



9 February 2007

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### **CONDITION 7 NOTIFICATION:**

#### **Addition of ability to use Sleeved Yorks for Royal Mail International Bulk Mail and Zone & Format mailings**

Dear Derek,

In accordance with Condition 7 of Royal Mail's licence, I am writing to advise you of a change to the specification for Royal Mail's International Bulk Mail and International Zone & Format services that will take effect three months from today.

The specification change has been brought about by Royal Mail's ongoing intention to make access to its products as easy as possible. Currently customers have to place items in bags and then, for International Bulk Mail, place bags into cages to be processed through a Regional Distribution Centre (RDC) or, for Zone & Format, place bags into Yorks (wheeled trolley for mail) in order to be processed through a Mail Centre. Ultimately all items bound for international destinations are processed at Heathrow Worldwide Distribution Centre (HWDC) which is set up to process mail in Sleeved Yorks (ie a York with canvas lining into which individual items can be placed without bags). Under certain circumstances based on mailing volume and distance from HWDC it is operationally efficient to collect mail on direct runs from HWDC.

Cont...

**Specification Change:**

- Packets, which are collected on a direct run (as mentioned above) from HWDC, can, as an alternative to the existing specification, be presented in sleeved Yorks.

This change allows customers to avoid the need to bag up items and allows Royal Mail to avoid the need to open, process and re-circulate bags.

Royal Mail reserves the right to withdraw this ability with one month's notice.

Detail on this additional capability will be added to appropriate sources of information in due course and the revised versions will be placed on Royal Mail's website prior to the changes taking effect.

This notification will be published on the Royal Mail website in the next few days.

A copy of this letter has been sent to Postwatch.

Please let me know if I can offer any further information on this alteration.

Yours sincerely,

A handwritten signature in black ink that reads "M Waples". The signature is written in a cursive style with a large, stylized 'M'.

Mark Waples  
Regulation & Commercial Policy Manager