



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 099

Date: 15 September 2023

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 185 Farringdon Road, London, EC1A 1AA.

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(a)(i) of the General Access Terms and Conditions, we hereby notify you of the following changes to the Contract:
 - 2.1.1 The definition of 'Access 70 Machinable Letters' in Schedule 1: Definitions and Interpretation shall be deleted.
 - 2.1.2 All references to 'Access 70 Machinable Letters' within Part 6: 48-Way Sort Mech Letter Option of Schedule 5 shall be amended to read 'Royal Mail Mailmark Letters'.
- 2.2 The changes detailed in paragraphs 2.1 will take effect from 1 April 2024.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale