



8th June 2011

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Copied for information to:

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CONDITION 7 NOTIFICATION:

Ability to post Presstream 2 in trays

Dear Philip,

I am writing to formally notify you, under Condition 7 of our Licence, that we will make an amendment to the Presstream product on 12th September 2011. From this date, customers will be able to post Presstream Large Letter format items in trays. This will be a new option alongside the other accepted forms of presentation. We would like to make this available as soon as possible but are mindful of the waiting period required by Condition 7.

Currently Presstream Large Letter items may only be posted in bags¹ or according to the 'Unbagged' specification. The move to also allow posting in trays will benefit those customers that prefer trays to bags owing to the processing and mail hygiene benefits that trays provide. It will also mean that for the first time all Presstream Large Letter format mailers will be able to utilise trays.

To post Presstream in trays, customers will be required to have at least 25 Large Letters per Direct selection. Any quantities less than this can still be presented in trays, but must be amalgamated into Residue selections. This differs from the current requirement for Presstream bagged & unbagged mailings where customers are required to have at least 5 Large Letters per Direct selection. In addition and as is also the case with all other products posted in trays, the maximum

¹ Presstream Premium already permits the use of trays.

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permitted weight of a tray will be 10kg compared to a maximum bag weight of 11kg. The presentation requirements for Presstream Large Letters will mirror those of the Mailsort 1400 Large Letter Tray option requirements which will be available from the 27th June 2011.

As with bags and the 'Unbagged' specification, customers may not mix formats in tray mailings. Mailings must only comprise of all Large Letter format items. In addition, customers may only use trays on Presstream, when using the second class Presstream 2 variant. Trays may not be used to post Presstream 1 owing to constraints arising by the need to transport some 1st class post via air conveyance.

Other access conditions for Presstream trays such as minimum mailing volumes will be unchanged from those applicable to bags or the 'Unbagged' specification.

Any Presstream customer that does not wish to use trays to post after the 12th September 2011 can continue with their current posting arrangements with no change. Changes will be made to product literature in due course.

A copy of this letter has been sent to Consumer Focus and will be published on Royal Mail's website within four working days.

Yours sincerely,

A handwritten signature in black ink that reads "Simon Oates". The signature is written in a cursive style with a large, looped 'S' and 'O'.

Simon Oates
Director of Regulatory Strategy