



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 067

Date: 13 OCTOBER 2020

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

1 Definitions and interpretation

- 1.1 If a word or expression is defined in this notice, it shall have the meaning given in this notice.
- 1.2 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.
- 1.3 All of the rules about how to interpret the Contract shall apply to this notice.

2 Changes to the Contract

- 2.1 Under Paragraph 12.1 of Schedule 6: Advertising Mail, we hereby notify you of the following changes to Schedule 6: Advertising Mail to the Contract:

- 2.1.1 The following definitions will be added to Paragraph 2.2 as follows:

JICMAIL Levy *the voluntary levy on advertising mail payable to JICMAIL;*

JICMAIL Levy Cap *means:*

- a) in the 2021 calendar year, a cap of £5,000 per each Originating Customer and Customer Entity;*
- b) in any subsequent year, the amount published on our Website (and, for the avoidance of doubt, if no cap is published on our Website then no cap shall apply);*

- 2.1.2 A new Paragraph 14 shall be added to read as follows:

14 *Deduction of the JICMAIL Levy*

- 14.1 You agree that we may, subject to paragraph 14.3 of this Schedule, collect the JICMAIL Levy on behalf of JICMAIL on all direct mail Mailing Items presented as Advertising Mail under the terms of the Contract. The JICMAIL Levy is voluntary. We shall pass the entire value of the JICMAIL Levy to JICMAIL at the end of each quarter of the financial year. The value of the JICMAIL Levy shall be that as stated on the pricing page of the Website, as changed from time to time, and shall be subject to the JICMAIL Levy Cap per each Originating Customer and Customer Entity. Any amounts paid by you in excess of the JICMAIL Levy Cap will be refundable by JICMAIL and we will not be liable to you in respect of any amounts paid by you in excess of the JICMAIL Levy Cap. You and we agree that when you present Mailing Items as Advertising Mail with Responsible Mail, the JICMAIL Levy will be applied only once and not across both Access Services.*

- 14.2 *You acknowledge that we are providing a collection service for the JICMAIL Levy only. If you want a refund of the JICMAIL Levy that you have paid, you must submit a written retrospective claim to JICMAIL, on a quarterly or annual basis, to be sent to The Treasurer, JICMAIL Limited, DMA House, 70 Margaret Street, London W1W 8SS (or such other address as may be advised from time to time), giving the following information:*
- 14.2.1 *evidence confirming that you have paid the JICMAIL Levy, and confirmation of the amount paid; and*
- 14.2.2 *an explanation (in reasonable detail from a board member) setting out the reason for your request for a refund.*
- 14.3 *We will notify you if we are no longer appointed to collect the JICMAIL Levy.*
- 14.4 *We may amend or withdraw the requirements of this paragraph 14 of this Schedule on 70 days' notice.*

2.2 Under Clause 13.2.1(a) of the General Terms and Conditions of the Access Letters Contract we hereby notify you of the following changes to Schedule 7: Responsible Mail to the Contract:

2.2.1 The following definitions will be added to Paragraph 2.2 as follows:

JICMAIL Levy *the voluntary levy on advertising mail payable to JICMAIL;*

JICMAIL Levy Cap *means:*

- c) in the 2021 calendar year, a cap of £5,000 per each Originating Customer and Customer Entity;*
- d) in any subsequent year, the amount published on our Website (and, for the avoidance of doubt, if no cap is published on our Website then no cap shall apply);*

