



11th December 2009

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

Dear Philip,

Further to my letter of 25th September 2009 regarding changes to Royal Mail's automation specification, I am writing to notify you, as required by Condition 7 of Royal Mail's licence, that on 11th March 2010 Royal Mail will make further changes to the roulette perforations specification. Royal Mail would like to make these beneficial changes as soon as possible but is mindful of the 3 month pre-deployment period that is required.

These enhancements are in addition to our current machineable letter specifications and will apply to the following products:

- Mailsort 120 OCR & CBC;
- Mailsort 700 CBC;
- Cleanmail OCR & CBC;
- Cleanmail Plus OCR & CBC;
- Mailsort Light OCR & CBC and
- International Bulk Mail Letters.

From 11th March 2010 Royal Mail will:

1. Allow perforations along one long side and the two short sides. The specification that will come into force on 1st January 2010 allows perforations only at the bottom of the mail piece. From March they will be allowed at the top of the mailpiece too.

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2. Allow perforations on CBC portrait items. Previously only landscape letters were allowed.

The updated roulette perforations technical specification showing these 2 changes can be found in Appendix 1.

All other term and non-price terms will remain as they are.

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

Mark Waples
Head of Regulation and Compliance

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Appendix 1 - Roulette Perforations

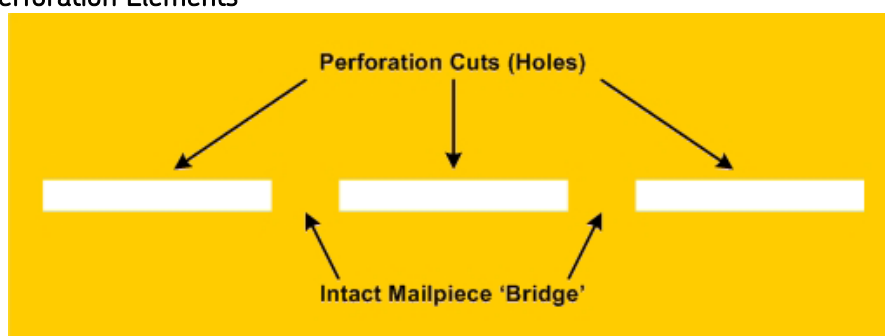
Perforations are defined as a series of holes in a mailer to make opening easy.

The cut being the hole, and the bridge being the paper that is left intact and subsequently torn when the mailpiece is opened.

Requirements for the perforation types are provided in this section.

The elements of a perforation are defined below:

