



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 075

Date: 16 February 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 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 Under Clause 13.2.1(a) of the General Access Terms and Conditions, we hereby notify you that we are amending the Mailmark eManifest Handling System Implementation Guidelines and the Barcode Definition Document, so that from 26 August 2021, if you post Letters and Large Letter on Mailmark services, which are currently available to you at the date of this notice, will be required to:
 - 2.1.1 select 'Service Type 0' for Letters and 'Service Type 1' for Large Letters in the 2D barcode; and
 - 2.1.2 for 2D barcode and 4-state barcode types, select 'Service Type 0' for Letters and 'Service Type 1' in the eManifest.
- 2.2 The Mailmark eManifest Handling System Implementation Guidelines and the Barcode Definition Document can be found at www.royalmailwholesale.com/royal-mail-mailmark.
- 2.3 The changes detailed in paragraph 2.1 will take effect from 26 August 2021.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Letters