



ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 098
DATED: 17 AUGUST 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 Access Terms and Conditions of the Contract, we hereby notify you of the following changes to the Contract:

- 2.1.1 A new clause 17.10 will be added as follows:

17.10 Carbon Reporting Requirements: We will provide you with a completed copy of the Annual Carbon Reporting Return for each Financial Year within 3 months of the end of that Financial Year.

- 2.1.2 A new clause 13.2(g) of the General Access Terms and Conditions will be added as follows:

13.2(g) Carbon Reporting Requirements: on giving you at least 70 days' written notice, to change the provisions of clause 17.10 of the General Access Terms and Conditions and/or to change the Annual Carbon Reporting Return.

- 2.1.3 The following definition shall be added to Schedule 1:

Annual Carbon Reporting Return means the annual carbon reporting return available on our Website, as amended from time to time in accordance with clause 13.2(g) of the General Access Terms and Conditions.

- 2.2 The changes detailed in paragraph 2.1 above will take effect from 26 February 2024.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale