**ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 031**

**DATE: 26 June 2017**

This notice applies to you if you hold an **Access Letters Contract** (Contract)with **Royal Mail Group Limited,** a company registeredin England and Wales (number 04138203) with its registered address at 100 Victoria Embankment, London EC4Y 0HQ.

1. Definitions and interpretation
	1. If a word or expression is defined in this notice, it shall have the meaning given in this notice.
	2. Any words or expressions which are not defined in this notice, but have an initial capital letter, shall have the meanings given to them in the Contract.
	3. All of the rules about how to interpret the Contract shall apply to this notice.
2. Changes to the Contract

2.1 Under clause 13.2.1 of the General Access Terms and Conditions of the Access Letters Contract, we notify you of changes to Schedule 6: Royal Mail Advertising Mail® and Schedule 7: Royal Mail Responsible Mail® to make provision for supporting the mail industry’s Joint Industry Committee with advertising mail volumes by brand name.

2.2 The specific changes to each of the Schedules named in paragraph 2.1 are detailed as tracked changes against the current versions of the Schedules at:

(i) Annex A: Schedule 6: Royal Mail Advertising Mail®; and

(ii) Annex B: Schedule 7: Royal Mail Responsible Mail®.

2.2 The changes detailed in Annexes A and B will **take effect from** **2 January 2018** unless you agree to waive the contract notice period such that you are happy to accept these changes to your contract sooner.

2.3 If you agree to accept these changes to your contract sooner than the 2 January 2018, **please complete your name and company details below, the earlier date on which you accept the changes to your Contract and sign and return a copy of this change notice to** **Luisa.fulci@royalmail.com****.** For the avoidance of doubt, if you sign and return this Change Notice as specified in this paragraph 2.3, we shall use the earlier date for bringing the changes into effect on your Contract.

Luisa Fulci

Regulated Products Director

Consumer and Network Access

Contact Name:

Contact Title:

Company Name:

As an authorised signatory of the company, I agree to waive the contract notice period of 190 days for Access Letters Contract Change Notice: Number 031 and will instead accept the changes detailed in Change Notice 031 to my Contract with effect from the earlier date of:

Date [to be earlier than 2 January 2018]:

Signed:

Access Letters Contract Schedule 6: Royal Mail Advertising Mail® tracked version to show changes.



Access Letters Contract Schedule 7: Royal Mail Responsible Mail® tracked version to show changes:

