



**Access User Guide Amendment notice number 051 (UGA51):
Change to Presentation Specification of Poll Cards**

Date: 5 November 2018

We notify you under clause 13.3.3 of the Access Letters Contract that we are changing the Access Letters User Guide to introduce changes to the way you present poll cards.

1. Changes

We are making the following changes to Appendix P: Poll card services per the red text:

1.1 Section 4.4 will be amended to read as follows:

4.4 Labelling

Standard Manual **White** labelling requirements apply with the addition of the following:

- use a bundle label that identifies an individual walk OR print the walk name on each item at least 5mm above the first line of the address block. **If you are printing the walk name on each item you can also optionally print the words 'Royal Mail Walk Name' before the walk name;**
- Tray Labels and York cards must clearly be identified as Poll Sort. Examples of labels are shown below in Figures 112 to 115.

Timescales

In line with clause 13.3.3 of the Access Letters Contract, the changes described in this UGA051 will come into effect from 15 January 2019. Please note, however, for customers who wish to process items in accordance with the changes from the date of this notice, you may do so and we shall accept and process such items accordingly.

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access