



27<sup>th</sup> November 2009

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**CONDITION 7 NOTIFICATION:  
Enhancements to Royal Mail's automation specifications**

Dear Philip,

I am writing to formally notify you, under Condition 7 of Royal Mail's Licence, that on 1<sup>st</sup> March 2010 Royal Mail will introduce a change to the minimum size required for "machineable letter" formats that abide by the OCR specification. In providing this enhancement, Royal Mail is responding to customer demand for access to its products to be as easy as possible. Royal Mail would like to make this beneficial change as soon as possible but is mindful of the 3 month pre-deployment period that is required.

From 1<sup>st</sup> March 2010 customers will be formally permitted to use a smaller sized envelope when using the following OCR products:

- Mailsort 120 OCR
- Cleanmail OCR
- Cleanmail Plus OCR
- Mailsort Light OCR (as used with Mailsort 120 or Mailsort 1400) and
- International Bulk Mail (Letter format only).

The minimum permitted size will reduce to 140mm x 90mm from the current permitted size of 140mm x 110mm. Please note that in order for customers to continue to meet our clear zone requirements, as per the existing OCR specification, it will be necessary for them to use the smaller size PPI design of 14mm x 35mm. All other design requirements remain as per the published specification.

Cont...

A copy of this letter has been sent to Consumer Focus and will be published on Royal Mail's website within four working days. Changes will be made to all relevant publications prior to deployment.

Yours sincerely,

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

Mark Waples  
Head of Regulation and Compliance