



## ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 109

DATED: 11 SEPTEMBER 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 Under Clause 13.2(a)(i) of the General Terms and Conditions of the Contract, we hereby notify you of the following changes to the Contract:

2.1.1 The definition of '48 SSCs' within Schedule 1 (Definitions and Interpretation) shall be amended as follows:

**49 SSCs** has the meaning given to it in paragraph 2.1 of Part 6 of Schedule 5 (Operational Presentation Facilities);

2.1.2 The definition of '48-Way Sort Mech Letter Option' within Schedule 1 (Definitions and Interpretation) shall be amended as follows:

**48-Way Sort Mech Letter Option** means the Services described in Part 6 of Schedule 5 (Operational Presentation Facilities);

2.1.3 In the list of Parts under the General Section of Schedule 5 (Operational Presentation Facilities), 'Part 6 - 48-Way Sort Mech Letter Option' shall be amended to 'Part 6 - 49-Way Sort Mech Letter Option'.

2.1.4 Part 6 (48-Way Sort Mech Letter Option) of Schedule 5 (Operational Presentation Facilities) shall be amended as per Appendix 1 of this notice.

2.2 The changes detailed in paragraph 2.1 above will take effect from 1 April 2025.

Yours sincerely,

Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale

## APPENDIX 1

### Part 6 – 49-Way Sort Mech Letter Option

#### 1 Background

1.1 This Part 6 and the User Guide:

- (a) set out the terms on which we agree to permit you to present certain machinable letters to a lower sortation level, which will reduce the minimum number of SSCs from 86 SSCs to 49 SSCs for those letters (the **49-Way Sort Mech Letter Option**); and
- (b) specifies the specific amendments to your Contract that will apply if this Part 6 forms part of your Contract.

#### 2 49-Way Sort Mech Letter Option Specification

2.1 Subject to you complying with the terms of this Part 6, you may present the Royal Mail Mailmark Letters at our Inward Mail Centres to those 49 SSCs that are set out in our 49-way sort look-up table (the **49 SSCs**). The 49-way sort look-up table is attached to the file that contains the Access Selection Files on our Website.

2.2 You agree that you will continue to present all other Mailing Items to 86 or 1529 SSCs, using the correct Access Selection Files (as appropriate).

2.3 Before you can present any Royal Mail Mailmark Letters to 49 SSCs, you must make the necessary changes to your sortation software to enable this. You agree to make such changes (or to instruct your software supplier to do so) before presenting to us any Royal Mail Mailmark Letters at 49 SSCs.

2.4 If you present to us:

- (a) any Royal Mail Mailmark Letters that you wish to sort to 49 SSCs before changing your sortation software in accordance with paragraph 2.3; or
- (b) any Mailing Items, other than the Royal Mail Mailmark Letters, to 49 SSCs (an **Incorrect Sort**) then:

we may reject the relevant Posting (or segment of a Posting) pursuant to the terms of your Contract and our rights and remedies applicable to incorrect mail presentations (including Section 10 of the User Guide) shall apply.

2.5 Without prejudice to paragraph 2.4, if you present more than two Incorrect Sorts on different days to us then we may also suspend your right to use the 49-Way Sort Mech Letter Option on notice to you until such time as you can demonstrate that the cause of your Incorrect Sorts has been remedied to our reasonable satisfaction.

#### 3 Withdrawal

3.1 We may withdraw this Part 7 on giving you at least 190 days' written notice. If we do this, the terms in this Part 7 shall cease to have effect on the expiry of our written notice.