
Hong Kong	HKG	n/a
India	IND	n/a
Indonesia	INA	n/a
Japan	JPN	Fukurotoji is requested for most of legal documents.
Korea	KOR	n/a (In traditional publishing, Fukurotoji is used)
Malaysia	MAS	n/a
Philippines	PHI	n/a
Singapore	SIN	n/a
Thailand	THI	n/a

Fukurotoji: Single sided, dual columns (in case of vertical writing, wide line spacing at middle of paper) and (normally) landscape layout. Folding the printed form at center (becomes single column or normal vertical pages) makes it as double sided document. Staple at cut-end side and apply shared seal with other sheet. This process guarantees "no-missing pages" and "not-changed".

2.16.2 Page number location

(PAGE LAYOUT)

Location of page number in a page does not really conform to any cultural convention but it is more of a country dependent format.

China	CNA	Bottom or Top outside	but may be any possible place
Hong Kong	HKG	Center bottom	but may be any other position
India	IND	no preference	
Indonesia	INA	no preference	
Japan	JPN	Bottom or Top out side	but may be any possible place
Korea	KOR	Center bottom	
Malaysia	MAS	Top or Bottom center	
Philippines	PHI	Top right or Bottom center	
Singapore	SIN	Top right or Bottom center	
Thailand	THI	"Top or bottom, and center or right side" is preferred	

2.17 Business letter format/layout

Business letter format is separated into:

- a. Main letter copy
- b. Envelope

Availability table of key elements of business letter (main letter) for each country

	Letter element	CNA	HKG	IND	INA	JPN	KOR	MAS	PHI	SIN	THI-E	THI-T
1	Document Identifier											
2	Date											
3	Addressee's name											
4	Addressee's title, department											
5	Address's company name											
6	Addressee's address, Tel., Fax.											
7	Sender's name											
8	Sender's title, department											
9	Sender's company name											
10	Sender's address, Tel., Fax.		*									
11	Document title											
12	Salutation											
13	Main body											
14	Itemized note											
15	Ending salutation											
16	Attachment list											
17	Signature (or Stamp or Seal)											
18	P.S.											
19	CC or BCC											

* If the letter does not have letter head

rem-1: is YES,

is OPTIONAL

Blank is "not commonly used"

rem-2: THI-E is Thai style in English, THI-E is Thai style in Thai language

Location of Key elements of business letter for each countries

	Front	Body	Ending
CNA	1, 3, 4, 5, 11, 12	13, 14	2, 7, 8, 9, 10, 15, 16, 17, 18, 19
HKG-E	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12	11, 13	14, 15, 16, 17, 18, 19
HKG-CV	1, 3, 4, 5, 6, 12	11, 13	2, 7, 8, 9, 14, 15, 16, 17, 18, 19
IND	1, 2, 3, 4, 5, 6, 9, 10	12, 13	7, 8, 15, 16, 17, 19
INA	1, 2, 3, 4, 5, 9, 10, 11, 12	13	7, 8, 15, 16, 17, 18, 19
JPN	1, 2, 3, 4, 5, 6, 7, 8, 9, 11	10, 12, 13, 14, 15	16, 17, 18, 19
KOR	1, 2, 4, 5, 9, 10, 11	13, 14	8, 9, 16, 17, 19
MAS	1, 2, 3, 5, 6, 9, 10	11, 13	7, 8, 15, 17, 19
PHI	1, 2, 3, 4, 5, 6	11, 12, 13, 14	7, 8, 9, 15, 16, 17, 11, 19
SIN	1, 2, 3, 4, 5, 6, 10	13	15, 16, 17, 18, 19
THI-E	1, 2, 3, 4, 5, 6, 9, 10, 12	13	7, 15, 16, 17, 18, 19
THI-T	1, 2, 9, 10, 11, 12, 16	13	7, 15, 17, 18, 19

rem-3: Sequence of item numbers does not have any significant meaning.

rem-4: CV is Chinese vertical

2.17.1 Main letter copy

(BUSINESS LETTER)

China	CNA	CNA styles
Hong Kong	HKG	HKG styles
India	IND	IND style
Indonesia	INA	INA style
Japan	JPN	JPN style
Korea	KOR	KOR style
Malaysia	MAS	HKG style in English
Philippines	PHI	PHI style
Singapore	SIN	SIN style
Thailand	THI	THI 1, 2 style

rem-1: Related standards: ISO 6422

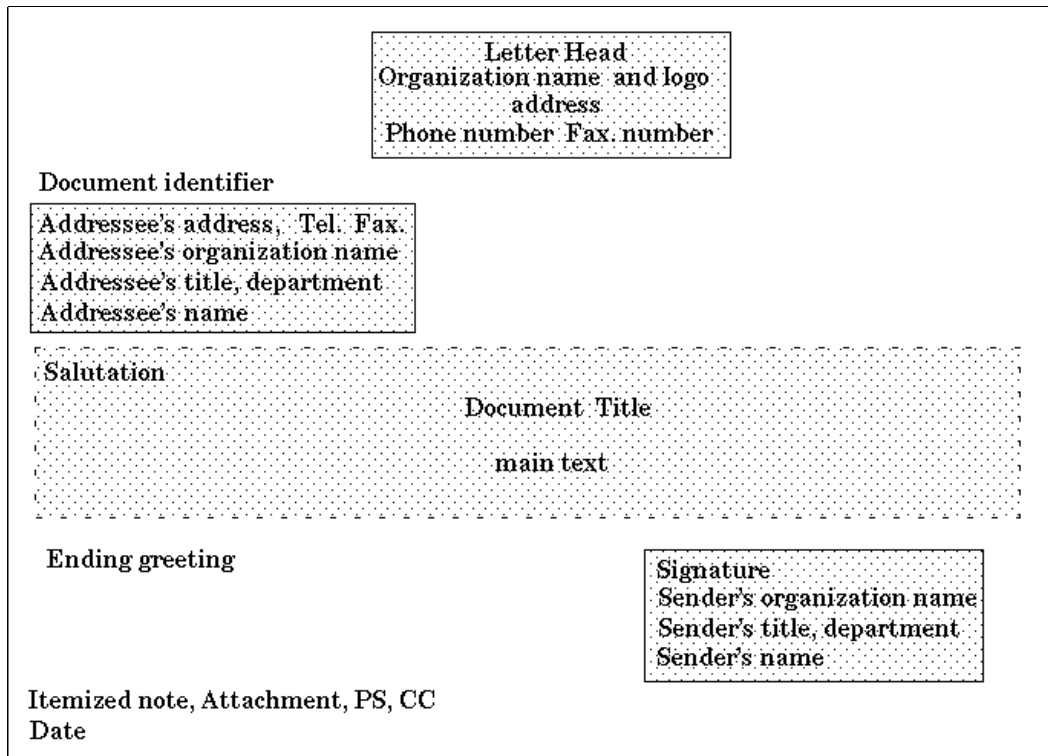
CNA style in English

Letter Head Organization name (and logo) address Phone number/fax number		Document number
Organization of addressee sulutory name of addressee		
main text		
		name of sender date
cc:		

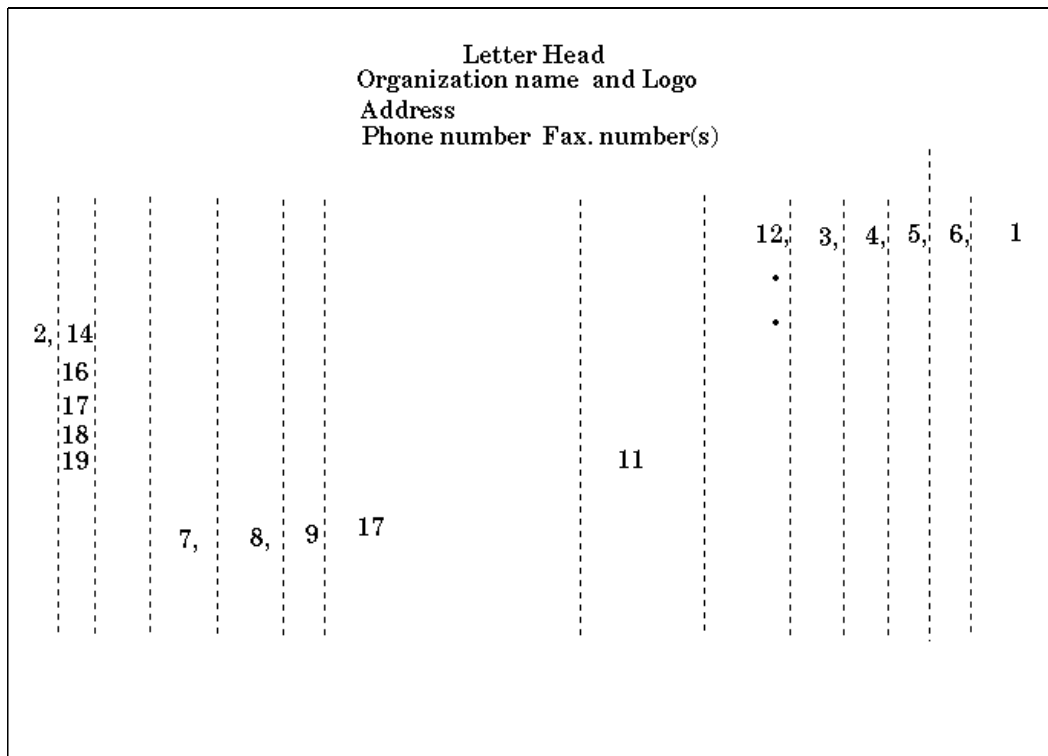
CNA style in Chinese

Letter Head Organization name (and logo) address Phone number/fax number		Document number
Organization of addressee sulutory name od addressee		
main text		
		name of sender date
cc:		

HKG style in Chinese (Horizontal)



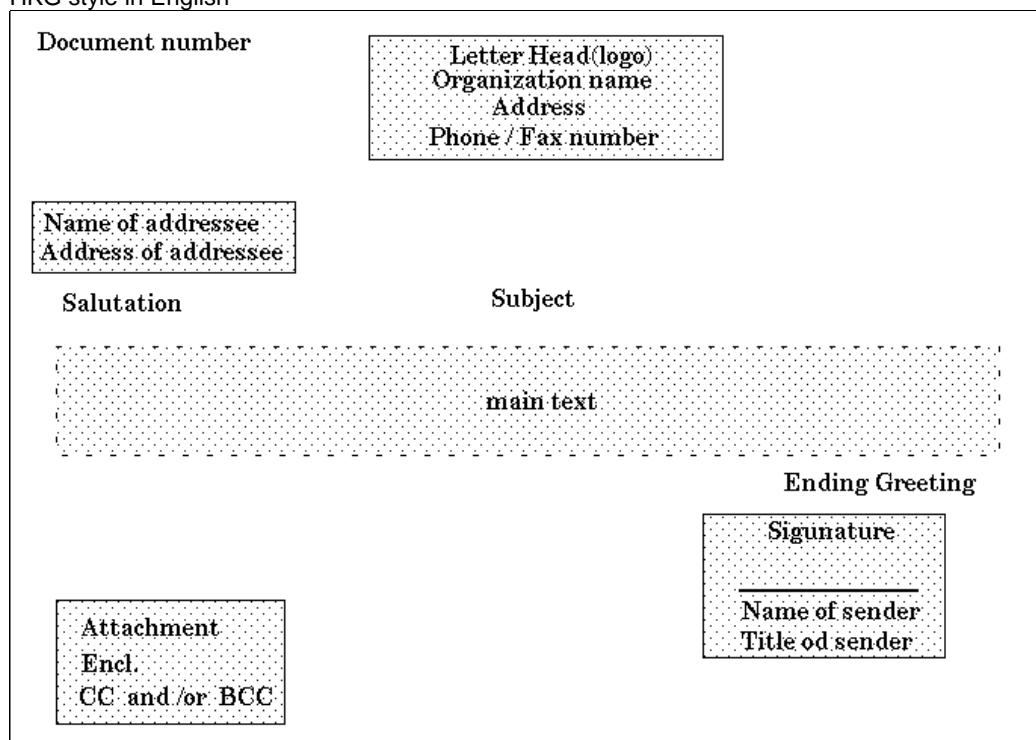
HKG style in Chinese (Vertical)



