



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.

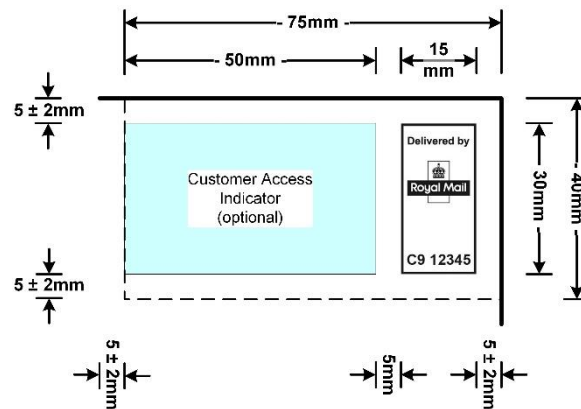
1 **Definitions and interpretation**

- 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.

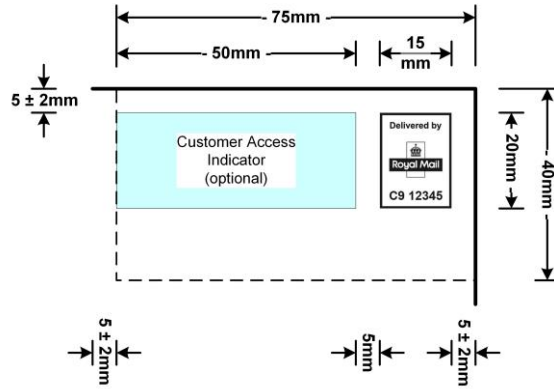
2 **Changes to the Contract**

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 & 15 mm 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