



## ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 058: EXTENDING THE MAGAZINE SUBSCRIPTION SERVICE

Date: 26 June 2020

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 100 Victoria Embankment, London, EC4Y 0HQ.

### 1 Changes:

We notify you under Paragraph 7.1 of Schedule 24: Magazine Subscription Mail of the Access Letters Contract that we are changing the Access Letters User Guide to extend the specifications of the Magazine Subscription Mail service with effect from 4 January 2021. We are making the following changes per the red text:

#### 1.1 Amend Section 6.11: Presentation of Magazine Subscription Mail Mailing Items:

Magazine Subscription Mail service is for Large Letters only. You may use this service if you have signed the Magazine Subscription Mail Schedule and you have registered the Title with us. In addition to the requirements detailed in the Magazine Subscription Mail Schedule, the presentational requirements set out in this section 6.11 also apply.

Fig 15. Overview of Magazine Subscription Mail service posting options

	0-10mm	10-25mm
Access 70 Manual Magazine Subscription	Yes	Yes
Access 70 Mailmark Magazine Subscription	Yes*	No

\*Yellow container labels must be used as per Section 7 of this User Guide


To qualify as Magazine Subscription Mail you must ensure that:

- Mailing Items:
  - comprise at least thirty per cent of editorial content. Editorial content does not include advertising material or data; or any information relating to a product or service, such as pricing information

or product descriptions, which relate to either the publisher of the Title, the owner of the Title or a third party;

- show the Title, **and at least** the date of issue, **or the** issue number on the front cover; and
- have dimensions that qualify as a Large Letter as set out in this User Guide; and
- you sort each Magazine Subscription Mail Posting using Access 70;
- **you handover Magazine Subscription Mail which is up to 10mm thickness using Royal Mail Mailmark or as Manual Items;**
- **for Magazine Subscription Mail which is more than 10mm thickness but less than 25mm, you handover the Magazine Subscription Mail as Manual Items only;**
- **for Magazine Subscription Mail posted using Royal Mail Mailmark you meet the specifications and requirements of Royal Mail Mailmark;**
- you reference the Title name in the “Campaign Name” field of the Mailmark eManifest each time you submit a Magazine Subscription Mail Posting to us;
- **you use the Magazine Subscription Service product codes when declaring Large Letters using the Magazine Subscription Service, as specified in the Royal Mail Service List which lists all Access Services and their corresponding DocketHUB and SAP codes. You can access the Service List via Dockethub in the 'Reports' section under the 'Service Status List' category;**
- each Container you use to hand over Magazine Subscription Mail to us under the Contract must contain only Magazine Subscription Mail of the same Title; and
- each Container you use to hand over Magazine Subscription Mail must be labelled as Magazine Subscription Mail using the label identifier we specify in Section 7 of this User Guide.

Yours sincerely,



Tim Cable  
Wholesale Products Director  
Royal Mail Letters