



17 August 2023

Royal Mail Wholesale
185 Farringdon Road
London
EC1A 1AA

ROYAL MAIL WHOLESALE ANNUAL CARBON REPORTING

Dear Customer,

In June 2023, following a customer request, we sought feedback from other Wholesale customers regarding proposals for Royal Mail Wholesale (RMW) to report annually on its carbon footprint.

I would like to thank those who took the time to provide feedback, which we have considered carefully. It was pleasing to see that all responding customers broadly agreed with our proposals.

Some customers did put forward additional requests for RMW to share:

1. the data on a monthly basis rather than annually; and
2. Well to Wheel carbon reporting data in addition to Tank to Wheel.

In response to both these requests, we are currently accredited to provide Tank to Wheel carbon data which is taken through an assurance process with an external third party on an annual basis. We are therefore unable to provide Well to Wheel data, or our carbon data on a higher frequency basis than annually.

We have decided to proceed with the proposals set out in the June engagement document, and will share carbon data on an annual basis within 3 months of the end of each financial year. The annex to this letter provides the pro forma which we will complete each year and publish on the RMW website.

You can find full details of the methodology we adopt [here](#).

The appended contract change notice details the amendments we are making to the Access Letters Contract in accordance with clause 13.2(a)(i) of the Access Letters Contract. The changes will come into effect from 26 February 2024.

If you have any queries please contact your Account Director.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale

ANNEX - ANNUAL CARBON REPORTING RETURN

Royal Mail Carbon Footprint Results:	
Year of Carbon Footprint	
CO2e per letter (Access products)	
CO2e per large letter (Access products)	
Measurement used (Tank to Wheel)	
Methodology used to obtain the CO2e numbers	
Verification Statement:	
Name of party that verified the above number:	
What standards used to verify the CO2e per letter and per large letter. (i.e GHG Protocol Product Life Cycle Accounting & Reporting Standards)	
Provision of:	
Scope 1 - CO2e per letter ((Access products)	
Scope 2 - CO2e per letter (Access products)	
Scope 3 - CO2e per letter (Access products)	



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,

A handwritten signature in black ink, appearing to read "Tim Cable".

Tim Cable
Wholesale Products Director
Royal Mail Wholesale