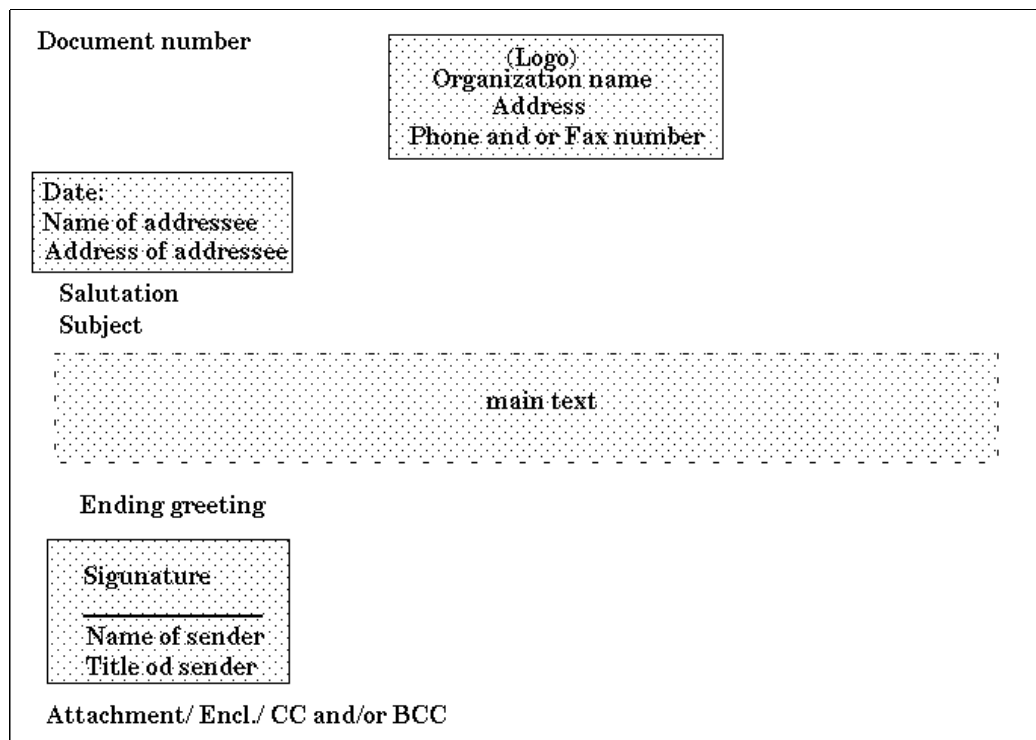
rem-1: Writing in column from right to left, top to bottom

rem-2: Numbers correspond to "Availability table of key business letter (main letter) elements"

HKG style in English



HKG style in American



IND style

Ref:					
Subject:					
<table border="1"><tr><td>Name of recipient</td></tr><tr><td>Designation</td></tr><tr><td>Address of recipient</td></tr></table>		Name of recipient	Designation	Address of recipient	
Name of recipient					
Designation					
Address of recipient					
Salutation					
<table border="1"><tr><td>main text</td></tr></table>		main text			
main text					
Ending Greeting	<table border="1"><tr><td>Final salutation</td></tr><tr><td>Signature</td></tr><tr><td>(Name of sender)</td></tr><tr><td>designation</td></tr></table>	Final salutation	Signature	(Name of sender)	designation
Final salutation					
Signature					
(Name of sender)					
designation					
Encl: if any					
CC: if necessary					

INA style

	<table border="1"><tr><td>Letter Head</td></tr><tr><td>Organization name (and logo)</td></tr><tr><td>address</td></tr><tr><td>Phone number/ fax number</td></tr></table>	Letter Head	Organization name (and logo)	address	Phone number/ fax number	
Letter Head						
Organization name (and logo)						
address						
Phone number/ fax number						
<table border="1"><tr><td>Name of addressee</td></tr><tr><td>Address of addressee</td></tr></table>	Name of addressee	Address of addressee		Date:		
Name of addressee						
Address of addressee						
Salutation						
Reference						
<table border="1"><tr><td>main text</td></tr></table>			main text			
main text						
Ending Greeting						
<table border="1"><tr><td>name of sender</td></tr></table>	name of sender					
name of sender						
cc:						

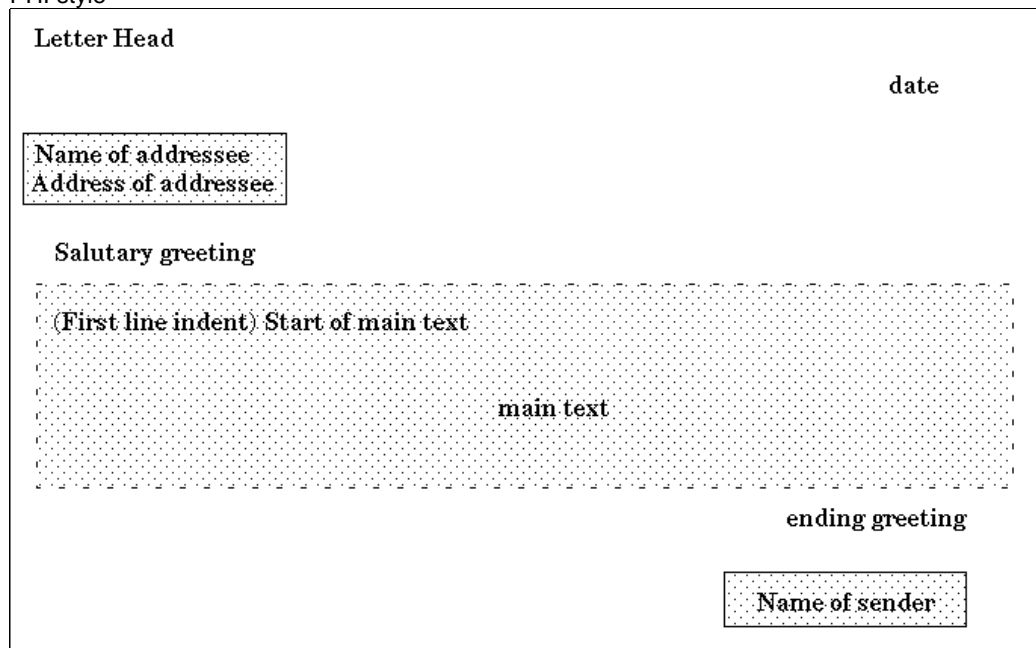
JPN style (for both Vertical and Horizontal)

<p>(address of addressee) Organization of addressee Name, title and salutation of addressee</p>	<p>Document number Date</p>
	<p>(address of sender) Organization of sender Title and name of sander (seal if necessary)</p>
<p>Subject(or title of letter)</p>	
<p>Main text part-1 (Starting greeting, seasonal greeting then adstract of letter)</p>	
<p>(Ending Greeting)</p>	
<p>Main text part-2 (Real main information, normally in itemized listing form)</p>	
<p>ps:</p>	<p>end of letter word</p>
<p>cc:</p>	

KOR style

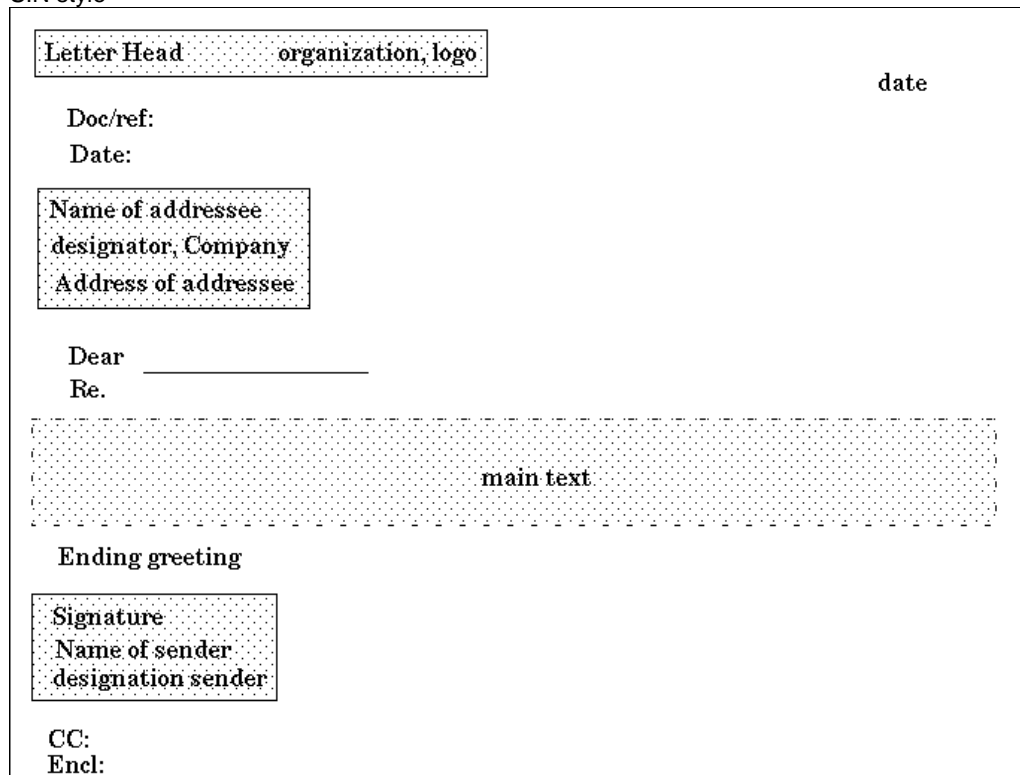
	<p>Letter Head Organization name(and logo) address Phone number/ fax number</p>
<p>Document number Date:</p>	
<p>Name of addressee Address of addressee</p>	
<p>(Reference) Title</p>	
<p>main text</p>	
<p>cc:</p>	<p>name of sender</p>

PHI style



rem-1: For simplified case indentation at the beginning of text can be removed.
For more simplification, indentation of ending salutation and name of sender also be removed.

