Address proof letter format from society Tutorial

address proof letter format from society is an essential document used by individuals to verify their residential address when required by government agencies, banks, rental agencies, or other institutions. This letter serves as an official confirmation from a housing society or apartment management, certifying that a particular person resides at a specified address. Proper formatting and accurate details are crucial to ensure the document's acceptance and validity. In this comprehensive guide, we will explore the standard address proof letter format from society, its key components, sample templates, and tips to craft an effective and professional letter.

Understanding the Importance of Address Proof Letter from Society

Why Is an Address Proof Letter Necessary?

An address proof letter from society is often required for:

- Applying for a new bank account or financial services
- Passport application and renewal
- Voter ID registration
- Rental agreements and property transactions
- School or college admissions
- Income tax and government documentation

Benefits of Using an Official Society Address Proof Letter

- Validates your residential address with an authorized entity
- Provides authenticity and credibility
- Facilitates smooth processing of official applications
- Acts as a reliable proof of residence for legal and administrative purposes

Standard Address Proof Letter Format from Society

When drafting an address proof letter from a society or housing society, adhering to a standard format ensures clarity and professionalism. Below is a typical structure:

1. Header / Letterhead

- Society's name
- Society's address
- Contact details (phone number, email)
- Date of issuing the letter

2. Salutation

- Addressed to the concerned authority or "To Whom It May Concern"

3. Subject Line

- Clearly state the purpose, e.g., "Address Proof Certificate for Mr./Ms. [Resident's Name]"

4. Body of the Letter

- Introduction of the resident
- Confirmation of residence details
- Duration of stay
- Any additional necessary details

5. Closing & Signature

- Formal closing phrase (e.g., "Sincerely" or "Yours faithfully")
- Signature of authorized society official
- Name and designation of the signatory
- Society Seal / Stamp (if applicable)

6. Enclosures (if any)

- Mention any supporting documents attached

Sample Address Proof Letter Format from Society

Below is a sample template that can be customized as needed:

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[Society Name]

[Society Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern,

Subject: Address Proof Certificate for Mr./Ms. [Resident's Name]

This is to certify that Mr./Ms. [Resident's Full Name], son/daughter of [Parent/Guardian Name], residing at [Full Residential Address], is a bonafide resident of [Society Name] since [Date of Residency].

The individual has been residing at the above address continuously since the date mentioned and is a registered member of the society. This letter is issued upon their request for the purpose of [specify purpose, e.g., bank documentation, passport application, etc.].

We confirm that the above information is accurate to the best of our knowledge.

Should you require any further information, please feel free to contact us.

Yours faithfully,

[Signature]

[Name of the Society Secretary/Manager]

[Designation]

[Seal/Stamp of Society]
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## Key Points to Remember When Writing an Address Proof Letter from Society

- **Accurate Details:** Ensure the resident's name, address, and duration of stay are correct.
- **Official Letterhead:** Use the society?s official letterhead for authenticity.
- **Authorized Signatory:** The letter must be signed by an authorized society official such as the secretary or manager.
- **Seal/Stamp:** Affix the society?s official seal or stamp for validation.
- **Clear Language:** Use formal language and avoid ambiguity.
- **Supporting Documents:** Attach any required proof such as membership ID, rent agreement, or property documents if necessary.

## Steps to Obtain an Address Proof Letter from Society

- Contact Society Office: Visit or call the society office to inquire about the procedure.
- Fill Application Form: Some societies require residents to fill out an application or request form.
- Submit Necessary Documents: Provide proof of identity or other documents as requested.
- Verification Process: Society officials may verify the details before issuing the letter.
- Receive the Letter: Collect the official address proof letter once processed.

## Additional Tips for Writing an Effective Address Proof Letter from Society

- Be Concise and Precise: Include only relevant information to avoid confusion.
- Use Formal Tone: Maintain professionalism in language and presentation.
- Proofread: Check for spelling, grammatical errors, and accuracy before submission.
- Follow Society Guidelines: Adhere to any specific format or protocol prescribed by your housing society.
- Keep Copies: Maintain copies of the letter and supporting documents for future reference.

