



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 061

Date: 26 June 2020

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 Paragraph 7.1 of Schedule 24: Magazine Subscription Mail, we hereby notify you of the following changes to Schedule 24: Magazine Subscription Mail to the Contract:

2.1.1 Paragraph 2.2 shall be amended to read as follows:

2.2 In addition, some words and phrases used specifically in this Schedule are defined below:

Magazine Subscription Mail	Large Letters which are declared by you as Magazine Subscription Mail and which meet the criteria for Magazine Subscription Mail set out in this Contract including the User Guide.
Magazine Subscription Mail Posting	A mailing containing only Large Letters of the same Title.
New Title	A Title which you have not posted before (whether as Magazine Subscription Mail or otherwise).
Title	A specific Magazine Subscription Mail publication.

2.1.2 Paragraph 4.3 to paragraph 4.5 shall be added as follows:

4.3 You may handover Magazine Subscription Mail Postings which are up to 10mm in thickness either as:

4.3.1 Mailmark Mailings; or

4.3.2 Manual Items.

- 4.4 Magazine Subscription Mail Postings which are between 10mm and 25mm in thickness must be handed over as a Manual Item.
- 4.5 Each Magazine Subscription Mail Posting you handover as Mailmark Mailings in accordance with paragraph 4.3.1, must comply with the specification requirements set out in Schedule 20 (Royal Mail Mailmark).

2.1.3 Paragraph 5 shall be amended to read as follows:

5. Failure to meet the specifications

5.1 If you hand over Mailing Items as Magazine Subscription Mail and we establish to our reasonable satisfaction that the Mailing Items do not comply with any of the specifications and requirements under the Contract, this Schedule and/or the User Guide we may either:

- 5.1.1 reject the Mailing Items;
- 5.1.2 accept the Mailing Items but charge you the applicable Access Charges for the Access Service specification that those Mailing Items meet;
- 5.1.3 take any one or more actions set out in paragraphs 8 and 9 of Schedule 20 (Royal Mail Mailmark) in respect of Mailmark Mailings; or
- 5.1.4 suspend or terminate your right to post Magazine Subscription Mail under this Schedule immediately on giving written notice to you.


5.2 Without prejudice to any other rights or remedies we may have, if you fail to meet the requirements in paragraph 4.2.1, we may also exercise the applicable remedies for non-compliance set out in paragraph 15.6 of the User Guide.

5.3 We may charge you an additional amount to recover our reasonable costs in undertaking any of the actions referred to in paragraphs 5.1 and/or 5.2.

5.4 We will notify you if we take any of the actions set out in paragraph 5.1 and/or 5.2.

2.2 The changes detailed in paragraph 2.1 will take effect from 4 January 2021.

Yours sincerely,



Tim Cable
Wholesale Products Director
Royal Mail Letters