



11 January 2018

Royal Mail Wholesale

4th Floor
185 Farringdon Road
London
EC1A 1AA

48-WAY SORT MECH LETTERS OPTION: UPDATE

Dear customer,

On 21 December 2017, we were pleased to inform you of the imminent introduction of a 48-way sortation option for machinable letter services. It was the result of an industry-led initiative to deliver improved operational efficiencies that industry suppliers told us could benefit the whole mail supply chain. In the same notice, we provided you with the new sortation look-up table and the new posting profile benchmarks for National Price Plan One (SSCs) for the 48 selections. This information enabled customers to assess what changes they would need to make to their processes to make use of the new lower sortation.

On 5 January 2018, we confirmed in the change notice to you the final specification and terms of the new 48-way sort in Schedule 23: 48-way Sort Mech Letters Option. Under our regulatory conditions (USPA 7.4), we are required to provide a minimum ten weeks' notice to Access contract holders on any change to the Access contract, including the introduction of optional schedules, unless we have the consent of all our contract holders to make the change on a shorter notice period. Given that this was an industry-led initiative we did not anticipate any push-back and so we proposed to launch Schedule 23 on 26 March 2018 or earlier on request from individual customers, provided that we did not receive any objection from any customer by 12 January 2018.

Despite the enthusiasm of much of the industry to adopt the 48-way sortation immediately, we have received an objection to the shorter notice period. Regrettably, this means that we are unable to accept any postings under the 48-way sortation until 26 March 2018.

Please find attached to this letter a new change notice, dated with today's date, change notice number 040. This change notice supersedes the change notice that we issued on 5 January 2018, number 038.

Please note that customers that have already requested Schedule 23 be added to their contract do not need to re-apply as we will issue their contract amendment to commence from 26 March 2018.

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access

ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 040

Date: 11 JANUARY 2018

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 USP Access Condition 7.4, we notify you of the option to add **Schedule 23: 48-Way Sort Mech Letter Option** to your Contract with effect from 26 March 2018. For the avoidance of doubt there is no mandatory requirement for you to add Schedule 23 to your Contract.
- 2.2 Schedule 23: 48 Sort Mech Letter Option is published at www.royalmailwholesale.com/.
- 2.3 The changes detailed in paragraphs 2.2 and 2.3 will take effect from 26 March 2018.

Yours sincerely,



Luisa Fulci
Regulated Products Director
Consumer and Network Access