



## ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 059: CHANGE TO MAILMARK SPECIFICATION

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.

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 Mailmark specification for Letters and Large Letters.

### 1. Changes

- 1.1 The Mailmark Letters specification document which is hyperlinked within Appendix M.5 will be amended. The full details of the changes are detailed within Appendix M.5.
- 1.2 The Mailmark Letters specification document which is hyperlinked within Appendix M.6 will be amended. The full details of the changes are detailed within Appendix M.6.

### 2. Timescales

- 1.1 In line with clause 13.3.3 of the Access Letters Contract, the changes described in this UGA059 will come into effect from 7 September 2020. 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,

Tim Cable  
Wholesale Products Director  
Royal Mail Letters