SIN style



THI -1 style in English

Letter Head Organization name (and logo) address Phone number / fax number	
Document number:	Date:
(Subject)	
Name of addressee Address of addressee	
Salutation	
main text	
Ending greeting	
Name of sender	
cc:	

THI -2 style in THI

Letter Head Organization name (and logo) address Phone number / fax number	
Document number:	Date:
Subject	
Salutation Attachment:	
(Start with Indent)	
main text	
(Each paragraph needs to start with indentation)	
Ending greeting	
Name of sender	
cc:	

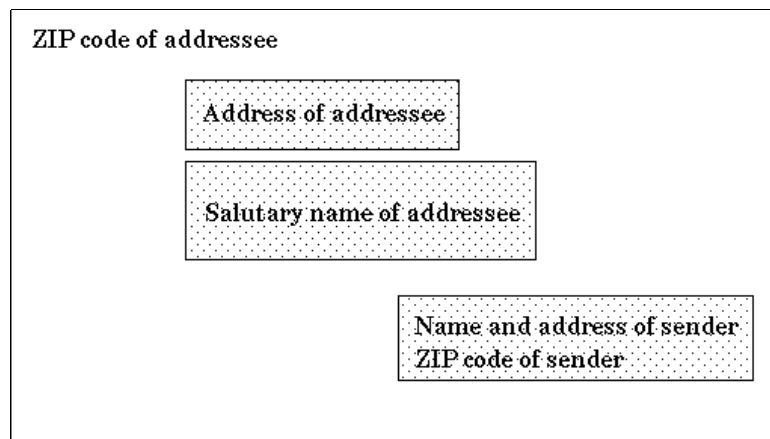
2.17.2 Envelope

(BUSINESS LETTER)

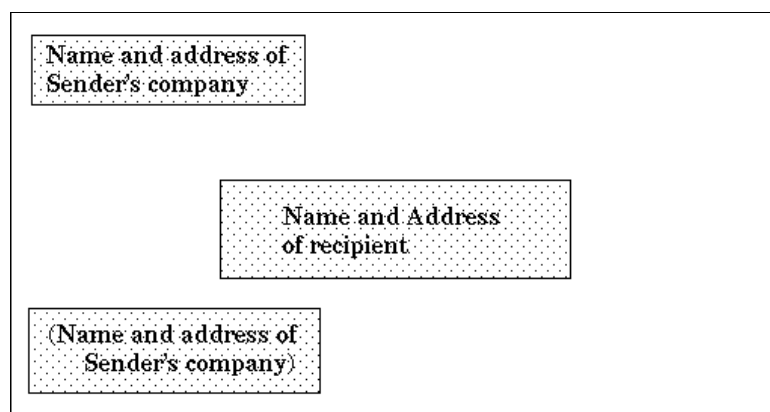
China	CNA	CNA style
Hong Kong	HKG	in English: PHI style, In Chinese: JPN1 and JPN2 style.
India	IND	IND style
Indonesia	INA	JPN2 style
Japan	JPN	JPN1,2 style
Korea	KOR	JPN1,2 style
Malaysia	MAS	PHI style
Philippines	PHI	PHI style
Singapore	SIN	JPN2 style
Thailand	THI	PHI style

CNA style in English: Same as US in local address format

CNA style in Chinese



IND style



rem-1: The name and address of sender's company may be either at top left or bottom left corner

JPN -1 style (Dual sided) Both Vertical and Horizontal form available

(Front)

Address of addressee

Name of organization of addressee

Salutary name of addressee

(Back)

(date)

Address of sender

Name of organization of sender

name of sender

JPN-2 style (Single sided) Horizontal form

Name of organization (and Logo) of sender
Address of sender
Name of sender

Address of addressee
Name of organization of sender
Salutary name of addressee

PHI style (Single sided) Horizontal form

Name of sender
Address of sender

Name of addressee
Address of addressee

2.18 Personal letter format/layout

Format and layout requirements on personal letter is separated into:
Preference on main letter copy and Preferred envelope layout

2.18.1 Main letter copy

(PERSONAL LETTER)

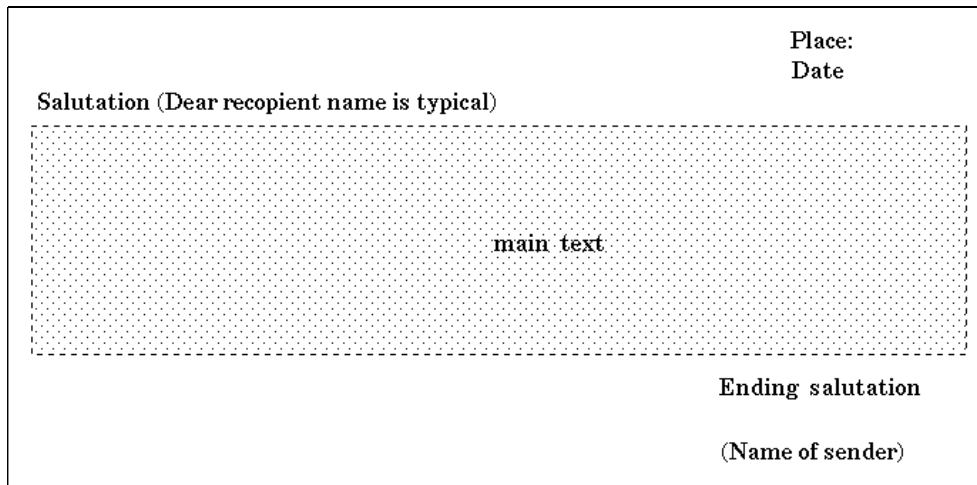
China	CNA	CNA style
Hong Kong	HKG	Same as business letter but 1,4,5,6,8,9,10,11,14,16,18 and 19 are optional (Numbers correspond to Availability table of key business letter elements)
India	IND	IND style
Indonesia	INA	INA style
Japan	JPN	JPN style
Korea	KOR	KOR style
Malaysia	MAS	INA style
Philippines	PHI	PHI style
Singapore	SIN	note-1
Thailand	THI	THI style

note-1: Personal official letter is the same as business letter in 2.17.1
Personal friendly letter has no format

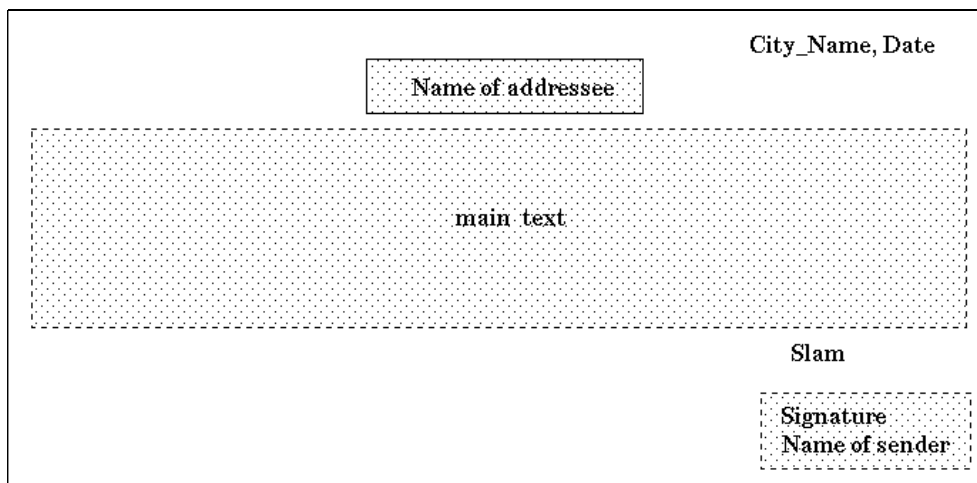
CNA style

The diagram illustrates the layout of a personal letter in CNA style. It is enclosed in a rectangular border. At the top left, there is a shaded box containing the text "Salutary name of addressee". Below this, a large dashed rectangular area contains the text "main text". At the bottom left, the text "Ending greeting" is positioned. At the bottom right, there is a shaded box containing the text "Name of sender and salutation". Below this box, the text "date" is written.

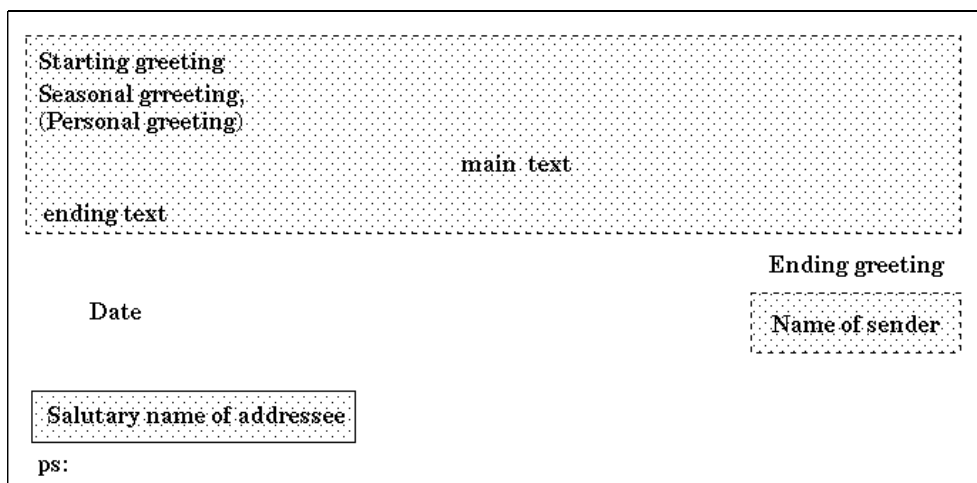
IND style



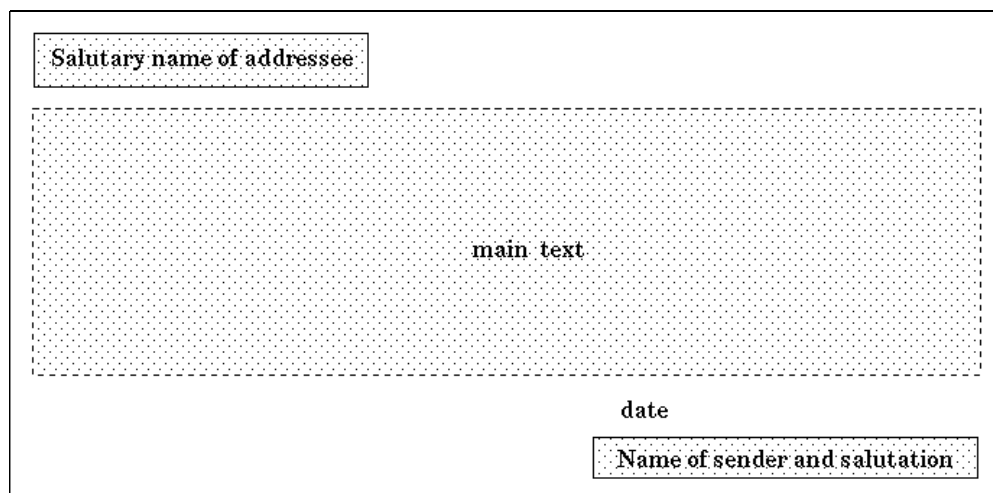
INA style



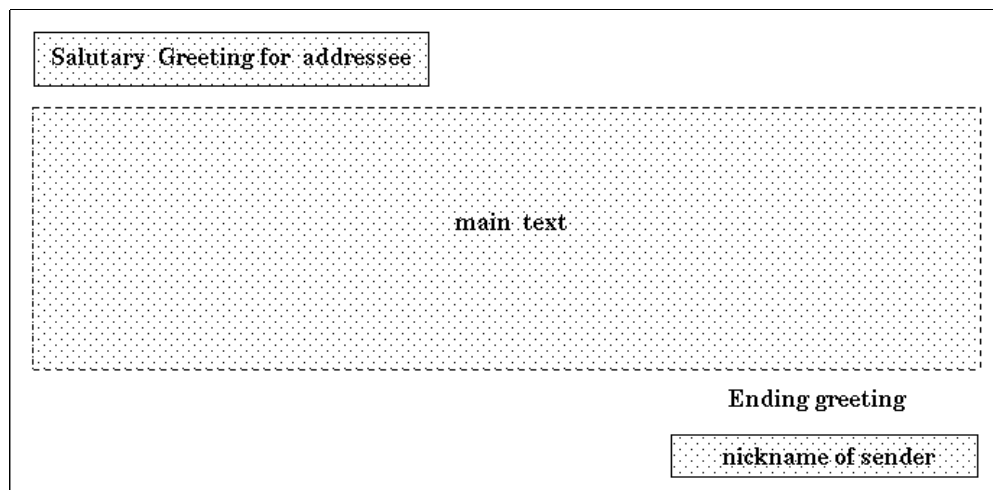
JPN style (Vertical format, horizontal is similar)