15 Deduction of the JICMAIL Levy

- 15.1 *You agree that we may, subject to paragraph 15.3 of this Schedule, collect the JICMAIL Levy on behalf of JICMAIL on all direct mail Mailing Items presented as Responsible Mail under the terms of the Contract. The JICMAIL Levy is voluntary. We shall pass the entire value of the JICMAIL Levy to JICMAIL at the end of each quarter of the financial year. The value of the JICMAIL Levy shall be that as stated on the pricing page of the Website, as changed from time to time, and shall be subject to the JICMAIL Levy Cap per each Originating Customer and Customer Entity. Any amounts paid by you in excess of the JICMAIL Levy Cap will be refundable by JICMAIL and we will not be liable to you in respect of any amounts paid by you in excess of the JICMAIL Levy Cap. You and we agree that when you present Mailing Items as Advertising Mail with Responsible Mail, the JICMAIL Levy will be applied only once and not across both Access Services.*
- 15.2 *You acknowledge that we are providing a collection service for the JICMAIL Levy only. If you want a refund of the JICMAIL Levy that you have paid, you must submit a written retrospective claim to JICMAIL, on a quarterly or annual basis, to be sent to The Treasurer, JICMAIL Limited, DMA House, 70 Margaret Street, London W1W 8SS (or such other address as may be advised from time to time), giving the following information:*

- 15.2.1 *evidence confirming that you have paid the JICMAIL Levy, and confirmation of the amount paid; and*
- 15.2.2 *an explanation (in reasonable detail from a board member) setting out the reason for your request for a refund.*
- 15.3 *We will notify you if we are no longer appointed to collect the JICMAIL Levy.*
- 15.4 *We may amend or withdraw the requirements of this paragraph 15 of this Schedule on 70 days' notice.*

2.3 Under Paragraph 12.1 of Schedule 28: Partially Addressed Mail we hereby notify you of the following changes to Schedule 28: Partially Addressed Mail to the Contract:

2.3.1 The following definitions will be added to Paragraph 2.2 as follows:

JICMAIL Levy *the voluntary levy on advertising mail payable to JICMAIL;*

JICMAIL Levy Cap *means:*

e) in the 2021 calendar year, a cap of £5,000 per each Originating Customer and Customer Entity;

f) in any subsequent year, the amount published on our Website (and, for the avoidance of doubt, if no cap is published on our Website then no cap shall apply);

14 Deduction of the JICMAIL Levy

14.1 *You agree that we may, subject to paragraph 14.3 of this Schedule, collect the JICMAIL Levy on behalf of JICMAIL on all direct mail Mailing Items presented as Partially Addressed Mail under the terms of the Contract. The JICMAIL Levy is voluntary. We shall pass the entire value of the JICMAIL Levy to JICMAIL at the end of each quarter of the financial year. The value of the JICMAIL Levy shall be that as stated on the pricing page of the Website, as changed from time to time, and shall be subject to the JICMAIL Levy Cap per each Originating Customer and Customer Entity. Any amounts paid by you in excess of the JICMAIL Levy Cap will be refundable by JICMAIL and we will not be liable to you in respect of any amounts paid by you in excess of the JICMAIL Levy Cap. You and we agree that when you present Mailing Items as Partially Addressed Mail with Advertising Mail or Responsible Mail, the JICMAIL Levy will be applied only once and not across both Access Services.*

14.2 *You acknowledge that we are providing a collection service for the JICMAIL Levy only. If you want a refund of the JICMAIL Levy that you have paid, you must submit a written retrospective claim to JICMAIL, on a quarterly or annual basis, to be sent to The Treasurer, JICMAIL Limited, DMA House, 70 Margaret Street, London W1W 8SS (or such other address as may be advised from time to time), giving the following information:*

14.2.1 *evidence confirming that you have paid the JICMAIL Levy, and confirmation of the amount paid; and*

14.2.2 *an explanation (in reasonable detail from a board member) setting out the reason for your request for a refund.*

14.3 We will notify you if we are no longer appointed to collect the JICMAIL Levy.

14.4 We may amend or withdraw the requirements of this paragraph 14 of this Schedule on 70 days' notice.

2.4 We have sought the unanimous consent of all Access Letters Contract holders to introduce the changes detailed in paragraph 2.1 to 2.3 of this change notice from 4 January 2021. If we do not receive consent from all Access Letters Contract holders by 13 November 2020, the changes will come into effect on 22 April 2021.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Cable', written over a horizontal line.

Tim Cable
Wholesale Products Director
Royal Mail Wholesale