

For Royal Mail Use Only:

Ref No -

Stamp Swap Out for over £200



Non-barcoded stamps can be used until 31 July 2023. We encourage you to use up your stamps, if possible. You can swap any unused stamps for new barcoded ones of the equivalent value.

Note: This form should not be used if you are a Retailer who sells stamps to the general public. If you are a Retailer please visit www.royalmail.com/stamp-retailer-exchange

Read before completing Sections 1 and 2

Accepted stamps for Swap Out

- Eligible stamps are the regular 1st and 2nd Class 'everyday' stamps featuring the profile of HM The Queen and **those that show any other value** which are post decimalisation (1971 onwards) including Olympic, International and Country Definitives.
- Non-barcoded Christmas themed stamps continue to be valid for postage and don't need to be sent for swap out. We are **not** barcoding Special Stamps i.e. pictorial stamps issued to commemorate anniversaries and events. These remain valid for postage and do not need to be sent in for swap out.
- See royalmail.com/barcodedstamps for examples of accepted stamps.

Presentation of stamps

- Stamps that have been used or cancelled are not eligible for swap out. This also includes any that have come 'off paper' and do not have the original gum on the reverse.
- Self-adhesive stamps must be attached to their original backing paper or booklet.
- Individual gummed stamps that are not self-adhesive should not be stuck to paper. They should be batched by the stamp value and colour in clear plastic bags of no more than 50 stamps per bag. Stamp numbers of less than 50 should be collated together in value order and placed in a clear plastic bag.
- Unfortunately, we are unable to accept stamps in albums, boxes or other organised collections.

General advice

- There is no administration fee for this exchange.
- We will swap your old stamps to the value of today's tariff and not for a cash equivalent.
- Please ensure page 2 is completed and accompanies the stock you are returning.
- All stamps submitted to the swap out scheme will be subject to fraud checks. Any stamps found to be counterfeit will not be swapped out or returned.
- Where certain stamps are no longer produced, we will replace these with different stamps to at least an equivalent value.
- We aim to process your application within seven working days, but this cannot be guaranteed.
- We will use your personal data to process your swap out only, and not for marketing purposes.
- You must send your form using the Royal Mail **Special Delivery Guaranteed™** service with the appropriate level of compensation. Postage costs will be refunded by sending you the equivalent value in barcoded stamps added to your swap.
- Please send your form using **Special Delivery Guaranteed™** to: **Royal Mail, Swap Out, Tallents House, 21 South Gyle Crescent, EDINBURGH, EH12 9PB.**

1. Personal Details

Questions marked with * are mandatory.

RM Key Account Number:

*Name:

Company Name:

*Address:

*Postcode:

2. Stamps to be Swapped

(if this section is not completed, this may delay your application)

Number of stamps enclosed:

Value of stamps enclosed:

Number of bags of 50 stamps:

Postage cost:
(if left blank we assume you don't want to claim the postage)

Check List

- Your Personal details section 1 completed
- Stamps to be Swapped section 2 completed

By sending us this form you are agreeing to the Swap Out Terms & Conditions which can be found at royalmail.com/barcodedstamps

Please complete the table below with the number of stamps you have against a certain value and ensure this matches Section 2 and is attached with the stock you are returning.

Product	Count	Product	Count	Product	Count	Product	Count	Product	Count
1st Class		13.5p		39p		£1.00		£2.30	
2nd Class		14p		40p		£1.05		£2.42	
1st Large Letter		15p		41p		£1.10		£2.45	
2nd Large Letter		15.5p		42p		£1.17		£2.55	
0.5p		16p		43p		£1.25		£2.65	
1p		16.5p		44p		£1.28		£2.80	
1.5p		17p		45p		£1.30		£2.97	
2p		17.5p		46p		£1.33		£3.00	
2.5p		18p		47p		£1.35		£3.15	
3p		19p		48p		£1.40		£3.25	
3.5p		19.5p		49p		£1.41		£3.30	
4p		20p		50p		£1.42		£3.45	
4.5p		20.5p		54p		£1.45		£3.60	
5p		22p		56p		£1.46		£3.66	
5.5p		23p		60p		£1.47		£3.82	
6p		24p		62p		£1.50		£4.20	
6.5p		25p		63p		£1.52		£5.00	
7p		26p		64p		£1.55		£10.00	
7.5p		27p		65p		£1.57			
8p		28p		67p		£1.60		E	
8.5p		29p		68p		£1.63		E up to 20g	
9p		30p		72p		£1.65		E up to 40g	
9.5p		31p		75p		£1.68		W postcard	
10p		32p		76p		£1.70		W up to 20g	
10.5p		33p		78p		£1.88		W up to 40g	
11p		34p		81p		£1.90		SDG up to 100g	
11.5p		35p		87p		£2.00		SDG up to 500g	
12p		36p		88p		£2.15		RSF	
12.5p		37p		90p		£2.25		RSF LL	
13p		38p		97p		£2.27			

If you suspect fraudulent stamps then please report these to royalmail.com/report-stamp-fraud