



## Royal Mail Wholesale

4th Floor  
185 Farringdon Road  
EC1A 1AA

### ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 043

Date: 10 May 2018

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 these notices, it shall have the meaning given in these notices.
- 1.2 Any words or expressions which are not defined in these notices, 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 these notices.

#### 2 Changes to the Contract

- 2.1 We hereby give you notice under clause 13.2.1 of the General Access Terms and Conditions of the following changes to the Contract:

- 2.1.1 Paragraph 2.3 of Annex A to Schedule 18: Acceptance by Vehicle of the Contract shall be deleted in its entirety and replaced with the following:

*"2.3 In addition to the information set out in the Posting Docket(s), you must give us additional information about each vehicle and the details of which Containers are carried by each vehicle for handover at an Inward Mail Centre (Vehicle Manifest). You shall not be required to give us a York Manifest in accordance with paragraphs 2.4 and 2.5 of the Annex to Schedule 16 (Segregation by Format Schedule) of your Contract if you give a Vehicle Manifest in accordance with the requirements of this Schedule 18."*

- 2.2 The changes referred to in paragraph 2.1 of this notice shall take effect on and from 19 November 2018.

Yours sincerely,

**Luisa Fulci**  
Regulated Products Director  
Consumer and Network Access