



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 095

DATED: 20 MARCH 2023

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 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 Terms and Conditions of the Contract, we hereby notify you of the following changes to the Contract:

- 2.1.1 The following definitions within Schedule 1 shall be amended as follows:

Access Window means (a) the hours between 07.30am and 12 noon on any Working Day; or (b) in respect of Earlier Access Mail Centres, the time period beginning at the start of the Earlier Access Window and ending at 12 noon on any Working Day;

Dual Access Slots two Access Slots, at least one of which must be (i) an Early Access Slot; or (ii) if the Dual Slot Mail Centre is an Earlier Access Mail Centre, an Early Access Slot or an Earlier Access Slot;

Tri-Access Slots three Access Slots, at least two of which must be (i) Early Access Slots; or (ii) if the Tri-Slot Mail Centre is an Earlier Access Mail Centre, Early Access Slots, or Earlier Access Slots, or an Early Access Slot and an Earlier Access Slot;

- 2.1.2 The following definitions shall be added to Schedule 1:

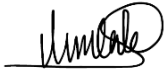
Earlier Access Mail Centre means an Inward Mail Centre at which Earlier Access Slots are available as detailed on our Website;

Earlier Access Slot means, in respect of each Earlier Access Mail Centre, a 30-minute period which commences during the Earlier Access Window allocated to you by us in accordance with the User Guide;

Earlier Access Window means the time period applicable to each Earlier Access Mail Centre as detailed on our Website.

2.2 The changes detailed in paragraph 2.1 above will take effect from 26 September 2023.

Yours sincerely,

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

Tim Cable
Wholesale Products Director
Royal Mail Wholesale