



6 January 2016

Royal Mail Wholesale

4th Floor
185 Farringdon Road
London
EC1A 1AA

Dear Customer,

Allocation of Postcode Sectors to Zones 2016-17

Following our annual review of the allocation of Postcode Sectors to Zones, there will be some movement of some Postcode Sectors for the forthcoming financial year 2016/17. The changes affect the Access Letters Contract, the Wholesale Parcels Contract and the Condition 9 Agreements as detailed in the applicable contract change notice attached to this letter. The following changes are required:

- (a) a revised **Royal Mail Zonal Posting Profile for 2016-17** to come into effect from **29 March 2016**, as published in the profiles and permitted variances file on the contracts pages of the Website. The NGPP Calculator on the contracts pages of the Website will also be updated to display the new Royal Mail Zonal Posting Profile relevant to each contract type.
- (b) a revised **Urban Density Benchmark Profile for 2016-17** to come into effect from **29 March 2016**, as published in the profiles and permitted variances file on the contracts pages of the Website.

The reallocation of Postcode Sectors to Zones requires a new release of the current version of the **Access Selection Files, Release 15**. It will be available to download from the Website from 1 February 2016 to come into effect for postings from **29 March 2016**. As you will be aware from the applicable User Guide, customers who declare their Mailing Items to us by Zone must use Release 15 for postings due for handover to us from 29 March 2016. Customers who do not declare their Mailing Items to us by Zone may choose to use Release 15 but it is not an obligation. You will need to advise your software supplier or IT department to effect its implementation.

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access