



Royal Mail Wholesale

2nd Floor
185 Farringdon Road
LONDON
EC1A 1AA

13 July 2015

Dear Customer,

ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 016

DATED: 13 July 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 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 We hereby give you notice under paragraph 13.2.1 of the Access Letters Contract that Schedule 17: Agency Terms will be modified with effect from **20 January 2016** to update the Agency Customer Contract applications process by providing that Agency Customer Contracts are to be submitted by email to Royal Mail in the form of a signed PDF or another format about which we would notify you in future.
- 2.2 To give effect to this change, the following paragraphs of Schedule 17: Agency Terms of the Access letters Contract will be modified as stated below:
 - a) paragraphs 5.1.1 and 5.1.2 in Schedule 17: Agency Terms will be modified to read as follows:
 - “5.1.1 you shall send each Agency Customer Contract signed by a proposed Agency Customer to us by email to AgencyCustomer@royalmail.com in the form of a PDF (or another format about which we would notify you in future) for counter-signature by us and you shall accompany it with a completed credit application form for that proposed Agency Customer. In sending us an Agency Customer Contract signed by a proposed Agency Customer, you are deemed to accept their appointment of you as their agent under the terms of the Agency Customer Contract and this Contract;
 - 5.1.2 as soon as practicable after we receive a signed Agency Customer Contract and completed credit application from you, we shall carry out our standard customer



credit checks in line with our published credit policy. If the proposed Agency Customer satisfies these standard checks we will execute their Agency Customer Contract and return by email a fully executed Agency Customer Contract in the form of a PDF (or another format about which we would notify you in future) to the Agent and Agency Customer, as soon as practicable and in any event within 28 days of receiving the Agency Customer Contract; and”

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access