



**Access User Guide Amendment notice number 056 (UGA56):  
Change to Magazine Subscription Service**

Date: 7 April 2020

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 pre-approval process for the Magazine Subscription Service. We are making the following changes per the red text.

**1. Changes: Amending Section 6.1.11 - Sample Magazine Subscription Mailing Items**

Before you handover Magazine Subscription Mail to us you must:

- register each Title with us by completing the application form on the Website including, the name of the Title which is to be sent as Magazine Subscription Mail, the name of the Title's publisher and the Supply Chain ID you will use for each Mailmark Mailing; and
- provide us with a sample of the Title in accordance with this section below. The sample must be an exact reproduction of the Title to be posted in terms of both outers used, front covers and contents enclosed.

The registration form and sample must be sent **in PDF format via email to [dsacc@royalmail.com](mailto:dsacc@royalmail.com) (referencing 'Sample Magazine Subscription Mail' in the subject line) or in hard copy format** to the following address:

RM Sample (Magazine Subscription Mail)  
Royal Mail Wholesale [immediately followed by the relevant Mailmark SCID number],  
PO Box 72662  
London  
E1W 9LD

We will confirm in writing to you whether the Title is eligible for the Magazine Subscription Service and you may commence your Magazine Subscription Mail Postings of that Title from the date of our notification.

**2. Timescales**

In line with clause 13.3.3 of the Access Letters Contract, the changes described in this UGA056 will come into effect from 17 June 2020. Please note, however, for customers who wish to submit samples in PDF format from the date of this notice, may do so and we shall assess such samples to ensure they meet the Magazine Subscription Service specification accordingly.

Yours sincerely,

Tim Cable  
Wholesale Products Director  
Royal Mail Letters