



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 076

Date: 18 June 2021

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 185 Farringdon Road, London, EC1A 1AA.

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 Clause 13.2.1(d) of the General Access Terms and Conditions, we hereby notify you of the following changes to the Contract:

2.1.1 Clause 5.1.10 of the 'Contract Details' section of the Contract shall be amended to read as follows:

5.1.10 Schedule 7 – Responsible Mail – Discontinued

2.1.2 Schedule 7: Responsible Mail shall be deleted in its entirety from the Contract;

2.1.3 The definition of 'Mail Reference' in paragraph 2.2 of Schedule 6: Advertising Mail shall be amended to read as follows:

Mail Reference a unique reference code of no more than twenty (20) characters which identifies a Customer Entity's or Originating Customer's specific Advertising Mail Posting such that each Advertising Mail Posting will have a unique and distinct Mail Reference associated with it; and

2.1.4 The definition of 'Responsible Mail' in paragraph 2.2 of Schedule 6: Advertising Mail shall be deleted;

2.1.5 Paragraph 11.1 of Schedule 6: Advertising Mail shall be amended to read as follows:

11.1 You agree that we may, subject to paragraph 11.3 of this Schedule, collect the ASBOF Levy on behalf of ASBOF on all direct mail Mailing Items presented as Advertising Mail under the terms of the Contract. The ASBOF Levy is voluntary. We shall pass the entire value of the ASBOF Levy to ASBOF at the end of each

quarter of the financial year. The value of the ASBOF Levy shall be that as stated on the pricing page of the Website, as changed from time to time.

2.1.6 Paragraph 14.1 of Schedule 6: Advertising Mail shall be amended to read as follows:

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.

2.1.7 Paragraph 5.2.2(c) of Schedule 20: Royal Mail Mailmark shall be amended to read as follows:

(c) Mailmark barcode Mailing Items are presented in Containers which all contain exclusively Mailmark Mailing Items. Other than for Advertising Mail Postings, you may mix Mailing Items with different mailing pack designs in a single Container as long as they all belong to the same service, format and UCID (but not necessarily Batch) and as long as they appear on the same eManifest;

2.1.8 Paragraph 5.2.2(e) of Schedule 20: Royal Mail Mailmark shall be amended to read as follows:

(e) Advertising Mail Mailmark barcode Mailing Items submitted as a Batch on the eManifest must only contain Mailing Items of the same pack design. For clarity, you may submit multiple Batches, provided that each Batch contains Mailing Items of the same pack design; and

2.1.9 Paragraph 6.8 of Schedule 20: Royal Mail Mailmark shall be amended to read as follows:

6.8 In instances of non-compliant Royal Mail Advertising Mail® Postings, we will use the information in the Reports to assist us to measure your compliance with paragraph 5.2.2 (e) of this Schedule and with the Contract, to the extent that the Reports inform us of the posted volume, item weight and Access Service of each Batch. The Reports, if needed, will be used to determine the extent of any non-compliance to a UCID Posting.

2.1.10 Paragraph 5.2 of Schedule 27: Mixing SCIDs shall be amended to read as follows:

5.2 For clarity, you and we agree that the terms of:

(a) paragraph 5.2.2(b) of Schedule 6 (Advertising Mail) of your Contract;

(b) paragraph 7.2.2(a) of Schedule 6 (Advertising Mail) of your Contract; and

(c) paragraph 5.2.2(d) of Schedule 20 (Royal Mail Mailmark) of your Contract,

shall not apply between you and us to the extent that those terms directly conflict with the terms of this Schedule (including the Mixing SCIDs Specification).

2.1.11 Paragraph 2 of Annex A Schedule 27: Mixing SCIDs shall be amended to read as follows:

2. *Advertising Mail Postings*

2.1 *For Royal Mail Advertising Mail® Postings, where you, or the Customer Entity or Originating Posting Customer, as the case may be, wish to exercise the Data Opt Out preference or apply a Mail Reference for the applicable Advertising Mail Posting, you must use only the Mailmark eManifest to denote these in accordance with the User Guide. For clarity, the Posting Docket must not be used by you to exercise a Data Opt Out preference or to provide the Mail Reference for a Mixed SCID Container.*

2.2 *For Mixed SCID Containers of Advertising Mail, each seed/sample of mailing pack design which you submit to us must reference the Mixed UCID pertaining to the Mixed SCID Containers.*

2.1.12 The definition of 'Mail Reference' in paragraph 2.2 of Schedule 28: Partially Addressed Mail shall be amended to read as follows:

Mail Reference *a unique reference code of no more than twenty (20) characters which identifies a Customer Entity's or Originating Customer's specific Partially Addressed Mail or Advertising Mail Posting such that each Partially Addressed or Advertising Mail Posting will have a unique and distinct Mail Reference associated with it; and*

2.1.13 The definition of 'Responsible Mail' in paragraph 2.2 of Schedule 28: Partially Addressed Mail shall be deleted;

2.1.14 Paragraph 11.1 of Schedule 28: Partially Addressed Mail shall be amended to read as follows:

11.1 *You agree that we may, subject to paragraph 11.3 of this Schedule, collect the ASBOF Levy on behalf of ASBOF on all direct mail Mailing Items presented as Partially Addressed Mail under the terms of the Contract. The ASBOF Levy is voluntary. We shall pass the entire value of the ASBOF Levy to ASBOF at the end of each quarter of the financial year. The value of the ASBOF Levy shall be that as stated on the pricing page of the Website, as changed from time to time. You and we agree that when you present Mailing Items as Partially Addressed Mail with Advertising Mail, the ASBOF Levy will be applied only once and not across both Access Services.*

2.1.15 Paragraph 14.1 of Schedule 28: Partially Addressed Mail shall be amended to read as follows:

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*

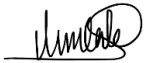
amounts paid by you in excess of the JICMAIL Levy Cap. You and we agree that when you present Mailing Items as Partially Addressed Mail with Advertising Mail, the JICMAIL Levy will be applied only once and not across both Access Services.

2.1.16 Paragraph 5.2.2(a) of Schedule 30: Royal Mail Mailmark Economy shall be amended to read as follows:

(a) are posted as either Advertising Mail, Partially Addressed Mail or Business Mail in accordance with the specifications contained in the Contract and the User Guide for these services;

2.2 The changes detailed in paragraphs 2.1 will take effect from 4 January 2022.

Yours sincerely,



Tim Cable
Wholesale Products Director
Royal Mail Letters