Figure 1 - Perforation Elements



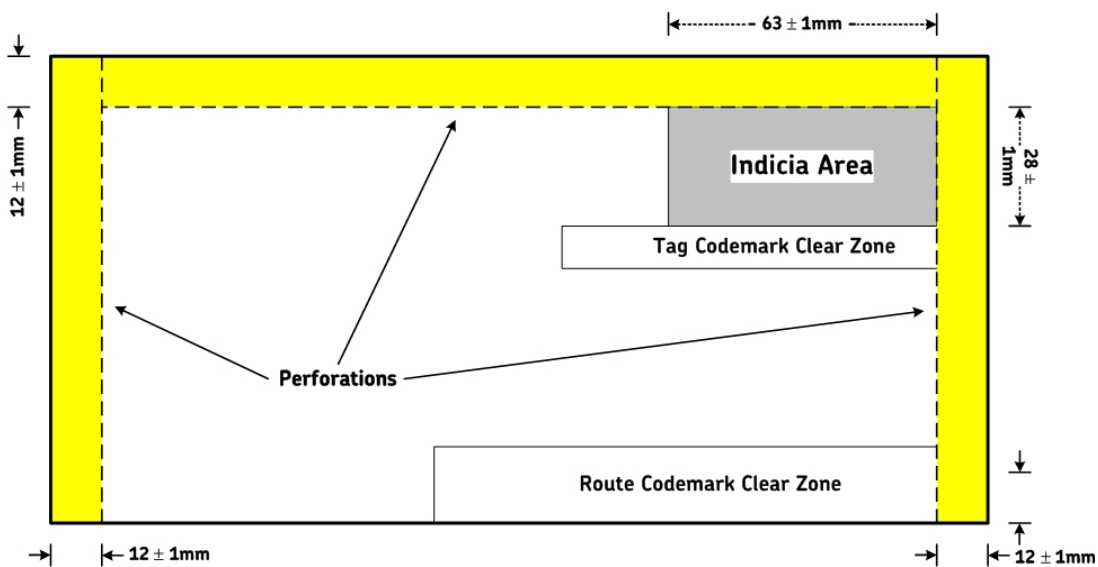
Requirements for Roulette Perforations

- a. The perforations must be die cut into the mailpiece.
- b. The paper weight for the mailpiece must be 100gsm.
- c. The mailpiece must be in either landscape or portrait orientation.
- d. The perforations may be located to the both 'short' sides of the mailpiece, and one of the long sides of the mailpiece. i.e, only 3 sides may be perforated as illustrated in Figures 2, 3 and 4.
- e. The perforations must be inset from the edge of the mailpiece by 12 ± 1 mm as illustrated in Figures 2, 3 and 4.
- f. The cut of the short side perforations must be set at 1.3 – 2mm and with a bridge of 0.8mm as illustrated in Figure 5. Each cut must be of uniform size and each bridge must be of uniform size.
- g. The cut of the long side perforation must be set at 0.5 – 1.4mm and with a bridge of 0.4mm as illustrated in Figure 5. Each cut must be of uniform size and each bridge must be of uniform size.
- h. The cuts must be rectangular in shape and have a width of 0.1mm.
- i. The short side perforations must extend from the each edge of the envelope as illustrated in Figures 2, 3 and 4.
- j. The long side perforation must not extend beyond the short side perforations as illustrated in Figures 2, 3 and 4.
- k. The indicia must not be printed over the perforations. This effectively reduces the available indicia area as follows:
 - In landscape orientation where the indicia is adjacent to both 'long' edge and 'short' edge perforations the indicia must be inset and be 12 ± 1 mm on 2 sides (as illustrated in Figure 2). This limits the available indicia area to a maximum of 64mm by 29mm.

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- In landscape orientation where the indicia is adjacent to just the 'short' edge perforation the indicia must be inset on 1 side by $12 \pm 1\text{mm}$ (as illustrated in Figure 3). This limits the available indicia area to a maximum of 64mm by 40mm.
 - In portrait orientation where the indicia is adjacent to just the 'short' edge perforation the indicia must be inset on 1 side by $12 \pm 1\text{mm}$ (as illustrated Figure 4a). This limits the available indicia area to a maximum of 75mm by 29mm.
 - In portrait orientation where the indicia is adjacent to both 'long' edge and 'short' edge perforations the indicia must be inset and be $12 \pm 1\text{mm}$ on 2 sides (as illustrated in Figure 4b). This limits the available indicia area to a maximum of 64mm by 29mm.
- l. No other colour must be visible through the perforations in the Tag and Route Codemark Clear Zones.
- m. The perforated edges must be securely sealed all round from the perforation to the letter edges.
- n. The glue must not run out onto the outside of the mail item or produce protruding mounds on the mail item.
- o. The glue must be fully cured prior to presentation of the mailing to Royal Mail.
- p. The tensile strength of the glue must be 4.5N and fibre tear must be exhibited on separation.

Figure 2- Perforated Mailpiece – Top (Not to Scale)



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Figure 3 - Perforated Mailpiece - Bottom (Not to Scale)

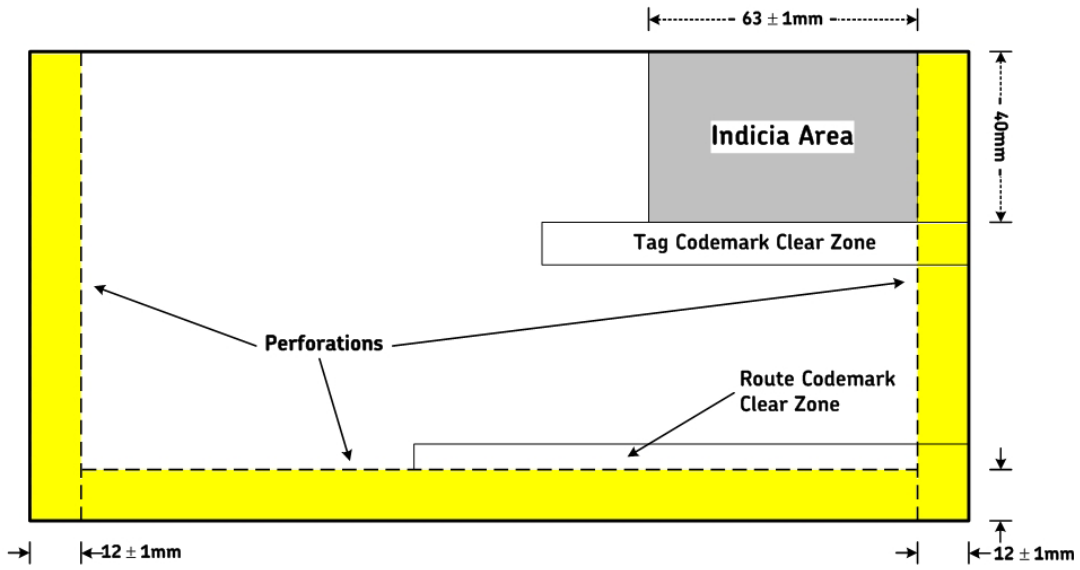
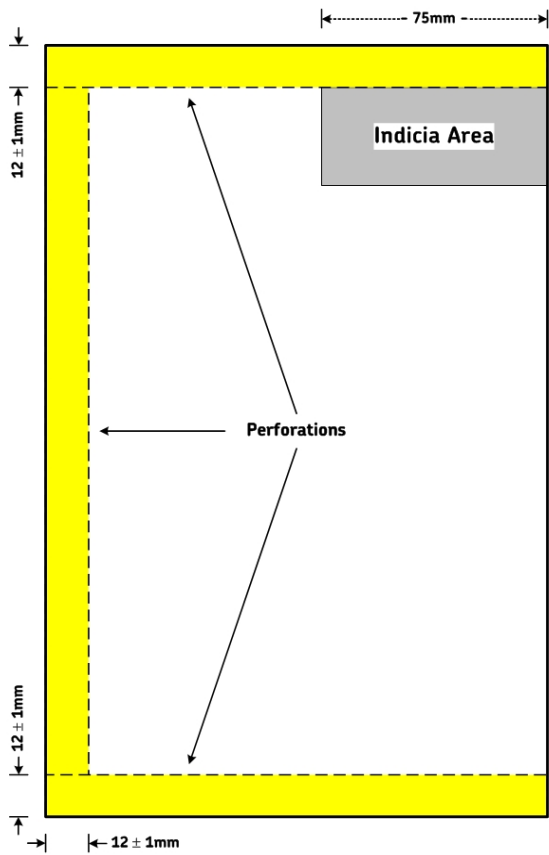
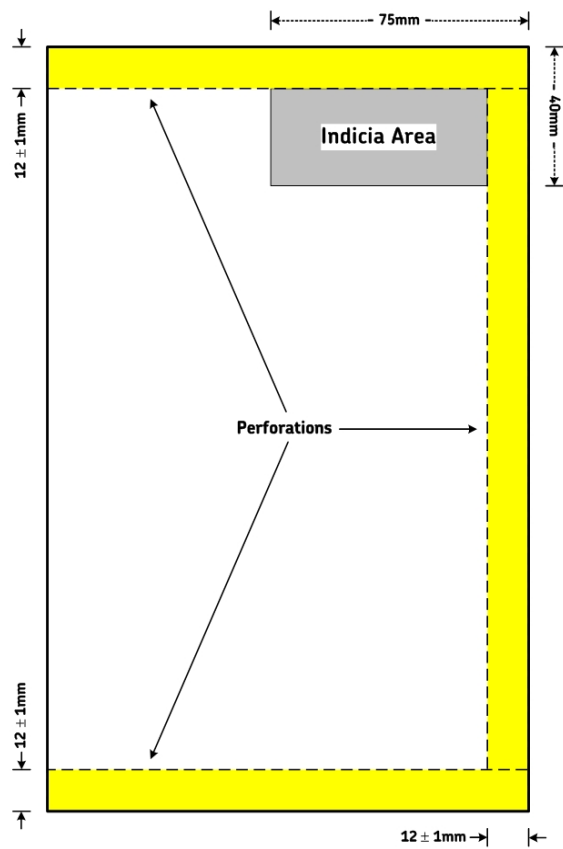


Figure 4 - Perforated Mailpiece - Portrait (Not to Scale)

4a. Horizontal perforation to the left



4b. Horizontal perforation to the right



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Figure 5 - Perforation Dimensions (Not to Scale)

