ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 022

DATED: 2 DECEMBER 2016

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 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 meaning 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   We hereby give you notice under clause 13.2.1 (a) of the General Access Terms and Conditions of a change to the contract to include the following new clause 18.2:

18.2   *Scam Mail*

18.2.1 You must not send items that contain scam mail or any other similar material, including but not limited to items or mail sent in furtherance of a fraudulent or criminal act, or which in our reasonable opinion is intended to deceive the recipient into parting with money or other assets. *For the avoidance of doubt, failure to comply with this Clause 18.2.1 shall not constitute a breach resulting in termination of this contract.*

18.2.2 For the avoidance of doubt and notwithstanding anything else herein, if we have a reasonable suspicion that an item contains material that we consider to be scam mail or any other similar material, we may open that item, delay processing, refuse delivery and/or return the items to you, at your expense.

18.2.3 In addition to our rights set out in paragraph 18.2.2 above, we may also inform third parties of our concerns in relation to the items you have sent, including the identity of the apparent sender and what action we have taken.

2.2   The change shall take effect from 12 June 2017. For clarity, the sequential numbering of clauses 18 that follow this new clause will change accordingly from the point of insertion.