



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 097

DATED: 13 JULY 2023

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 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 Terms and Conditions of the Contract, we hereby notify you of the following changes to the Contract:

- 2.1.1 The definition of 'Tray Decanting' within Schedule 1 shall be amended as follows:

***Tray Decanting** means the Service described in Part 2 of Schedule 5 (Operational Presentation Facilities);*

- 2.1.2 Paragraph 1.1 of Part 2 (Tray Decanting) of Schedule 5 shall be amended as follows:

1.1 This Part 2 sets out the terms on which we agree to process Mailing Items for Guernsey where those Mailing Items are presented to an Inward Mail Centre in Trays.

- 2.1.3 Paragraph 2.2 of Part 2 (Tray Decanting) of Schedule 5 shall be amended as follows:

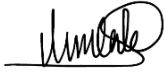
2.2 We agree that the terms of the User Guide, stating that Mailing Items destined for Guernsey must not be presented in Trays, shall not apply to the extent that those terms conflict with the terms of this Part 2.

- 2.1.4 Paragraph 2.3 of Part 2 (Tray Decanting) of Schedule 5 shall be amended as follows:

2.3 Subject to paragraph 2.1, you may present your Mailing Items that are destined for Guernsey in Trays and we will decant the Mailing Items from Trays into bags at the designated Inward Mail Centre in respect of Mailing Items destined for Guernsey.

2.2 The changes detailed in paragraph 2.1 above will take effect from 22 January 2024. Please note, however, for customers who wish to handover their items in accordance with the changes may do so from 7 August 2023.

Yours sincerely,

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

Tim Cable
Wholesale Products Director
Royal Mail Wholesale