## Conclusion

An address proof letter from society is a vital document that validates a resident's address for various official purposes. Understanding the correct format and key components ensures that the letter is recognized and accepted by authorities. Whether you are applying for a new bank account, passport, or any other legal document, having an authentic and properly formatted address proof
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letter from your housing society can simplify the process. Always ensure that the letter is issued on official letterhead, signed by authorized personnel, and contains accurate information to prevent any discrepancies. By following the guidelines and sample templates provided, residents can efficiently obtain a reliable address proof letter from their society, facilitating smooth administrative and legal transactions.

Address Proof Letter Format from Society: An In-Depth Examination

In an increasingly digitized and interconnected world, verifying residential addresses has become a fundamental aspect of numerous administrative, legal, and financial processes. Among the various methods of address verification, the issuance of an Address Proof Letter from Society has gained prominence, especially in urban areas where housing societies or apartment associations serve as custodians of residents' details. This investigative article explores the nuances of the address proof letter format from society, its significance, standard structure, legal considerations, and best practices for both issuing authorities and residents seeking such documentation.

Understanding the Significance of Address Proof from Society

Address proof serves as a vital document that authenticates an individual's residence. While government-issued IDs like Aadhar, Passport, or Voter ID often suffice, certain institutions and processes?such as bank account openings, loan applications, or visa procedures?may require additional verification of the current residential address.

In many cases, residence in a housing society or apartment complex entails an Address Proof Letter from Society, which functions as an official endorsement of an individual?s current domicile within the community. This document is especially important in urban settings where multiple residents may share similar names or where the official government documents may not reflect recent changes in residence.

Key Reasons for Relying on Society?s Address Proof:

- Confirmation of current residence within a specific apartment or house.
- Verification of occupancy for legal or administrative purposes.
- Facilitation of identity and address verification in financial transactions.
- Proof required for local municipal or property tax assessments.

Legal and Administrative Framework Surrounding Society-issued Address Proof

Before delving into the format, it is crucial to understand the legal standing and administrative

procedures governing the issuance of address proof letters by societies.

Legal Context:

- Ownership and Authority: Housing societies or apartment associations are registered entities responsible for maintaining records of its members. They often possess the legal authority to issue official letters confirming residency.
- Regulatory Guidelines: Many local municipal corporations or housing regulations specify the documentation required for address proof. While a government ID is standard, a society-issued letter can supplement or sometimes substitute official proof.
- Data Privacy and Accuracy: Societies are expected to maintain accurate records, including member names, addresses, and occupancy dates, ensuring that their issued documents are legitimate.

Administrative Process:

- Application Submission: Residents typically submit a written request along with relevant identification and proof of residence.
- Verification: The society verifies the applicant?s identity and residence through internal records, such as membership list, maintenance records, or previous correspondence.
- Issuance of Letter: Upon verification, the society issues an official letter on its letterhead, containing specific details about the resident and their address.

Standard Format of Address Proof Letter from Society

An Address Proof Letter from Society must adhere to a formal and standardized structure to ensure clarity, authenticity, and acceptance by official entities. Below is a comprehensive overview of the typical format, including essential components and optional details.

1. Header

- Society?s Logo (if available)
- Society?s Name
- Society?s Address
- Contact Details (Phone, Email)
- Date of issuance

2. Subject Line

- Clearly state the purpose ? e.g., "Address Proof Letter" / "Residence Verification Certificate"

3. Salutation

- Usually addressed to ?To Whom It May Concern? or specific entities if known.

4. Body of the Letter

- Introduction: Mention the purpose of the letter.
- Resident Details:
- Name of the resident
- Address (complete, including apartment/unit number)
- Membership/Resident ID (if applicable)
- Duration of residence (from date to present)
- Declaration: A formal statement affirming that the resident resides at the specified address.
- Verification Statement: Mention that the details have been verified against society records.

5. Closing & Signatures

- Signatory?s Name
- Designation (e.g., Secretary, President)
- Society Seal/Stamp
- Signature
- Date of signing

6. Attachments (Optional but Recommended)

- Copy of resident?s ID proof
- Previous correspondence or agreement
- Membership card or allotment letter

Sample Address Proof Letter Format from Society

Note: The following is a template intended for customization.

[Society Name]

[Society Address]

[City, PIN Code]

Contact: [Phone Number], [Email]

Date: [DD/MM/YYYY]

To Whom It May Concern,

This is to certify that Mr./Ms. [Resident Name], son/daughter of [Parent/Guardian Name], residing at [Full Address including apartment/unit number], is a registered member of [Society Name].

Mr./Ms. [Resident Name] has been a resident of our society since [Start Date] and currently resides at the above-mentioned address. This address verification is issued upon his/her request for the purpose of [state purpose, e.g., bank account opening, visa application, etc.].

We confirm that the details provided above are accurate as per our records, and Mr./Ms. [Resident Name] is a lawful resident of this society.

This certificate is issued upon request and carries no liability on part of the society.

Thank you.

Sincerely,

[Signature]

[Name of Society Secretary/President]

[Designation]

[Seal/Stamp]

Best Practices for Society to Issue Address Proof Letters

To ensure authenticity and acceptance, societies should adhere to best practices, including:

- Maintaining up-to-date resident records.
- Using official letterhead with logo and registration number.

- Including the signature of an authorized person.
- Affixing a society seal or stamp.
- Clearly stating the resident?s details and duration of stay.
- Providing a contact number for verification if required.

Common Challenges and Remedies

Despite the straightforward nature of issuing address proof letters, several challenges may arise:

- Inaccurate or Outdated Records: Societies must regularly update their resident database.
- Delays in Verification: Proper internal procedures and prompt response can mitigate delays.
- Legal Disputes: Ensuring that the letter is issued by authorized personnel and bears official signatures/stamps reduces legal ambiguities.
- Residents? Lack of Proper Documentation: Providing residents with a checklist of required documents can streamline the process.

Conclusion: The Role of Standardized Format in Legal and Administrative Processes

The address proof letter format from society is more than just a formal document; it is a crucial link in verifying residence in urban environments, facilitating numerous legal and administrative procedures. A standardized, well-structured format ensures authenticity, reduces ambiguities, and enhances acceptance across institutions.

As urban societies continue to grow and evolve, establishing clear guidelines and best practices for issuing such letters will become increasingly important. Both society authorities and residents benefit from transparency, accuracy, and adherence to formal standards, ultimately fostering trust and efficiency in residence verification processes.

QuestionAnswer What is the standard format for an address proof letter from a society? A standard address proof letter from a society typically includes the recipient's name, address, date, a formal salutation, a clear statement confirming the individual's residence at the specified address, details of the society (such as society name and registration number), and the signature with official seal or stamp if applicable. What details should be included in an address proof letter from a society? The letter should include the resident's name, complete residential address within the society, society's name and registration details, date of issuing the letter, purpose of the address proof, and the authorized signatory's name, designation, and contact details. Is a society address proof letter acceptable for government or legal purposes? Yes, an address proof letter issued by a registered society is generally acceptable for government documentation, property registration, or legal purposes, provided it contains all necessary details and is duly signed and stamped by

authorized society officials. How can I request an address proof letter from my society? You should submit a formal written request to the society office along with any required identification or proof of residence. Some societies may have a prescribed form or process. Once approved, the society will issue the address proof letter, often after verification. Are there any specific formats or templates available for an address proof letter from a society? While there is no universal template, many societies follow a similar format that includes official letterhead, clear layout, and all necessary details. You can find sample templates online or request the society to provide a standard format for such letters to ensure consistency and acceptance.

Related keywords: address proof, society letter, address verification, residential proof, society confirmation letter, address proof format, housing society letter, residency verification, society certificate format, proof of residence

Address variation meaning

Understanding the Address Variation Meaning: An In-Depth Exploration

Address variation meaning refers to the different forms or structures that a postal address can take. It encompasses the various ways addresses are written, formatted, and interpreted across different regions, industries, and purposes. Recognizing and understanding address variations is crucial for accurate mail delivery, data management, e-commerce, and global communication. This article delves into the comprehensive aspects of address variation meaning, exploring its significance, types, causes, and best practices for handling address data effectively.

What Is Address Variation?

Definition and Scope

Address variation pertains to the multiple ways an address can be represented or formatted. Variations can occur due to:

- Geographic differences
- Language and cultural norms
- Industry standards
- Technological systems
- Personal preferences

For example, the way an address in the United States differs from that in Japan or Germany highlights how variations are influenced by regional conventions.