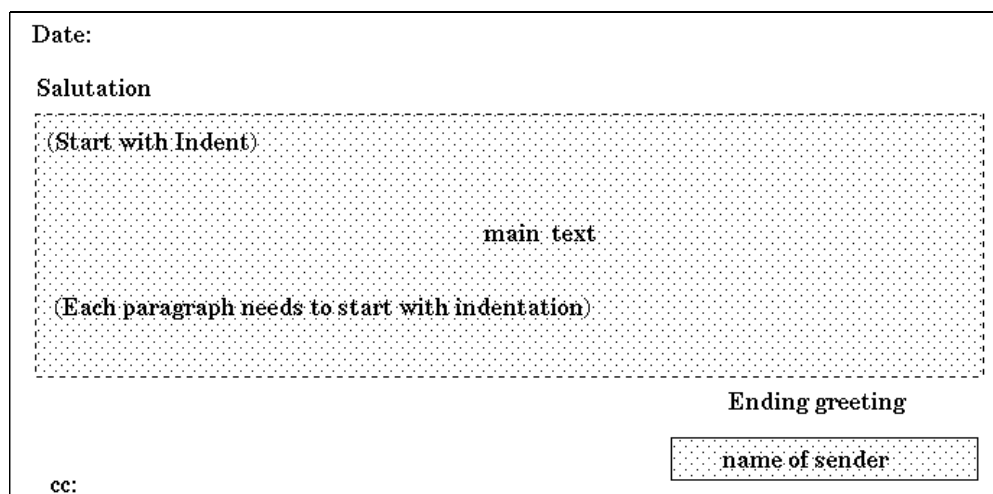
KOR style



PHI style



THI style in Thai language

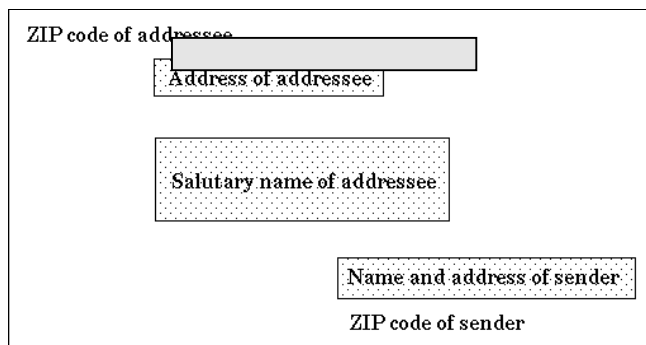


2.18.2 Envelope

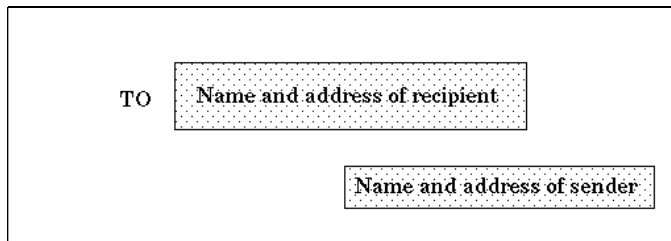
(PERSONAL LETTER)

China	CNA	CNA style	
Hong Kong	HKG	In English: same as business envelope,	In Chinese: KOR1,2 style
India	IND	IND style	
Indonesia	INA	INA style	
Japan	JPN	KOR 1,2 style	
Korea	KOR	KOR 1,2 style	
Malaysia	MAS	PHI style	
Philippines	PHI	PHI style	
Singapore	SIN	PHI style	
Thailand	THI	PHI style	

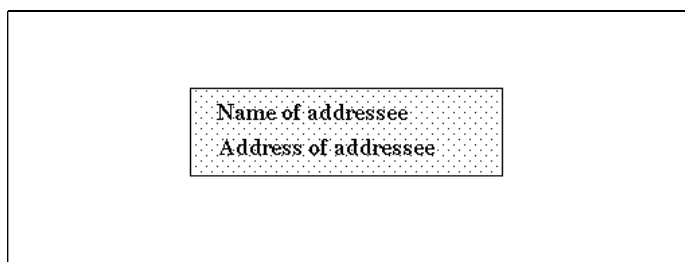
CNA style in Chinese



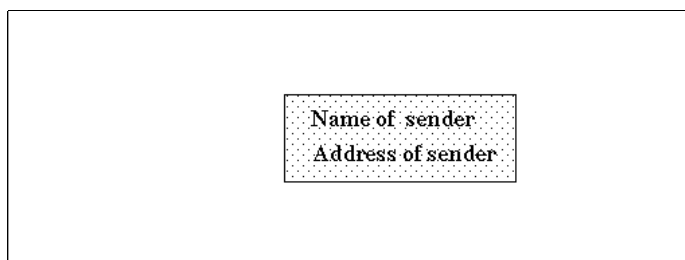
IND style



INA style (Dual sided) (Front)



(Rear)



KOR -1 style (Dual sided) Both Vertical and Horizontal form available (Front)

Address of addressee

Salutary name of addressee

(Rear)

(date)

Address of sender
name of sender

KOR-2 style (Single sided) Horizontal form

Address of sender
Name of sender

Address of addressee
Salutary name of addressee

PHI style (Single sided) Horizontal form

Name of sender
Address of sender

Name of addressee
Address of addressee

2.19 Postal Address format

The format of postal address used in this region is usually of two types.

Type-1: Bottom up style starting with house number and ends with Country name (US style)

Type-2: Top down style starting with Country and ends with house number (Chinese style)

It is noticed that there is a variation within each same type. The difference is a location of Zip code, It is also noticed that when Roman Alphabet is used to write an address, Type-1 is used. When Chinese Ideograph is used, in the same country, Type-2 is used. Therefore, the style is somewhat script dependent.

		Type	Format	Example
China	CNA	2	Zip code, Province Town or county, No.street House number Name of recipient Organization name and address of sender Zip code of sender	220045 河南省西京市中山路 20 號 陳大文 先生 收 北京市文化局 北京市西長安街 4 號 100005
Hong Kong	HKG	1	Title, Name of recipient (Company name if needed) Flat, Floor, Block, Building Street no., Street name District Town, Province, State Country	Mr. Chan Tai Man Flat E, 23/F, Bayview Mansion, 100 Water street, Central District Hong Kong
		2	same as CNA But, no ZIP code in HKG	香港 中環水街一百號 灣景廣場第四座 二十三樓 E 室 陳大文先生
India	IND	1	Name of recipient Designation of recipient Company name Street no., Street name City/Town/State - PIN Country	Laxman Swarup Deputy Director (Electronics) Bureau of Indian Standards 9, Bahadurshah Zafar Marg New Delhi - 110002 India लक्षमन स्वरूप उप निदेशक (इलेक्ट्रॉनिक्स) भारतीय मानक ब्यूरो 9 बहादुरशाह जफर मार्ग नई दिल्ली 110002 भारत

Indonesia	INA	1	Title (if any), Name of recipient Street-name, House number City-name ZIP code Province-name Country (Indonesia)	Bapak Sudarasian Masdar J1, Gunung Mas No. F38 Bandung 40142 Jawa Barat Indonesia
			Title (if any), Name of recipient RT rt-number (neighbourhood no.) RW rw_number (kampung no.) Kampung-name (optional) Kelurahan/Desa-name Kecamatan-name City/Kabupaten-name ZIP Propinsi-name Country (Indonesia)	Bapak Sudarsian Masdar RT 06 RW 06 Kelurahan Ciumbuleuit Kecamatan Cidadak Bandung 40142 Jawa Barat Indonesia
Japan	JPN	2	same as CNA	123 長野県むつ市富士見町 5丁目3号91番 山田 太郎
			1	same as HKG type 1 with ZIP code at the end
Korea	KOR	2*	City, Section, Village, House number (Building, Company name) Name of recipient Zip code	150-010
			* Note: Zip code is placed at the end of address (CNA is at the beginning) to improve readability in posting.	
Malaysia	MAS	1*	Name of recipient House no., Street name Housing Project name Zip Code,+ capitalized town State, Country	Muhammad Mun'im Ahmad Zabidi 19, Jaran Bukit Kempas 3/3 Taman Bukit Kempus 81200 JOHOR BAHRU Johor Darul Takzim Malaysia
			* Note: Zip code is in between the street name and the town name	
Philippines	PHI	1	Name of recipient (destination or position company name) House or Bldg. no. street name District, Town, Province City, Zip Countries	Ms. Irene Robles-Nolasco Information Systems Analyst Directorate for IT Plans and Policies National Computer Center C.P. Garcia Avenue, U.P.Campus, Diliman, Quezon City 9999 PHILIPPINES

Singapore SIN 1

Name of recipient
Bldg/House number,
Street name,
(Unit/org.)
City Zip code

(comma is optional)

(or)

Name of recipient
Blk#, unit#
Street name
Country Zip code

Singapore 1234

Mr. Tan Ah Choo
#10, Mt. Smal lane,
Singapore 1234

Mr. Tan Ah Choo
71 Science Park drive
#04-01
Singapore 1234

Mr. John Lee
Blk 12, #04-38
Ang Mo Kio

Thailand THI 1

Name of recipient
House no., Village
District town, Province, Zip code
Country

Name of recipient
House no., Street Name, Street no.,
Section, Province, Zip code
Country

คุณจุฬารัตน์ ต้นประเสริฐ
12/1 หมู่ 7 ต. วัดหลวง
อ.พนัสนิคม จ.ชลบุรี 20140
THAILAND

คุณจุฬารัตน์ ต้นประเสริฐ
633/7 ถ. สุขาภิบาล 1
บางกะปิ กรุงเทพฯ 10240
THAILAND

2.20 Telephone Number Format

2.20.1 Format

Format to print and speak telephone numbers are different from country to country. However, since the difference does not have any significance for the IT process, this report simply describe the differences.

China	CNA	Typical telephone number format: 99-10-1234-5678 (99 is space for 2 digits country code) <country code> - <area code in 2-4 digit> - <number 1-4digits - 4 digits> Domestic: <area code 0+2-4 digit> - <number 1- 4 digits - 4 digits>
Hong Kong	HKG	999 - 1234-5678 (999 is for 3 digits country code 852) <country code> - <number 4 digits - 4 digits> Domestic: <number 4 digits - 4 digits> Separator is either "DASH" or "SPACE"
India	IND	99 12-34567 <country code>- <area code M-digits> - <number N digits> Domestic: <area code 0 + M digits> - <number N digits>
Indonesia	INA	99 012-3456789 <country code> - <area code 2 or 3 digits> - <number 4-7 digits> Domestic: <area code 0 + 2 or 3 digits> - <number 4-7 digits>
Japan	JPN	99 (123) 45-6789 <country code> <area code (1-4 digits)> <number 1-4 digits - 4 digits> Domestic: <area code (0 + 1-4 digits)> <number 1-4 digits - 4 digits>
Korea	KOR	99 -1-234-5678 <country code> <area code (1-3 digits)> <number 1-4 digits - 4 digits> Domestic: <area code 0 + 1-3 digits> - <number 1-4 digits - 4 digits>
Malaysia	MAS	99 -01-2345678 <country code>- <area code 1 or 2 digits> - <number 6-7 digits> Domestic: <area code 0 + 1 or 2 digits> - <number 6-7 digits> Rem: Area code 02 for domestic is for call for Singapore
Philippines	PHI	99 -1-234-56-78 <country code> - <area code N digits> - <number 4-7 digits> Domestic: <area code 0 + N digits> - <number 4-7 digits>
Singapore	SIN	99-01-2345678 <country code> - <area code 1 digit> - <number 7 digits> Domestic: <area code 0 + 1 digit> - <number 7 digits> Rem: Area code 01 for domestic is for call for Malaysia
Thailand	THI	99-12 -345 -6789 <country code>- <area code 1 digits> - <number 3-4 digits> in Bangkok <country code>- <area code 2 digits> - <number 3-3 digits> in other provinces Domestic: <area code 0+1 digits> - <number 3-4 digits> in Bangkok <area code 0+2 digits> - <number 3-3 digits> in other provinces

rem-1: For some countries, carrier code for alternative carrier to be added (mostly in front of area code).

rem-2: CCITT E.123 recommends a format for telephone number.

rem-3: Related standards: CCITT E.123:1988, CCITT E.163:1988.

