



18 May 2015

Royal Mail Wholesale

2nd Floor
185 Farringdon Road
London
EC1A 1AA

Dear Customer,

ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 013

DATED: 18 May 2015

This notice applies to you 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 meaning 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 We hereby give you notice under paragraph 13.1 of Schedule 7 (Royal Mail Responsible Mail[®]) to the Contract that, with effect from **18 September 2015**, we are changing the Sourcing and Recyclability Specification to permit the use of brown paper (including manilla) and/or brown paper envelopes (including manilla).
- 2.2 Paragraph 7.1.7 of Schedule 7 to the Contract will therefore be deleted and replaced by the following:

"7.1.7 none of the following may be present in any Mailing Item:

 - a) polywrap envelopes; or
 - b) laminate finishes."
- 2.3 We are not operationally affected by this change to the recyclability specification and wish to confirm that we are happy to accept Responsible Mail[®] Mailing Items that use brown paper (including manilla) and/or brown envelopes (including manilla) with immediate effect in order to start realising the benefits of this change for the environment and our customers.

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access