Why Address Variation Matters

Understanding address variations is essential for several reasons:

- Ensuring accurate mail and package delivery
- Maintaining clean and standardized databases
- Enhancing customer experience in e-commerce
- Facilitating international trade and communication
- Improving data analytics and reporting

Failure to account for address variations can lead to misdelivery, lost shipments, or data inconsistencies.

Types of Address Variations

Regional and Cultural Variations

Different countries and cultures have unique address formats. Some common regional differences include:

- United States: Street Address, City, State, ZIP Code, Country
- United Kingdom: House Name/Number, Street, City/Town, Postal Code, Country
- Japan: Postal code, Prefecture, City, Ward, Block, Building Number
- Germany: Street, House Number, Postal Code, City, Country

Industry-Specific Variations

Different sectors may adopt specific address formats:

- E-commerce: Often includes delivery instructions, apartment numbers, or specific courier details
- Government Records: May require standardized formats for census or taxation
- Logistics and Shipping: Emphasizes precise location identifiers for routing

Format and Structural Variations

Variations in how addresses are written include:

- Use of abbreviations (e.g., St. for Street, Ave. for Avenue)
- Inclusion or omission of components like suite or apartment numbers
- Different orderings of address components
- Variations in punctuation and capitalization

Language and Script Variations

Addresses may be written in different languages or scripts:

- Latin alphabet (English, Spanish, French)
- Non-Latin scripts (Chinese, Arabic, Cyrillic)
- Transliteration differences can lead to multiple representations of the same address

Causes of Address Variations

Regional Standards and Norms

Countries establish their own postal standards, leading to inherent differences in address structures.

Language and Localization

Translation, transliteration, and linguistic norms influence how addresses are formatted and written.

Technological Systems and Data Entry

Automated systems, form designs, and software can introduce variations due to:

- User input errors
- Different data validation rules
- Varying formats for international addresses

Personal and Organizational Preferences

Individuals and organizations may choose different ways to write or abbreviate addresses for clarity or personal preference.

Implications of Address Variation Meaning

Impact on Mail Delivery and Logistics

Inconsistent address formats can cause:

- Delivery delays
- Returned shipments
- Increased operational costs

Challenges in Data Management

Variations complicate:

- Data deduplication
- Address validation
- Database standardization

Effects on E-commerce and Customer Experience

Incorrect or inconsistent addresses lead to:

- Failed deliveries
- Customer dissatisfaction
- Increased customer service inquiries

Address Variation Standardization and Validation

Importance of Standardization

Standardizing address data helps:

- Improve delivery accuracy
- Streamline database management
- Facilitate international shipping

Common Address Formats and Guidelines

Organizations often adopt standards such as:

- Unicode consistency
- Postal service guidelines
- International standards like ISO 19160

Tools and Techniques for Handling Address Variations

- Address validation APIs: Verify and correct addresses
- Standardization software: Convert addresses into uniform formats
- Autocomplete and dropdowns: Reduce user input errors
- Regular data cleansing: Remove duplicates and errors

Best Practices for Managing Address Variations

Designing User-Friendly Address Forms

- Use country-specific fields
- Provide clear instructions and examples
- Incorporate validation checks

Implementing Address Validation Solutions

- Use reputable APIs (e.g., USPS, Google Places)
- Validate addresses at point of entry
- Geocode addresses for location accuracy

Maintaining Data Quality

- Regularly audit address databases
- Standardize address formats across systems
- Educate staff on regional address norms

Global Perspectives on Address Variations

International Address Standards

Organizations such as the Universal Postal Union (UPU) promote consistent address formats worldwide, facilitating international mail and parcel delivery.

Challenges in Cross-Border Address Management

- Language barriers
- Variations in postal code systems
- Different address component orders

Innovations Addressing Address Variation Challenges

- Global address databases
- AI-powered address recognition
- Multilingual address parsing tools

Conclusion: Embracing Address Variation Meaning for Better Communication

Understanding the address variation meaning is vital in today's interconnected world. It enhances operational efficiency, improves customer satisfaction, and ensures reliable communication across borders. By recognizing the diverse formats and causes of address variations, organizations can adopt effective standardization and validation strategies. Embracing these practices ultimately leads to more accurate deliveries, cleaner data, and seamless global interactions.