2.20.2 Country code

(TELEPHONE NUMBER)

Following are the country codes of the countries

China	CNA	86
Hong Kong	HKG	852
India	IND	91
Indonesia	INA	62
Japan	JPN	81
Korea	KOR	82
Malaysia	MAS	60
Philippines	PHI	63
Singapore	SIN	65
Thailand	THI	66

2.21 Measurement Systems

Almost all countries/culture have their own traditional measurement system. On the other hand, SI/metric system is used internationally as the measurement system. There is degree of difference among usage of traditional system for business and daily life. For example, Japan is in metric system though there is a traditional system. The need for the traditional system is very low for IT application. In US, the feet-pound system is still used very commonly for daily life even though the metric system is adopted by law long time ago.

Data in this section describes the common measurement systems for IT use.

China	CNA	metric SI	SI is adopted for legal system
Hong Kong	HKG	metric SI	Traditional Chinese units (e.g. 斤) are still used in place of traditional business such as markets, Chinese herb store. British units (feet, inch, pound, ounce etc.) are still used in some areas such as property management.
India	IND	metric SI, CGS	There are many traditional measuring unit(s) for today's daily use in India. However, the traditional units are not used in IT application.
Indonesia	INA	metric SI	Example of traditional measurements are: Feet-Pound-System, and real traditional units like Man, Ser, Tola, Masa or Ratti (now rarely used). British system is used in parallel with metric. Traditional measurements, especially on recording grain harvest, are still prevalent in the rural areas.
Japan	JPN	metric SI, CGS	Traditional measurement system is not necessary for most of IT application.
Korea	KOR	metric SI	Traditional units such as Ri, Kun, Mal and Pyong are used in parallel. note-1
Malaysia	MAS	metric SI	Traditional business such as Chinese herb or jewelry shop are still using their own units. Measuring of housing is done in feet.
Philippines	PHI	metric SI	British system is used in parallel with metric. Traditional measurements are still used for daily life, especially on recording grain harvest, are still prevalent in the rural areas.
Singapore	SIN	metric SI	British and Local traditional units are still widely used. (such as feet, inch or 斤) Traditional Chinese units are used in Chinese herb stores, pawn shops and other places of traditional business.
Thailand	THI		Both metric and feet-pound for general note-2

note-1: KOR	Length	1	วา (36FD) = 3927 m (Ri)
	Weight	1	กิโลกรัม (3496) = 0.6 Kg (Kun)
	Volume	1	ลูกบาศก์เมตร (370A) = 55 cubic meter (Mal)
	Area	1	ตารางวา (3C65) = 0.3025 sq. meter (Pyong)
note-2: THI	Land	1	ไร่ (0031, 0E44, 0E23, 0E48) = 1,600 sq.m.
	Land	1	งาน (0031, 0E07, 0E32, 0E19) = 400 sq.m.
	Land	1	ตารางวา (0031, 0E15, 0E32, 0E23, 0E32, 0E07, 0E27, 0E32) = 4 sq.m.
	Clothing dimension	1	วา (0031, 0E2B, 0E25, 0E32) = 1 yard
	General meas.	1	นิ้ว (0031, 0E19, 0E34, 0E49, 0E27) = 1 inch
	General meas.	1	เซนติเมตร (0031, 0E40, 0E0B, 0E19, 0E15, 0E34, 0E40, 0E21, 0E15, 0E23) = 1 centimeter
	General meas.	1	กิโลกรัม (0031, 0E01, 0E34, 0E42, 0E25, 0E01, 0E23, 0E31, 0E21) = 1 kilogram
	General meas.	1	ปอนด์ (0031, 0E1B, 0E2D, 0E19, 0E14, 0E4C) = 1 pound

rem-1: Related standard: ISO 31-0/13, ISO 1000, ISO 2995, IS 1890, IS 10005, IS 11366, JIS X 0124, JIS Z 8202, JIS Z 8203, KS A 0105, KS C 5631, KS C 5676, MS 1134

2.21.1 Temperature measurement unit

(MEASUREMENT)

Common unit of measure for temperature are:

Type -C: in Centigrade

Type -F: in Fahrenheit

China	CNA	C
Hong Kong	HKG	C
India	IND	C
Indonesia	INA	C
Japan	JPN	C
Korea	KOR	C
Malaysia	MAS	C
Philippines	PHI	C
Singapore	SIN	C
Thailand	THI	C

2.22 Legal and regulatory requirements

Note-1: There are many legal and regulatory requirements available in each country. In this booklet, for practical purpose, Legal and Regulatory refer to those requirements which limit the use of (US is used as bench mark) imported IT products within the country (for example, need to meet local safety regulations, unique to local tele-communication protocol, etc..)

China	CNA	It have been prepared many of national standards for IT that refer to computer hardware, external devices, tele-communication protocol, etc.. Imported to China IT products relate to the processing of Chinese characters, those products must conforming with one of the key Chinese character set standards.
Hong Kong	HKG	Mainly follows British Standards
India	IND	Indian Standards (including adapted international standards) is required for governmental procurements in general, but optional.
Indonesia	INA	Indonesia at present does not have strict legal/regulatory requirements for IT application and products.
Japan	JPN	Japan is in process of "Harmonization with international regulatory requirements. Thus, from now on, most of new regulatory requirements will not be unique to Japan. "Meeting with internationally agreed requirements" will be a requirement. (Reduce non-tariff trade barrier is a key word). Other than that: Power line 100V AC 50/60 Hz. Government (MITI or MPT) certification is needed for some equipment. MITI: for safety for small home use equipment MPT: for tele-communication adaptation
Korea	KOR	Korea has some regulatory requirements in trading. but, no significant regulatory/legal requirements in IT application/products.
Malaysia	MAS	Government computer must be in Open System (per international standard)
Philippines	PHI	The Philippines at present does not have strict legal/regulatory requirements for IT application and products.
Singapore	SIN	There are safety/health and/or environment (such as RFI) related regulations for hardware. Requirements for software are going to be defined in near future.
Thailand	THI	All documents are to be in Thai. Arabic digits are used most of the time in business documents. Thai digits are always used in government documents and royal gazette.

rem-1: Related standard: ISO 9241

2.23 Message and Dialogue

There are two considerations used for message and dialog (in IT application). One is a language(s) being used in country and another is acceptance of English within IT application. It is often desirable to have local language capability in everything, but in reality, the number of languages to be supported may have a limitation. Due to the history of IT, acceptance of English for limited IT application is reasonably high.

2.23.1 Languages of country

(MESSAGE AND DIALOG)

		Official language	Comments
China	CNA	Chinese	Some minority's languages can be used as second official language for some national autonomous regions
Hong Kong	HKG	English Chinese	
India	IND	Hindi English	Supplemental languages are: Tamil, Assamese, Bengali, Gujrati, Kannada, Kashmiri, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Telegu and Urdu.
Indonesia	INA	Indonesian	Many local dialect/many local language
Japan	JPN	Japanese	
Korea	KOR	Korean	Supplemental languages are: Chinese, Tamil
Malaysia	MAS	Malay English	
Philippines	PHI	Filipino English	Many local dialects are available. (Tagalog, Ilocano, Bulakeno, Panggalato, Bisaya, Zambali, Ilonggo, Chabakano, Pampangeno and other minority dialects)
Singapore	SIN	English Chinese Malay Tamil	
Thailand	THI	Thai English	

2.23.2 Acceptance of English in IT application

(MESSAGE AND DIALOG)

China	CNA	Widely accepted, (with Chinese becoming of same importance)
Hong Kong	HKG	Widely accepted, (with Chinese becoming of same importance)
India	IND	Accepted now, but moving toward to Indian language
Indonesia	INA	Accepted as computer prompts to be used by IT specialist
Japan	JPN	Accepted as computer prompts to be used by IT specialist
Korea	KOR	Accepted as computer prompts to be used by IT specialist
Malaysia	MAS	Accepted now, but moving toward to Malay language
Philippines	PHI	Accepted as computer prompts to be used by IT specialist
Singapore	SIN	Accepted as computer prompts to be used by IT specialist
Thailand	THI	Accepted as computer prompts to be used by IT specialist

2.23.3 YES and NO

(MESSAGE AND DIALOG)

Use of YES and NO is confusing (from native speaker of English view) in some culture.

For example, for the question: You did not have lunch. didn't you?

Answer is XXXX, I did not have lunch.

Type-1	XXXX = NO	(This is normal English. YES/NO is depending on following sentence)
Type-2	XXXX = YES	(This is for some case, YES/NO is depending on the fact of TRUE/NOT TRUE)

As a matter of fact, most of Orientals make this mistake (from English view). This fact implies the guidance for design of prompt of system and application. "Do not use negative question"

China	CNA	2 for ordinary persons	
Hong Kong	HKG	2 for ordinary persons,	1 for IT specialists
India	IND	1	
Indonesia	INA	2 for ordinary persons	
Japan	JPN	2 for ordinary persons	
Korea	KOR	2 for ordinary persons	
Malaysia	MAS	2 for ordinary persons	
Philippines	PHI	2 for ordinary persons	
Singapore	SIN	1, 2 accepted	
Thailand	THI	2 for ordinary persons	

2.23.4 Character Set

Though ISO/IEC 10646 is intended to include every necessary characters in it, there are still national (and/or default) standard(s) of coded character set of the country. For those character sets, see annex A of this data book.

2.24 Person's name (mode of address)

The following questions need to be answered about cultural dependency of personal name.

Starting point:

Most of US origin software assume that world standard (and most basic) form of persons name is formed by family name and first name, and sequence is first name then family name. Adding middle name is next up-grade for the basic assumption.

Questions about format of name:

Question-a: Is sequence right? Most of Asian naming are family name first or in other sequence.

Question-b: What else is needed for formal name? Such as middle name. And where?

Question-c: When Latin character is used, how do we describe local name?

Question-d: Where is a location of personal title?

d-1, In local form

d-2, In Latin (transformed form)

Question-e: Is saluting needed for name? If yes, at which location?

Question-f: When saluted name is needed, is that for absolute position or relative position?

Other questions:

Short form: What is the preferred method when short name is needed?

Indexing: When indexing of name is needed (such as phone book), what are the preferred key(s)

Women's name: Is it changed when married?

2.24.1 Basic format of name (Question -a, -b)

(PERSON'S NAME)

Type-1 First name (1st), then Family name (Fml)

Type-2 Family name (Fml), then First name (1st)

Type-3 Other unique to the culture format

		Type	Note
China	CNA	2	No custom of middle (or any such) name
Hong Kong	HKG	2	Christian name before family name (if available)
India	IND	1*	*extended type-1 note-1
Indonesia	INA	1**	**extended type-1 note-2
Japan	JPN	2	No custom of middle (or any such) name
Korea	KOR	2	No custom of middle (or any such) name
Malaysia	MAS		note-3
Philippines	PHI	1	1st Middle(or middle initial) Family affix, middle name and affix such as Jr.
Singapore	SIN	1	for Chinese: Christian name (if any), Family name, then usually two words Chinese name. for Malays: see note-3 for Indians: see note-1
Thailand	THI	1	No custom of middle (or any such) name

- note-1: - Basic structure of persons name in India is in sequence of First name (person's own name) and then Family name.
 - Normally, Village name located before First name. Therefore, it seems as if First name come to the place of middle name
 - Occasionally, the First name consists of two part, Father's/God's name then person's own name
- note-2: - Basically, name in Indonesia consist of First name then Family name.
 - First name can be combination of any number of names (at least one).
 - Most of people do not have Family name (Thus single name at minimum possible)
 Moslems name is same as MAS
- note-3: Structure of persons name in Malaysia:
 <person's name> <bin/binti> <father's name>
 bin: son of
 binti: daughter of
 Other than official record, "bin" and "binti" are commonly dropped when the gender can be deducted without ambiguity.

