



23 December 2024

Royal Mail Wholesale

185 Farringdon Road
London
EC1A 1AA

NEW ROYAL MAIL ACCESS INDICATOR

Dear Customer,

From 12 July 2024 the Royal Mail logo used across England, Northern Ireland and Wales changed to feature the King's crown.

To reflect this change we have updated the design of the Royal Mail Access Indicator and Digital Stamp Indicia with the new Royal Mail logo. The new logo designs are attached with this letter.

To support customers in implementing the new designs, customers will have two years to change to the new design from the point we make them available, however you will be able to start using the new design as soon as they are available. For the avoidance of doubt, we will continue to process your mail with the current Indicia design throughout the two-year period while you make the transition to the new design.

Appended to this letter is Access Letters Contract Change Notice 117 and User Guide Amendment Notice 079, as well as Parcels Contract Change Notice 049 and Parcels User Guide Amendment Notice 055.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale



**ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 117
CHANGE TO THE ROYAL MAIL ACCESS INDICATOR**

DATE: 23 DECEMBER 2024

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 We hereby give you notice under clause 13.2(a)(iii) of the General Access Terms and Conditions to change the Royal Mail Access Indicator to the following design:



- 2.2 The changes detailed in paragraph 2.1 will take effect from 23 December 2026, however customers who wish to produce their items in accordance with the changes from the date of this notice, may do so and we shall accept and process such items accordingly.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale



ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 079:
NEW ROYAL MAIL INDICIA

Date: 23 DECEMBER 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.

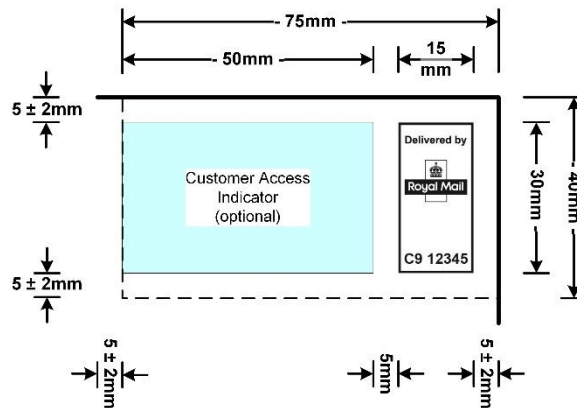
1 **Definitions and interpretation**

- 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.

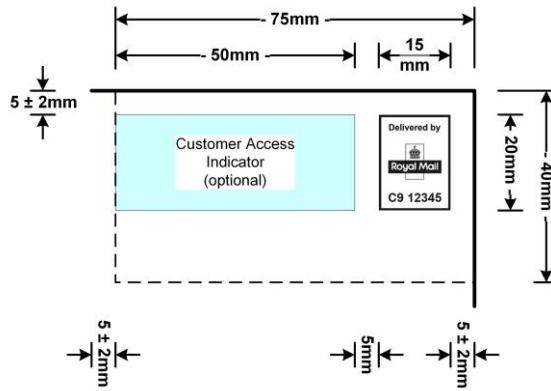
2 **Changes to the Contract**

2.1 Under clause 13.2(a)(iii) of the General Access Terms and Conditions of the Contract we hereby notify you of the following changes to the Access Letters User Guide:

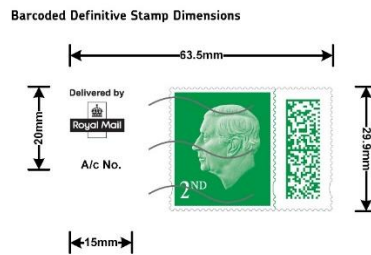
2.1.1 Under Section 3.4(c), Figure 3 shall be amended to:



2.1.2 Under Section 3.4(c), Figure 4 shall be amended to:



2.1.3 Under Section 3.1(e) of Appendix F (Digital Stamp Indicator), Figure 31 shall be amended to:



2.1.4 Under Section 3.3(a) of Appendix F (Digital Stamp Indicator), Figure 32 shall be amended to:



2.2 The changes detailed in paragraph 2.1 will take effect from 23 December 2026, however customers who wish to produce their items in accordance with the changes from the date of this notice, may do so and we shall accept and process such items accordingly.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale



**WHOLESALE PARCELS CHANGE NOTICE: NUMBER 049
CHANGE TO THE ROYAL MAIL ACCESS INDICATOR**

DATE: 23 DECEMBER 2024

This notice applies to you if you hold a **Wholesale Parcels 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 We hereby give you notice under clause 13.2.1(c) of the General Access Terms and Conditions to change the Royal Mail Access Indicator to the following design:



- 2.2 The Royal Mail Access Indicator displayed in Schedule 4: Parcels Indicum shall be amended to the following:



- 2.3 The changes detailed in paragraph 2.1 will take effect from 23 December 2026, however customers who wish to produce their items in accordance with the changes from the date of this notice, may do so and we shall accept and process such items accordingly.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale



PARCELS GUIDE AMENDMENT NOTICE NUMBER 055:
NEW ROYAL MAIL INDICIA

Date: 23 DECEMBER 2024

This notice applies if you hold an **Wholesale Parcels 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.

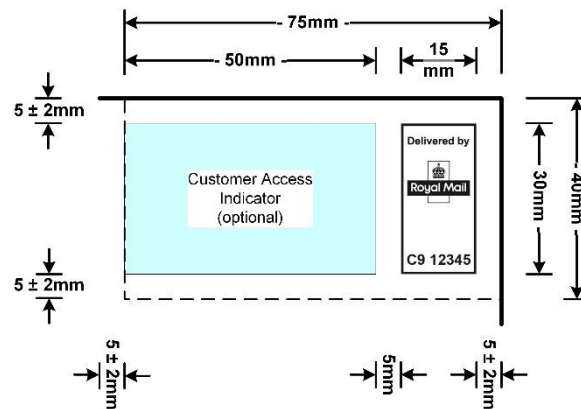
1 **Definitions and interpretation**

- 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.

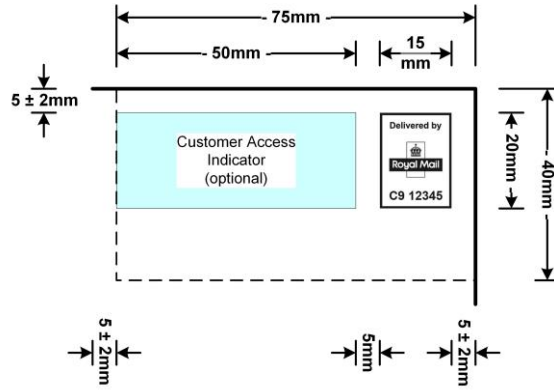
2 **Changes to the Contract**

2.1 Under clause 13.2.1(c) 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 Under Section 3, Figure 3 shall be amended to:



2.1.2 Under Section 3, Figure 4 shall be amended to:



2.1.3 Under Section 3, Figure 6 shall be amended to:

Large	Small
30mm tall & 15mm wide	20mm tall & 15mm wide
	

2.2 The changes detailed in paragraph 2.1 will take effect from 23 December 2026, however customers who wish to produce their items in accordance with the changes from the date of this notice, may do so and we shall accept and process such items accordingly.

Yours sincerely,



Tim Cable
 Wholesale Products Director
 Royal Mail Wholesale