



ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 074:
DEFAULT POSTCODE OPTION FOR MAILMARK

Date: 18 JANUARY 2024

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(b)(ii) 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 Section 15 of Appendix M (Royal Mail Mailmark) shall be amended as follows:

15 Default postcode option

- 15.1 *The default postcode allows customers to use a default postcode value of XY99 1AA in the Mailmark Barcode and eManifest. **This default postcode option may be used where you are unable to identify the actual Postcode**, but the Mailing Item otherwise meets the Mailmark specifications. The non-geographic postcode is recognised by Royal Mail systems so that the existing Mailmark Adjustment for incorrect postcode will not be applied. Instead a supplementary service charge will apply for all Mailing Items which exceed the 10% Postcode accuracy tolerance level (see Section 2.1 of this User Guide).*

- 2.1.2 Section 8 of Appendix O (Royal Mail Manual Mailmark) shall be amended as follows:

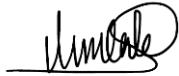
8 Default postcode option

- 8.1 *The default postcode allows customers to use a default postcode value of XY99 1AA in the Mailmark Barcode and eManifest. **This default postcode option may be used where you are unable to identify the actual Postcode**, but the Mailing Item otherwise*

meets the Manual Mailmark specifications. The non-geographic postcode is recognised by Royal Mail systems so that the existing Mailmark Adjustment for incorrect postcode will not be applied. Instead a supplementary service charge will apply for all Mailing Items which exceed the 10% Postcode accuracy tolerance level (see Section 2.1 of this User Guide).

2.2 The changes detailed in paragraph 2.1 will take effect from 29 March 2024.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Cable', with a stylized flourish at the end.

Tim Cable
Wholesale Products Director
Royal Mail Wholesale