2.24.2 Transformation method in Latin character (Question-c) (PERSON'S NAME)

China	CNA	Transliteration is done per local character. The first letter of both family and first name are n capital letter. No hyphenation is needed
Hong Kong	HKG	Translation per local character. Family name starts with capital or all alphabets are in capital. Family name may be underlined. Capital letter is used at the beginning of every other names. If names are joined by hyphen(s), capital letter is only used at the beginning of the joined names.
India	IND	First and family name start with Capital, no hyphen or comma.
Indonesia	INA	Capitalize the first character of all names.
Japan	JPN	Both family and first name are translated one each of single word, therefore, capital letter is used at the beginning of both family and first name. No hyphenation is needed.
Korea	KOR	Each syllable starts with capital letter. To clarify family name from first name, 3 different methods are used frequently. Case 1: Use hyphen between first name syllables. ex. Man-Han Hwang Case 2: Write family name first, place a comma after it, and write first name. ex. Hwang, man Han Case 3: Write first name first and family name last. Do not use either a hyphen nor a comma. ex. Man Han Hwang
Malaysia	MAS	No transformation necessary
Philippines	PHI	No transformation necessary
Singapore	SIN	No transformation necessary
Thailand	THI	Both family and first name are translated per each local character. Capital letter is used at the beginning of both name

rem-1: Related standards: ISO 233, ISO 3602, ISO 7098

2.24.3 Short form of name

(PERSON'S NAME)

China	CNA	Family name is preferred, Do not shorten (Family or 1st) name
Hong Kong	HKG	Family or nickname in local, Christian name in Latin
India	IND	1st and 2nd name can be changed to Single capital letter
Indonesia	INA	Only for the person with close relation
Japan	JPN	Same as CNA, no standard nickname like Bill for William
Korea	KOR	Same as CNA
Malaysia	MAS	note-1
Philippines	PHI	Using initial to make short form is common practice. Nickname is also used occasionally.
Singapore	SIN	no standard method
Thailand	THI	Nickname can be used sometimes for informal occasion. There is no standard for setting a nickname

note-1: Person's name shortening custom in Malaysia
 Given name is used as short form, contrary to Western style of using surname.
 Example (Male):
 En. Muhammad Nun'im bin Ahmad Zabidi becomes En. Muhammad Mun'im
 Example (Female):
 Pn. Haliza binti Ibrahim becomes Pn. Haliza
 Some common names can be abbreviated regardless of its location (given name or surname)

Full	Shortened	Alternatives
Muhammad	Mohd.	Muhd., Md., M.
Ahmad	A.	
Abdul	Abd.	

2.24.4 Indexing of name

(PERSON'S NAME)

China	CNA	Family name, then first name in pronunciation, then per standard local character (Ideograph) order (radical, stroke).
Hong Kong	HKG	By family name under number of strokes, then per local character order (stroke). The family name can also be treated by Cantonese or Mandarin pronunciation.
India	IND	Start with family name. in character order
Indonesia	INA	Start with family name, then 1st first name followed by other first names in sequence.
Japan	JPN	Same as CNA.
Korea	KOR	Same as CNA.. note-1
Malaysia	MAS	First name first, then family name.
Philippines	PHI	Family name then 1st in alphabetic order.
Singapore	SIN	Family name then 1st in alphabetic order.
Thailand	THI	By first name in THI alphabetical order.

note-1: dictionary order in Korea is per pronunciation even if it is ideograph.

2.24.5 Women's name when married

(PERSON'S

NAME)

China	CNA	Not changed when married
Hong Kong	HKG	Not changed when married
India	IND	Optional for adding husband family name in front
Indonesia	INA	Change family name to husband
Japan	JPN	Can be either her husband's or her father's
Korea	KOR	Change family name to husband (most of case)
Malaysia	MAS	Not changed when married
Philippines	PHI	Change
		Option-1: use maiden name as middle initial and use husband's family name
		Option-2: Affix husband name to maiden name with hyphen
Singapore	SIN	Change is a personal preference or use both family names by connecting with hyphen.
Thailand	THI	Change family name to husband

2.24.6 Location of personal title and salutation (Question -d, -e,-f)

(PERSON'S NAME)

Location	Type-1	Front of personal name
Location	Type-2	End of personal name
Saluting	Type-A	Absolute salutation (such as Mr.)
Saluting	Type-R	Reflect relative relation between people (Wording is depending on relative position of each other)

		Local form	Latin form	Salutation	
China	CNA	2*	1	mostly R	* end of family name
Hong Kong	HKG	2**	1	mostly R	but not between fml and 1st **use family name of husband for married woman.
India	IND	1	1	A	
Indonesia	INA		1	R	
		***same as English (for ex. Dr. is front and Ph.D. is at the end)			
Japan	JPN	2	1	mostly R	note-1
Korea	KOR	2	1	R	
Malaysia	MAS	1	1	A	note-2
Philippines	PHI	1	1	A	
Singapore	SIN	1	1	A	
Thailand	THI	1	1	A	note-3

note-1: when both title and saluting are needed, Occupational title comes before personal name and saluting is following personal name

note-2: Format of titles for Malaysia:

Titles are prefixed when a person receives honorary medals from one of the monarchs, regardless citizenship.

Prefix for medal holder

Dato'

Dato' Seri

Tun

Tan Seri

Prefix for medal holder's wife

Datin

Datin Seri

Toh

Puan Seri

The husband of a female medal recipient does not get any special title, however.

When addressing a head of community, the phrase Yang Berhormat (meaning "the honorable") is prefixed. A judge is prefixed with Yang Arif (meaning "the wise").

The King of country rotated among the ten state monarchies every five years. The king is given the prefix Duli Yang Maha Mulia Seri Paduka Baginda Yang Di-Pertuan Agong. The first four words are usually abbreviated DYMM. The sultan of a state is given the prefix Duli Yang Maha Mulia Sultan *state* where *state* is the sultan's state of residence.

note-3: There is official addressing modes for special catalogue of people. (Monk/priest, royalties, members of the royal family, and their majesties the King and Queen of Thailand)

2.24.7 Title or Saluting in local language and character (PERSON'S NAME)

	Generic word	Mr.	Mrs.	Miss	Ms
China CNA		先生(5148, 751F)	小姐(0C5F, 59D4) 夫人(592B, 4EBA) 太太(592A, 592A)	女士(5973, 58EB)	
Hong KongHKG	君(541B)	先生(5148, 751F)	小姐(0C5F, 59D4) 夫人(592B, 4EBA) 太太(592A, 592A)	女士(5973, 58EB)	
India IND	श्रीमान (0936, 094D, 0930, 0940, 092E, 093E) श्री (0936, 094D, 0930, 0940) श्रीमती (0936, 094D, 0930, 0940, 092E, 0924, 0940) (0915, 0941, 092E, 093E, 0930, 0940)				n/a
Indonesia INA	Shrimaan Sdr,* Ibu,** Bapak***	Shri	Shrimati Ny	Kumari Nn	n/a n/a *,**,*** note-1
Japan JPN	さん(3055, 3093)さん、 様(6A23)、 殿(6BBF) 君	様、殿 氏(6C0F)	さん、様 夫人	さん、様	さん、様
Korea	KOR 氏 (3941)	n/a	n/a	n/a	n/a
Malaysia MAS	Tuan/Puan Encik	Puan	Cik	note-2	
PhilippinesPHI	n/a	Senor/Ginoo	Senora/Ginang	Senorita/Binibini	
Singapore SIN	n/a	Mr.	Mrs.	Miss	Ms note-3
Thailand THI	Khun (generic word	คุณ 0E04, 0E38, 0E13), Mr. (นาย 0E19, 0E32, 0E22), Mrs.(นาง 0E19, 0E32, 0E07) Miss (นางสาว 0E19, 0E32, 0E07, 0E2A, 0E32, 0E27),			

note-1: Sdr for equal level as speaker, Ibu(Woman) and Bapak(man) for higher to the speaker

note-2: several example of other titles in Malay may be added here

note-3: Ms is getting popular instead of Mrs. and Miss

2.25 Colour usage and significance

It is a well known fact that almost all cultures have specific significance for some colours. In addition, there are a couple of things that have to be considered when describing the usage of colour in a culture.

- a. Name of colour is not one to one correspondence (even in English). For example, purple for one culture is pink for another.
- b. Degree of significance varies. Therefore it is very difficult to describe colour significance.

In addition, there are two specific things that were noticed:

- c. Colour of national flag: Some countries are very sensitive about colour (or combination of colour) of national flag.
- d. Specially defined owner of specific colour: Some country (or culture) has a symbol colour(s) for specific matters. Sometimes significance (or sensitivity) is very high for the colour, in some case, it is not.

2.25.1 Colour in national flag

(COLOUR)

China	CNA	Red	very significant
Hong Kong	HKG		
India	IND	Orange (Sacrifice), White (Peace), Green (Prosperity)	very significant
Indonesia	INA		not significant
Japan	JPN	Red circle, White background	not so significant
Korea	KOR		Colours in national flag are not significant
Malaysia	MAS	Yellow(King) is significant, Blue (unity), White(pure) and Red(bravery)	
Philippines	PHI	Red(Bravery), White(Purity), Blue(Truthfulness)	significant
Singapore	SIN	Red and White	significant
Thailand	THI	Red (the Thai nation), White (the Buddhist religion), Blue (The King)	

2.25.2 Colour for defined (and significant) meaning

(COLOUR)

China	CNA	Red(justice, truth) Green(postal)
Hong Kong	HKG	Magenta (regional flower in HKG)
India	IND	White(purity) Orange(sacrifice)
Indonesia	INA	Used as symbol colour of political party Red(nationalist/democratic) Green(Moslem party) Yellow(Profession party) White(Those who do not use their vote)
Japan	JPN	There are some but very low significance
Korea	KOR	There are some but very low significance
Malaysia	MAS	Green(religion/piety for Moslems)
Philippines	PHI	White(Purity, medical profession) Blue(Truthfulness) Purple (Holy week) Red/Green--- Christmas
Singapore	SIN	Green(religion for Moslem)
Thailand	THI	Red (the Thai nation), White (the Buddhist religion), Blue (The King) Purple (Widow) Yellow (Monk)

rem-1: Traffic light Red, Yellow and Green (Blue) are the same in every country

2.25.3 Colour usage or general meaning of colour

(COLOUR)

China	CNA	Red---- luck, healthy, high emotion, happy, emergency Black-- low emotion, evil White-- not healthy, unlucky, funeral, death	
Hong Kong	HKG	Close to CNA	
India	IND	Red--crime, danger (area) Black--unauspicious, evil White--sad affair, death, purity, Holiness Orange---Patriotic Green-- prosperity, safety, life Yellow---happiness (human behavior)	
Indonesia I	NA	Red--- happy, angry, brave Black---sadness evil White--Holy Green--young	
Japan	JPN	Red-----danger Yellow-----warning Green----young/safety Red/White stripe-----goodness Thick Black frame---mourning Black/White stripe---morning	
Korea	KOR	Black-----sad/death Red-----crime/danger Yellow----warning Green----Safety	
Malaysia	MAS	Black----solemn occasion, dangerous, filthy Red----bravery, danger, happy Amber-----warning Yellow-----royalty/decadence White----purity	
Philippines	PHI	Black----morning	
Singapore	SIN	Same as CNA + MAS	
Thailand	THI	Black---mourning White---Purity Green--Good Environment	Red, White, Blue See 2.25.2

rem-1: Related standards: ISO 3864, JIS Z 9101, KS A 3501, KS A 3502, PNS 3864

2.26 Taboo Items

There are many taboo items in each culture and country, some may be the same for most of cultures and some are different from culture to culture. However, as of current technology, most of them may not have any impact on generic IT application and products. There might be some, and following are samples of those taboos.

