



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 070:
PROHIBITION OF TRAYS FOR GUERNSEY ONLY**

Date: 13 JULY 2023

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 185 Farringdon Road, London, EC1A 1AA.

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 clause 13.2(a)(i) of the General Access Terms and Conditions of the Contract we hereby notify you of the following changes to the Access Letters User Guide:

2.1.1 Bullet point 5 at Section 4.3(b) shall be amended as follows:

- *Mailing Items to Guernsey (GY), are excluded from being presented in Trays for security and handling safety and must be presented in bags in accordance with Section 4.3a, unless you have agreed to Schedule 5, Part 2: Tray Decanting of the Contract in which case you can present such Mailing Items in Trays.*

2.1.2 Bullet point 6 at Section 4.3(c) shall be amended as follows:

- *Mailing Items to Guernsey (GY) are excluded from being presented in ALPS for security and safety and must be presented in bags in accordance with Section 4.3(a). A Mailing Item for Guernsey that cannot fit into a standard Royal Mail bag due to its physical dimensions must be presented and labelled as an individual Container.*

2.1.3 Bullet point 14 at Section 4.3(e) shall be amended as follows:

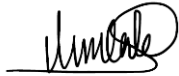
- *Mailing Items to Guernsey (GY), are excluded from being presented as strapped bundles for security and handling safety and must be presented in bags in accordance with Section 4.3a.*

2.1.4 Section 10.2.1(b) shall be amended as follows:

<i>b. Mail for Guernsey is handed over in Trays instead of bags, and you have not agreed to Schedule 5, Part 2: Tray Decanting as part of the Contract.</i>	<i>We may reject the Posting or relevant segment of the Posting.</i>
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2.2 The changes detailed in paragraph 2.1 will take effect from 22 January 2024. Please note, however, for customers who wish to handover their items in accordance with the changes may do so from 7 August 2023.

Yours sincerely,



Tim Cable
Wholesale Products Director
Royal Mail Wholesale