Whether you are managing logistics, maintaining databases, or expanding your business internationally, appreciating the complexities of address variation is a foundational step toward success in global communication and commerce.

Understanding Address Variation Meaning: A Comprehensive Guide

In the realm of mailing, logistics, and data management, the term address variation meaning plays a crucial role. It refers to the different ways an address can be written, formatted, or represented without changing its core location or delivery point. Recognizing and understanding address variation meaning is essential for ensuring accurate deliveries, maintaining data integrity, and improving communication efficiency. Whether you're a marketer, a logistics professional, or someone managing large databases, grasping the concept of address variation is fundamental to optimizing operations and avoiding costly mistakes.

What Is Address Variation?

Definition and Context

Address variation meaning pertains to the different formats, spellings, abbreviations, or structural differences that can exist for the same physical address. These variations might arise due to regional differences, data entry inconsistencies, or different standards used across organizations or countries.

For example, consider the address:

- "123 Main Street, Springfield, IL 62704"

It could appear in various forms such as:

- "123 Main St., Springfield, Illinois 62704"
- "123 Main St Springfield IL 62704"
- "123 Main Street, Springfield, IL 62704"

All these are address variations of the same location.

Why Address Variation Matters

Understanding address variation is vital because:

- Data Matching & Deduplication: To identify duplicate records in databases, recognizing different variations of the same address is crucial.
- Deliverability & Logistics: Accurate matching ensures parcels or correspondence reach their intended recipients.
- Compliance & Validation: Many systems validate addresses against standardized formats; variations can cause validation errors.
- Marketing & Communication: Correctly matching addresses helps in targeted campaigns and reduces bounce rates.

Types of Address Variations

Structural Variations

These involve differences in how the address components are formatted or ordered. Examples include:

- Abbreviations vs. full words (e.g., "Street" vs. "St.")
- Use of postal codes or not
- Inclusion or omission of suite or apartment numbers

Spelling and Formatting Variations

Differences caused by:

- Misspellings
- Regional spellings (e.g., "Color" vs. "Colour")
- Variations in capitalization (e.g., "main street" vs. "Main Street")

Regional or Country-Specific Variations

Addresses may vary significantly across countries due to differing postal standards:

- European addresses often order components differently than North American addresses.
- Use of local language or transliterations can introduce variations.

Data Entry and Human Error

Manual input can lead to:

- Typographical errors
- Inconsistent use of punctuation
- Variations introduced by different personnel or systems

Understanding Address Variation Meaning in Different Contexts

In Data Management and Databases

In database management, address variation meaning refers to the different ways address data can be stored or represented, affecting:

- Data cleaning and standardization efforts
- Deduplication processes
- Geocoding accuracy

In Postal and Delivery Services

For postal services, understanding address variation meaning helps in:

- Interpreting addresses written in various formats
- Improving address validation systems
- Ensuring packages are delivered correctly despite format differences

In Marketing and Customer Relationship Management (CRM)

Marketers need to recognize address variations to:

- Maintain accurate mailing lists
- Personalize communications
- Reduce mailing errors and costs

How to Identify and Manage Address Variations

Techniques for Recognizing Address Variations

- Standardization Tools: Utilize address standardization software that applies predefined rules to normalize addresses.
- String Matching Algorithms: Use fuzzy matching, Levenshtein distance, or similar algorithms to identify addresses that are similar but not identical.
- Reference Databases: Cross-reference addresses against authoritative postal databases to identify standard formats.
- Normalization Rules: Develop rules that handle common abbreviations, spelling differences, and formatting inconsistencies.

Best Practices for Managing Address Variations

- Adopt Standardized Address Formats

- Use official postal standards (e.g., USPS ZIP+4, Royal Mail, etc.)
- Apply consistent formatting rules across datasets

- Regular Data Cleaning

- Periodically review and clean address data
- Remove duplicates considering variations

- Implement Validation Processes

- Validate addresses at the point of entry
- Use address verification APIs or services

- Educate Data Entry Personnel

- Train staff on proper address entry protocols
- Provide clear guidelines to reduce human error

- Leverage Technology

- Use address management tools with auto-correction and standardization features
- Incorporate geocoding to verify location accuracy

Common Challenges Related to Address Variations

Inconsistent Data Entry

Manual entry often introduces spelling errors, inconsistent abbreviations, and formatting issues, leading to multiple variations of the same address.