As technology progress, however, some taboo items may have impact on IT application in future. For example, if ICON in shape of hand need to click some sensitive shape with Thai culture, then acceptance of the application in Thai may be low.

The common answer for most countries is: Though there are many taboo items in the culture, as for IT products in the past, there were no specific item(s) which were forced to be localized due to the reason of taboo.

China	CNA	Common answer
Hong Kong	HKG	Common answer
India	IND	Common answer
Indonesia	INA	Common answer
Japan	JPN	Common answer "Do not write persons name in red" is one of Japanese taboo.
Korea	KOR	Common answer and Do not write persons name in red.
Malaysia	MAS	Common answer
Philippines	PHI	Common answer
Singapore	SIN	Common answer
Thailand	THI	Do not write persons name in red.

Annex A

Coded Character Set Standard(s)

A.1 International Standard

ISO/IEC 646:1991	ISO 7-bit coded character set for information interchange
ISO/IEC 2022:1994	Character codes structure and extension technology
ISO/IEC 4873:1991	ISO 8-bit code for information interchange -structure and rules
ISO/IEC 6429:1992	Control functions for coded character sets
ISO 6936:	Conversion between the coded character sets of ISO 646 and ISO 6429-2 and the CCITT international telegraph alphabet No.2 (ITA2)
ISO/IEC 6937:1994	Coded graphic character set for text communication
ISO/IEC 8859 -1/10	8-bit single byte coded character graphic character set(s)
ISO/IEC 10367:1991	Standardized coded character set for use in 8-bit code
ISO/IEC 10538:1991	Control function for text communication
ISO/IEC 10646 -1:1993	Universal multiple-octet coded character set (UCS)

A.2 National Standards

China	CNA	GB 1988-88	(ISO 646-83)
		GB 2311-89	(ISO 2022)
		GB-2312-89	Code of Chinese ideograms set for information interchange - Basic set
		GB-7590-87	Code of Chinese Ideograms set for information interchange - The 4th supplementary set
		GB-8565-88	Coded character set for text communication
Hong Kong	HKG	GB-12345-90	Code of Chinese Ideograms set for information interchange - Supplementary set
		GB-13000-93	(ISO/IEC 10646-1)
		no specific to HKG standard.	
		HKG uses international standard(s) and/or other national standard(s) on products for export, depending on the country of destination	
India	IND	IS 13194:1991	Indian script code for information interchange-ISCII
Indonesia	INA	n/a	(ISO/IEC 646 is usually used)
Japan	JPN	JIS X 0201 -1976	Code for Information Interchange
		JIS X 0202 -1991	(ISO/IEC 2022)
		JIS X 0208 -1990	Code of the Japanese graphical character for information interchange
		JIS X 0211 -1994	(ISO/IEC 6429)
		JIS X 0212 -1990	Code of the Supplemental Japanese graphic character set for Information Interchange
Korea	KOR	JIS X 0221 -1995	(ISO/IEC 10646-1)
		KS C 5528 -1976	Coding of characters for printing telegraph and their arrangement in teleprinter keyboard
		KS C 5601 -1992	Code for information interchange
		KS C 5620 -1977	(ISO 2022)
		KS C 5636 -1993	Code for information interchange (Latin character)
KS C 5657 -1991	Extension code sets for information interchange		
KS C 5700 -1995	(ISO/IEC 10646-1)		

Malaysia	MAS	MS 1368:1983	Jawi character set
		MS ISO/IEC 646:1993	(ISO/IEC 646)
		MS ISO/IEC 2022:1993	(ISO/IEC 2022)
		MS ISO/IEC 4873:1993	(ISO/IEC 4873)
		MS ISO/IEC 6429:1993	(ISO/IEC 6429)
		MS ISO 6936:1993	(ISO/IEC 6936)
		MS ISO/IEC 6937-1:1993	(ISO/IEC 6937-1)
		MS ISO/IEC 6937-2:1993	(ISO/IEC 6937-1)
		MS ISO/IEC 10646:part1:1994	(ISO/IEC 10646-1)
Philippines	PHI	ISO/IEC 10646-1	Universal Multi-Octet Coded Character Set : Part-1
Singapore	SIN	SS	Singapore Standard
Thailand	THI	TIS 620	Thai Character Codes for Computers (1986, 2ed 1990)
		TIS 820	Layout of Thai Characters on Computer Keyboards (1988)
		TIS 988	Recommendation for Thai Combined-Character Codes and Symbols for Line-Graphic for Dot-Matrix Printers (1990)
		TIS 1074	6-bit Teletype code (1992)
		TIS 1075	Conversion between computer coded and 6-bit Teletype code (1992)

Annex B

List of standards

B.1 International Standards

CCITT E.123:1988	Notation for national and international telephone numbers
CCITT E.163:1988	Numbering plan for the international telephone services
ICS 01.080.xx	Graphic Symbols ICS(International Classification for Standards)
ISO 31-0/13:1992	Quantities and units
ISO 216:1975	Paper - trimmed size -A and B series
ISO 233:1984	Transliteration of Arabic characters into Latin characters
ISO 269:1985	Correspondence envelopes -Destination and sizes
ISO 328:1989	Picture Postcards and lettercards -size
ISO 478:1974	Paper-Untrimmed size for the ISO A size-ISO primary range
ISO 593:1974	Paper-Untrimmed size for the ISO A size-ISO supplementary range
ISO 838:1974	Paper -holes for general filing purpose -Specification
ISO 1000:1992	SI units and recommendation for the use of their multiples and of certain other units
ISO/R 2014:1971	(reviced to ISO 2014:1976, and then replaced by ISO/IEC 8601:1988)
ISO 2047:1975	Graphical representation for the control characters of 7 -bit coded character set
ISO 2784:1974	Continuous forms used for information processing -sizes and sprocket feed holes
ISO 2955:1983	Presentation of SI and other units in systems with limited character sets
ISO 3166:1993	Codes for the representation of names of countries
ISO 3307:1975	(This standard is replaced by ISO 8601:1988)
ISO 3535:1977	Forms design sheet and layout chart
ISO 3602:1989	Romanization of Japanese (Kana script)
ISO 3864:1984	Safety colours and safety symbols
ISO 4217:1990	Code for representation of currencies and funds
ISO 4882:1979	Line spacing and character spacing
ISO 6422:1985	Layout key for trade documents
ISO 6093	Representation of numerical values in character strings for information interchanges
ISO 6924:1983	Correspondence envelopes -Vocabulary
ISO 7001:1990	Graphical Symbols for use on public information sign
ISO 7098:1991	Romanization of Chinese
ISO 8439:1990	Form design -Basic layout
ISO/IEC 8601:1988	Representation of dates and times
ISO 9241-1/3:1992	Ergonomic requirements for office work visual display terminals (VDTs)
ISO/IEC 9545-1/3:1991	Font information interchange
ISO 11180:1993	Postal addressing -format

B.2 National Standards

China	CNA	GB 2894-88 GB/T 7408-94 GB 9704-94 GB/T 10001-1994 GB 12406-95 GB 14392-93	(ISO 3864-1984) (ISO 8601-88) Layout key for official document of administration (ISO 7001-1990) (ISO 4217-90)
Hong Kong	HKG	no specific to HKG standard HKG uses international standard(s) and/or other national standard(s) on products for export, depending on the country of destination	
India	IND	IS 2:1960 IS 1064:1980 IS 1890:1982 IS 6298:1971 Books IS 7900:1976 IS 10005:1994 IS 10934:1984 IS 11366:1985	Rules for Rounding Off Numerical Values (reviced) Paper size (ISO 216:1975, ISO 478:1974, ISO 593:1974) Units and Symbols (ISO 31:1981 series) Guide for Selection of Type and Page Layout in Text Method for writing calendar dates in all numeric forms (ISO/R 2014:1971) (ISO 1000:1992) Representation of the time date (24 hr) (ISO 3307:1975) Representation of units (ISO 2955:1985)
Indonesia	INA	n/a	
Japan	JPN	JIS S 5502 -1993 JIS S 5503 -1976 JIS S 5505 -1994 JIS S 5507 -1983 JIS S 6041 -1982 JIS X 0124 -1981 JIS X 0209 -1976 JIS X 0301 -1977 JIS X 0302 -1977 JIS X 0304 -1988 JIS Z 8202 -1985 JIS Z 8203 -1985 JIS Z 8305 -1962 JIS Z 8401 -1961 JIS Z 8903 -1984 JIS Z 8904 -1976 JIS Z 8904 -1976 JIS Z 9101 -1995 JIS Z 9104 -1995	Envelopes and Pocket Writing Pads Office files (flat file) Multi-Plong Binders Paper Punches Representation of unit symbols for information interchange (ISO 2047) Identification Code of Dates Identification Code of Times (ISO 3166) (ISO 31/0-5, 7, 8, 10, 13) (ISO 1000) Dimension of Printing types Rules for Rounding off of numerical values Standard Type of letters Used in Mechanical Engraving (Joyo Kanji, Common use Chinese characters) Standard Type of letters Used in Mechanical Engraving (Katakana characters) Standard Type of letters Used in Mechanical Engraving (Arabic Figures and Roman Types) (ISO 3864) Safety Symbols

Korea	KOR	KS A 0021 -1962	Rules for rounding of numerical values
		KS A 0105 -1995	SI units and the use of their multiples and of certain other units
		KS A 0201 -1977	Dimensions of printing types
		KS A 0202 -1981	Standard type of letters used in mechanical engraving (daily-use Chinese characters)
		KS A 0203 -1981	Standard type of letters used in mechanical engraving (Arabic figures and Roman type)
		KS A 3501 -1990	General code of safety colours
		KS A 3502 -1989	General rules for coloured light for safety
		KS A 5201 -1990	Trimmed size of paper
		KS A 5401 -1972	Writing of calendar dates in all-numeric form
		KS A 5402 -1986	Numbering of weeks
		KS C 5610 -1992	Identification code of dates and times
		KS C 5713 -1992	(ISO 2047)
		KS C 5621 -1980	Unit symbols for information interchange
		KS C 5676 -1994	Representation of SI and other units in systems with limited character set
		KS C 5713 -1992	Graphical representations control characters for information interchange
		KS G 2501 -1988	Envelopes and pockets
KS G 2504 -1987	Report papers		
KS G 2505 -1987	Scratchboard and drafting papers		
KS G 2506 -1987	Writing pads		
KS G 2509 -1987	Fools-cap paper		
Malaysia	MAS	MS 1134: 1989	Method for representing SI unit in information processing systems with limited character sets
		MS ISO 6093: 1993	(ISO 6093)
		MS ISO/IEC 9541-1:1995	(ISO/IEC 9541-1)
		MS ISO/IEC 9541-2:1995	(ISO/IEC 9541-2)
		MS ISO/IEC 9541-3:1995	(ISO/IEC 9541-3)
		MS ISO/IEC 9545-1:1995	ISO/IEC 9545-1)
		MS ISO/IEC 9545-2:1995	ISO/IEC 9545-2)
MS ISO/IEC 9545-3:1995	(ISO/IEC 9545-3)		
Philippines	PHI	PNS 01-1983:	A standard for standards
		PNS 70-1986:	Specification for bond paper, white and colored
		PNS 222-1988:	Specification for paper for plain paper copies
		PNS 269-1985	Specification for envelopes
		PNS 3864-1984/1989	Safety colors and safety signs
		PNS 235-1989	Flexible prong paper fasteners
		PNS 558-1991	Ball point pens and refills
		PNS 293-1991	Representation of date and times
PNS 1082-1992	Public information symbols		
PNS 1083-1992	Development and Principles for application of public information symbols		
Singapore Thailand	SIN THI	n/a	
		TIS 262	Untrimmed Stock Sizes of Paper (1978)
		TIS 380	Sizes of Correspondence Envelope (1978)
		TIS 1099	Provincial identification code for Data interchange (1992)
		TIS 1111	Representation of Date and Time (1992)

