



29 June 2022

Royal Mail Wholesale

185 Farringdon Road
London
EC1A 1AA

Access mail for the RM, IG and E Postcode Areas

Dear Customer,

On 26 May 2022, we notified you of changes to the upload and presentation of Access mail for the RM, IG and E Postcode Areas which are handed over at London Central Mail Centre, which were scheduled to take effect from 15 August 2022 (**Earlier Notice**).

Please be advised that the Earlier Notice is hereby withdrawn in its entirety and shall be replaced by this notice dated 29 June 2022.

As a result of feedback we have received, this replacement notice provides further explanation as to the reasons for making this change and provides additional time before the change is implemented. The change set out in this notice will take effect on the date specified below.

Access mail for the RM, IG and E Postcode Areas

We are implementing changes to the upload and presentation of Access Mail for the RM, EG and E Postcode Areas which are handed over at London Central Mail Centre.

From 8 September 2022, Access mail for the RM, IG and E Postcode Areas must be uploaded to DocketHub against Romford Mail Centre, and labelled as Romford on bag/tray labels and York cards, but should continue to be handed over at London Central Mail Centre. You will also need to present two separate manifests for the Romford and London Central mail. This affects the SSCs 360 and 362 (Access 70) and SSC 360 (48-way sort).

The change is being implemented for operational purposes to support efficiency of mail processing at London Central Mail Centre by ensuring that Access mail being handed over for the RM, IG and E Postcode Areas can be distinguished from other mail being handed over at London Central Mail Centre. We are informing you of this change in accordance with Clause 13.3.2 of the Access Letters Contract and Wholesale Parcels Contract, and in accordance with Clause 13.2.2 of the C9 Agreement.

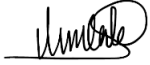
We have released a new CFL file for this change which you can find at www.royalmailwholesale.com/cfl-database. If you wish to implement this updated CFL before 8 September 2022 please advise your Account Director.

This information has been provided to you in confidence in accordance with Clause 9 of the Access Letters Contract, Wholesale Parcels Contract or C9 Agreement (as applicable) and contract holders can pass this information onto a third

party for the sole purpose of developing software systems for the sortation of Access mail. If your supplier wishes to use this information for any other purpose then they must approach Royal Mail for prior written approval.

If you have any questions about this change please contact your Account Director.

Yours sincerely,

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

Tim Cable
Wholesale Products Director
Royal Mail Wholesale
tim.cable@royalmail.com