International Address Differences

Different countries have diverse postal standards, making standardization complex without specialized tools.

Address Changes Over Time

Addresses can change due to new developments, renaming, or administrative adjustments, leading to outdated or varied data.

Handling Ambiguous or Partial Addresses

Incomplete addresses or ambiguous data increase the difficulty of matching variations accurately.

The Role of Technology in Address Variation Management

Address Standardization Software

Tools designed to automatically normalize addresses based on postal standards, reducing manual effort and errors.

Fuzzy Matching Algorithms

Algorithms like Levenshtein distance help identify addresses that are similar but have minor differences, facilitating deduplication.

Geocoding Services

By converting addresses into geographic coordinates, geocoding can help verify if different variations point to the same location.

Address Validation APIs

Real-time validation services ensure entered addresses conform to official standards, minimizing variation issues upfront.

Case Studies: Address Variation in Action

Case Study 1: E-commerce Logistics

An online retailer faced delivery delays due to address mismatches. By implementing address standardization and fuzzy matching, they reduced undeliverable packages by 15%, improving customer satisfaction.

Case Study 2: Postal Service Address Verification

A postal service integrated address validation APIs to handle international addresses, reducing returned mail by 20% and enhancing delivery accuracy.

Case Study 3: CRM Data Cleanup

A marketing firm undertook a database cleanup, applying normalization rules and duplicate detection, resulting in more accurate mailing lists and a 10% increase in campaign response rates.

Summary: The Significance of Understanding Address Variation Meaning

Recognizing address variation meaning is not just a technical exercise; it is a foundational element in ensuring operational efficiency across various sectors. Whether it's delivering packages accurately, maintaining clean customer databases, or ensuring effective communication, understanding and managing address variations can save time, reduce costs, and improve overall service quality.

By leveraging the right tools, adopting standardized formats, and training personnel appropriately, organizations can navigate the complexities of address variation with confidence. As global commerce and communication continue to expand, mastering the nuances of address variation meaning becomes increasingly vital for success.

Final Thoughts

In a world where data is king, the ability to interpret, standardize, and match address variations is a strategic advantage. It helps organizations deliver on their promises, maintain trust, and operate efficiently. Keep in mind that address variation meaning extends beyond mere formatting; it encompasses understanding regional differences, technical challenges, and the importance of consistent data practices. Embrace technological solutions and best practices, and you'll be well-equipped to handle the intricacies of address variation in any context.

QuestionAnswer What does 'address variation' mean in a mailing context? In a mailing context, 'address variation' refers to different formats or versions of the same address, such as abbreviations, formatting differences, or inclusion/exclusion of specific details like apartment numbers. Why is understanding address variation important for businesses? Understanding address variation helps ensure accurate deliveries, reduces mail returns, and improves data quality for marketing and communication purposes. How can address variation affect data quality in customer databases? Address variation can lead to duplicate records, misdeliveries, or failed deliveries, impacting data accuracy and customer relationship management. What are common examples of address variation? Examples include using 'Street' vs. 'St.', including or omitting apartment numbers, or different formats for ZIP codes and city names. How can businesses standardize address variations? Businesses can use address validation tools and standardized formatting guidelines to normalize address data and reduce variations. Does address variation impact online shipping and delivery services? Yes, address variations can cause delays, misdeliveries, or increased costs if not properly managed with validation and standardization processes. What tools are available to

manage address variation? Tools such as address verification APIs, data cleansing software, and postal service validation systems help identify and correct address variations. Can address variation affect tax and legal compliance? Yes, inconsistent address formats can lead to issues with legal documentation, tax reporting, and compliance with postal regulations. How does address variation relate to international addresses? International addresses often have diverse formats and conventions, making address variation more complex and requiring specific validation for each country. Is address variation a concern for digital marketing campaigns? Absolutely, inconsistent address data can lead to delivery failures of digital communications and affect campaign effectiveness, highlighting the need for accurate data management.

Related keywords: address variation, meaning, address formats, address differences, address types, address standardization, address variations explanation, mailing address, address structure, address standard

Read the full article online: Address Variation Meaning