Annex C

National Holidays

Date of national holidays are defined in two methods

- a. Fixed recurring date every year (in modern calendar) e.g. Independence day, Christmas day etc.,.
- b. By other method, Flexible calendar dates such as to follow a traditional calendar (mostly Lunar calendar). Religious and/or traditional festival day based national holidays are sometimes in this method. The date for national holiday is announced in modern calendar in corresponding dates for the "real" calendar (Thus, the date varies every year in modern calendar). e.g. Chinese New Year

China	CNA	New Years Day	Jan. 01
		Chinese New Year	1st day of 1st month in Lunar calendar
		Women Day	Mar. 08
		Planting Trees Day	Mar. 12
		Ching Ming Festival	5th day of 4th month in Lunar calendar
		May Day (labour day)	May 01
		Youth Day	May 04
		Children Day	Jun. 01
		Birthday of the Communist Party of China	Jul. 01
		Birthday of People's Liberation Army of China	Aug. 01
		Chinese Mid-Autumn	15th day of 8th month in Lunar calendar
		Teacher Day	Sep. 10
		National Day	Oct. 01
Hong Kong	HKG	New Years Day	Jan.1
		Lunar New Year Day	1st day of 1st month in Lunar calendar
		Second day of Lunar New Year	(by Lunar Calendar)
		Ching Ming Festival	4th or 5th day of 3rd month in Lunar calendar
		Good Friday	
		The day following Good Friday	
		Easter Monday	
		Tuen Ng Festival	
		The Birthday of Her majesty the Queen	Saturday of 2nd week in June
		The Monday following the Queen's Birthday	
		Saturday before Liberation Day	
		Liberation Day	Last Monday in Aug.
		Chinese Mid-Autumn Festival	15th day of 8th month in Lunar calendar
		The day following the Chinese Mid-Autumn Festival	
		Chung Yeng Festival	9th day of 9th month in Lunar calendar
		The day following Chung Yeung Festival	
		Christmas	Dec. 25
		The first week-day after Christmas day	

India

IND

Holidays in other method are for various religious festivals and are determined by on the bases of Lunar Calendar. This Lunar calendar is known as religious calendar (Saka calendar) which is based on the new moon ending and full moon ending. The date of this religious calendar are then converted to the corresponding dates of Saka Calendar and Western Calendar for use and reference of general public. The date for year 1996 are:

Republic Day	Jan. 26
Idu'l Fitr	Feb. 21
Holi	Mar. 05
Ram Navmi	Mar. 28
Mahavir Jayanthi	Apr. 01
Good Friday	Apr. 05
Idu'l Zuha	Apr. 29
Budha Purnima	May. 03
Muharram	May. 29
Milad-un-Nabi or id-e-Milad (Birthday of Prophet Mohammed)	JUL.29
Independence Day	Aug. 15
Janmashtami	Sep. 05
Mahatma Gandhi's Birthday	Oct. 02
Dussehra (Vijaya Dashmi)	Oct. 21
Diwali (Deepavali)	Nov. 10
Guru Nanak's Birthday	Nov. 25
Christmas Day	Dec. 25

In addition to the above closed holidays, each employee may also permitted to avail him/herself of any two holidays to be chosen by him/her out of the list of Restricted Holidays given below:

New Year's day	Jan. 01
Makarashankranti/Pongal	Jan. 15
Basant Panchami/Sri Panchami	Jan. 24
Guru Ravidas's birthday	Feb. 04
Maharishi Dayanand Saraswati Jayanti	Feb. 14
Jamat-UI-Vide	Feb. 16
Mahashivratri	Feb. 17
Holi (Holiladahan)	Mar. 04
Chaitra Sukladi/Ugedi	Mar. 20
Vaisakhi/Mesadi	Apr. 13
Vish/Vaisakhadi/Bahag Bihu	Apr. 14
Rath Yatra	Jul. 17
Parsai New Year	Aug. 22
Onam	Aug. 27
Raksha Bandhan	Aug. 28
Ganesh Chaturthi/ Vinayaka Chyaturthi	Sep. 16
Dussehra (Maha Saptami)	Oct. 19
Dussehra (Maha Ashtami)	Oct. 20
Dussehra (Maha Navami)	Oct. 21
Maharishi Valmiki's Birthday	Oct. 26
Marka Chaturdesi	Nov. 10
Govardhan Puja	Nov. 11
Bhai Duj	Nov. 12
Hazrat Ali's Birthday	Nov. 25
Guru Teg Bahadur Martyrdom Day	Dec. 07

Indonesia	INA	New Years Day	Jan. 01
		Easter Day	Apr. 14
		Ascension Day	May. 20
		Independence Day	Aug. 17
		Christmas Day	Dec. 25

The Seclution Day

Following list is National Holidays with Islamic calendar.
The data of those days are always change one year to another.

Islamic New Year	Muharam 01	
The Birth Day of Prophet Muhammad S.A.W.		Rabiul Awal 12
Isra Mi'raj Prophet Muhammad S.A.W.		Rajab 27
Idul Fithri	Syawal 01	
Idul Adha	Dzulhijjah 10	

Following list is National Holiday in other calendar

Saka New Year	1st day of 1st month in Saka calendar
Birthday Anniversary of Buddha	8th day of 4th month in Lunar calendar

Japan	JPN	New Years Day	Jan. 01	
		Coming of Age Day	Jan. 15	
		National Founding Day	Feb. 11	
		Vernal Equinox Day	Mar. 21	
		Greenery Day	Apr. 29	
		May Day (labor day)	May. 01	
		Constitution Memorial Day	May. 03	
		Citizen's Day	May. 04	
		Children's Day	May. 05	
		Maritime Day	Jul. 20	
		Obon	Aug. 15	note-1
		Respect for the Age Day	Sep. 15	
		Autumnal Equinox Day	Sep. 23	
		Health Sports Day	Oct. 10	
		Culture Day	Nov. 03	
		Labor Thanksgiving Day	Nov. 23	
		Emperor's Birth Day	Dec. 23	

rem-1: If holiday is Sunday, following Monday is complement day-off
note-1: Not national holiday, but most of offices (include. gov.-office) are closed

Korea	KOR	New Years Day	Jan. 01, 02
		Lunar New Year	Jan. 01 in Lunar Calendar
		Independence Movement Day	Mar. 01
		Labor day	May. 01
		Children's Day	May. 05
		Buddha's Birthday	Apr. 08 in Lunar Calendar
		Memorial Day	Jun. 06
		Constitution Day	Jul. 17
		Liberation Day	Aug. 15
		Harvest Festival Day	Aug. 15 in Lunar Calendar
		National Foundation Day	Oct. 03
Christmas Day	Dec. 25		

Malaysia	MAS	Thaipusam Chinese New Year Hari Raya Puasa May Day (labor day) Hari Raya Haji Birthday of HM the Yang Di Perluan Agong Prophet Muhammad's Birthday Merdeka Deepavali Christmas	by Indian Saka calendar by Lunar calendar by Muslim Hijrah calendar May. 01 by Muslim Hijrah calendar Jun. 05 by Muslim Hijrah calendar Aug. 31 by Indian Saka calendar Dec. 25
Philippines	PHI	New Years Day Araw Ng Kagitingan Maunday Thursday Good Friday May Day (Labor day) Independence Day National Heroes Day All Saints Day Bonifacio Day Christmas Day Rizal Day	Jan. 01 Apr. 09 varies every year depending on the liturgical calendar same as Maunday Thursday May. 01 Jun. 12 Aug. 27 Nov. 01 Nov. 30 Dec. 25 Dec. 31
Singapore	SIN	New Years Day Chinese New Year Hari Raya Puasa Good Friday May Day (labour day) Hari Raya Haji Vesak Day National Day Deepavali Christmas	Jan. 01 By Lunar calendar Syawal (Moslem calendar) May. 01 Zulhijah (Muslim calendar) Aug. 09 Dec. 25
Thailand	THI	New Year Day Makha Bucha Day Chakri Memorial Day Songkran Festival Day National Labour Day (May day) Coronation Day Ploughing Ceremony Day Visakha Bucha Day Asanha Bhucha Day Khaophansa Day Buddhist Lent Day Her Majesty the Queen's Birthday King Rama V Memorial Day His Majesty the King's Birthday Thai Constitution Day New Year's Eve	Jan. 01 Feb. date depends on each Era calendar year. Apr. 06 Apr. 12-14 (Thai New Year days) May. 01 May 05 May, date depends on each Era calendar year. May, date depends on each Era calendar year. Jul. date depends on each Era calendar year. Jul. day after Asa Ihabhucha Day Jul. a day after Asanha Bucha Day. Aug. 12 Oct. 23 Dec. 05 Dec. 11 Dec. 31

Annex D

Paper Size

A series	4A0	1682 X 2378 mm	B series	B0	1000 X 1414 mm
	2A0	1189 X 1682 mm		B1	707 X 1000 mm
	A0	841 X 1189 mm		B2	500 X 707 mm
	A1	594 X 841 mm		B3	353 X 500 mm
	A2	420 X 594 mm		B4	250 X 353 mm
	A3	297 X 420 mm		B6	125 X 176 mm
	A4	210 X 297 mm		B7	88 X 125 mm
	A6	105 X 148 mm		B8	62 X 88 mm
	A7	74 X 105 mm		B9	44 X 62 mm
	A8	52 X 74 mm		B10	31 X 44 mm
	A9	37 X 52 mm			
	A10	26 X 37 mm			
C series	C0	917 X 1297 mm	D series	D0	771 X 1000 mm
	C1	648 X 917 mm		D1	545 X 771 mm
	C2	458 X 648 mm		D2	385 X 545 mm
	C3	324 X 458 mm		D3	272 X 385 mm
	C4	229 X 324 mm		D4	192 X 272 mm
	C5	162 X 229 mm		D5	136 X 192 mm
	C6	114 X 162 mm		D6	96 X 136 mm
	C7	81 X 114 mm		D7	68 X 96 mm
	C8	57 X 81 mm		D8	48 X 68 mm

Annex E

Points Size (US/UK vs. Europe)

US/UK size Pica points	inch	Europe size Didot points	mm
06	0830	05.608	2.108
08	1107	07.477	2.811
10	1383	09.346	3.514
12	1660	11.215	4.217
14	1936	13.084	4.920
16	2213	14.954	5.622
18	2490	16.823	6.325
20	2766	18.692	7.028
24	3320	22.430	8.434

Europe size Didot points	mm	US/UK size Pica points	inch
06	2.255	06.419	0888
08	3.007	08.559	1184
10	3.759	10.699	1480
12	4.511	12.839	1776
14	5.263	14.979	2072
16	6.014	17.118	2368
18	6.766	19.258	2664
20	7.518	21.398	2960
24	9.023	25.678	3552

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