

FOB PROCEDURES (DIP AND PAY)

1. Buyer issues ICPO containing seller's working procedures and banking details along with buyer's nominated TSA, company registration certificate and data page of buyer's passport.
2. Seller issues commercial invoice of the product available, buyer signs and returns the signed commercial invoice.
3. Seller submits a fresh SGS report (not less than 48 hours) to buyer tank farm company only to verify the product in seller tank.
4. Upon confirmation of the successful verification of SGS report by buyer tank farm.
5. Buyer request for payment invoice for both the seller pays two (2) days and buyer to makes payment of four (4) days to buyer tank farm, once the tank farm confirms the payment, buyers tank farm will issue tank storage receipt (TSR) for six 6 days in both the buyer and sellers company name.
6. Seller issues below PPOP documents to buyer.
 - a) fresh Q&Q report
 - b) injection report.
 - c) unconditional dip test authorization letter (DTA)
 - d) authorization to sell and collect (ATSC)
 - e) fresh SGS report.
 - f) authorization to verify the product in seller's tank (ATV)
 - g) NCNDA/ IMFPA
7. Buyer conducts dip test on the product and makes the payment for the total value of product injected into the tanks through the means of MT103/TT.
8. Seller pays all intermediaries involved in the transaction and subsequently monthly shipments continue as per terms and conditions of the sales and purchase contract between buyer and seller.

FOB WORKING PROCEDURE (2)

- 1) Buyer issue ICPO containing the seller's working procedure with banking details and scanned copy of buyer's passport along with TSA.
- 2) Seller issues commercial invoice of the product in tanks at the port; buyer and Buyer's logistic sign and return back commercial invoice to seller.
- 3) Seller issue to buyer PPOP listed below:
 - a) GPS Coordinate-Tank Storage Receipt (TSR)
 - b) Injection Report
 - c) Unconditional Dip test authorization letter (DTA)
 - d) Authorization to sell.
 - e) Fresh SGS Report in Seller Tank.
 - f) Authorization to Verify the Product in Seller's Tank (ATV)
- 4) Seller issues NCNDA/IMFPA for the following document to all Intermediaries involve in the Transaction and to buyer for signing.
- 5) Buyer inspects by SGS on buyer's expenses and send TSR.
- 6) Upon successful Dip Test in tanks, product will immediately be injected into Buyer's tanks. Buyer makes Payment for the product via MT103 and Seller transfers Title Ownership to Buyer.

FOB WORKING PROCEDURE (3)

1. Buyer sends ICPO in line with seller working procedures alongside his/her Tank Storage Agreement (TSA) on receipt and acceptance of Seller's Soft Offer.
2. Seller issues Commercial Invoice (CI), Buyer Signs within 24 hours and returns to Seller Within its validity.
3. "Upon receipt and review of the signed CI, seller issues Dip Test Authorization (DTA) to be completed and signed by buyer, and counter signed by their Tank Farm
4. Buyer returns the Dip Test Authorization (DTA) fully completed and signed within its validity, along with their TSR, and upon successful review of the completed DTA and TSR, Seller issues full POP documents:
 - A. Fresh SGS Report (Not older than 72 hours);
 - B. Product Reservoir Receipt;
 - C. Accreditation Certificate;
 - D. Product Passport (Quantity and Quality Analysis);
 - E. Authorization to Sell and Collect Certificate (ATSCC);
 - F. Pre-Injection Report (PIR);
 - G. NCNDA/IMFPA (To be completed by all intermediaries)
 - H. Certificate of Product Origin;
 - I. Authority to Verify (ATV) either physically or otherwise.
5. Upon receipt and confirmation of the above POP Documents, Buyer provide its testing officials (SGS or INTERTEK) and the needed test are carried out on the product in seller's tanks.
6. Buyer upon successful Dip Test makes full payment by MT103 / TT wire transfer for the total product and Seller pays commission to all intermediaries involved in the transaction within 24 hours after confirmation of buyer's payment and injection commences immediately.
7. The seller issues a contract for buyer's desired duration upon successful completion of the trial order

FOB WORKING PROCEDURE (4)

1. Buyer issues ICPO with seller working procedure on it as transaction procedure with banking details and Buyer passport scan copy.
2. Seller issues the Commercial Invoice (CI) of the product in tanks at port, Buyer signs and returns Commercial Invoice to Seller
3. Seller issues to Buyer the below document for verification of the product (PPOP):
 - . Tank Storage Receipt (TSR)
 - . Statement of Product Availability
 - . Authorization to Verify (ATV)
 - . Dip Test Authorization (DTA) Letter
4. Upon Successful Verification of the PPOP, Buyer contacts Seller's Tank Storage Company and requests payment invoice for extending the seller's Tank(s), pays the invoice, and then arranges the Dip Test Schedule.
5. Upon successful Dip Test in Seller's Tanks, Buyer makes payment for the total cost of product based on the SGS Report via MT103 and Seller transfers title ownership to buyer and sends all exportation documents to buyer. Buyer lifts product onto Vessel or completely takes over seller's tank(s) for further product storage.
6. Buyer NCNDA/IMFPA will be signed by all intermediaries involved in the transaction and forwarded to seller for endorsement. Seller provides the below documents. Endorsed NCNDA/IMFPA and Authorization to Sell and Collect(ATSC)
7. Buyer gets back to Seller with NCNDA/IMFPA signed by the Group with commission Structure, so all parties can receive their commissions immediately.
8. Seller issues final agreement to Buyer to review contract on R&E Monthly Deliveries,
9. Buyer reviews and approves contract and issued SBLC/ DLC Irrevocable, Non-Transferable, Auto Revolving for 12 months shipment value, Documentary Letter of Credit for length of Contract and for each lifting as schedule
10. Buyer pays after successful Dip Test by MT103 wire transfer on each Monthly delivery.
11. The Subsequent delivery shall commence according to the terms and conditions of the Contract and Seller pays.