

## **VESSEL-TO-TANK (VTT) PROCEDURE FOR ALL DESTINATION PORTS**

### **1. Buyer Submission of Initial Documents**

The buyer must submit the following documents for initial verification and due diligence:

- Tank Storage Agreement (TSA) confirming reserved tank capacity at the destination port.
- Irrevocable Corporate Purchase Order (ICPO) on official company letterhead, clearly referencing the seller's official working procedure.
- A clear copy of the company's Certificate of Incorporation.
- A valid government-issued identification (passport data page) of the company signatory.

These documents are required to confirm the legal and financial capacity of the buyer.

### **2. Issuance and Endorsement of Commercial Invoice**

Upon successful verification, the Refinery shall issue a Commercial Invoice (CI) for the agreed liftable quantity.

The buyer must review, endorse, and return the signed Commercial Invoice within the validity period to confirm intention to proceed.

### **3. Financial Capability Verification**

The buyer shall provide either of the following:

- A recent bank statement (no older than 7 business days), or
- A valid Proof of Funds (POF) demonstrating readiness and ability to pay.

If neither is available, the buyer must submit a Guarantee Letter on official letterhead affirming their readiness, willingness, and capability to pay for the product and all associated costs (e.g., injection, port handling).

Note: The Guarantee Letter must include a legally binding penalty clause in the event of default.

### **4. Refinery Commitment and Buyer's Tank Availability Confirmation**

Upon successful financial clearance, the Refinery will issue a Formal Statement of Product Availability and Commitment to Supply.

In response, the buyer must present a valid Tank Storage Receipt (TSR) confirming secured tank space at the destination port.

The TSR must be:

- Issued by an authorized tank storage provider.
- Registered with the port authority for traceability and verification.

### **5. Vessel Allocation and Shipping Document Provision**

The Refinery shall assign a vessel that is either:

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- Already positioned near the destination port, or
- Re-routed to the delivery port (ETA 4–10 days, depending on routing and port congestion).

The following preliminary shipping documents shall be shared with the buyer:

- Estimated Time of Arrival (ETA)
- Bill of Lading
- Export License

- Cargo Manifest

## 6. Coordination for Injection Authorization

The Refinery's designated shipping company will initiate direct communication with the buyer's storage provider (with all parties in copy) to ensure seamless logistics coordination.

A Notice of Readiness (NOR) will be issued to the buyer.

Upon receipt of the NOR, the buyer's tank storage or shipping agent must issue an official Authorization to Inject (ATI) into the assigned tank.

## 7. Vessel Arrival and Product Verification

Upon vessel arrival:

- The buyer, or a mutually agreed independent inspector, shall carry out a dip test to confirm the product's quality and quantity.
- All costs related to the dip test are borne by the buyer unless otherwise agreed in writing.

## 8. Injection and Document Issuance

Following a successful dip test, the Refinery's designated storage team will execute the injection of product into the buyer's tank.

The following documents shall be issued immediately to the buyer:

- Injection Report
- Product Passport
- Certificate of Origin
- NCNDA/IMFPA, to be reviewed and signed by all intermediaries to establish commission entitlement.

## 9. Final Payment and Title Transfer

Upon execution of the NCNDA/IMFPA, the buyer is required to remit full payment for the product via agreed financial instrument.

Upon receipt of full payment, the Refinery shall:

- Transfer Title of Ownership to the buyer.
- Issue:
  - Product Allocation Certificate
  - Authorization to Sell and Collect (ATSC)

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## 10. Intermediary Compensation

All authorized intermediaries, as listed in the executed NCNDA/IMFPA, shall be duly compensated by the Refinery and/or buyer in accordance with the agreed commission sharing ratio.

## **TANK-TO-TANK (TTT) TRANSACTION PROCEDURE**

For All Designated Port Locations

### **1. Buyer Submission of Intent and Due Diligence Documents**

To initiate the transaction, the Buyer must submit the following documents for verification:

- Irrevocable Corporate Purchase Order (ICPO) on official letterhead, clearly referencing the Seller's transaction procedure.
- Certificate of Incorporation of the Buyer's company.
- Proof of Funds (POF) from a top-tier bank demonstrating the Buyer's financial capacity to complete the transaction.

If the POF is not available, the Buyer must provide a formal Guarantee Letter confirming readiness, willingness, and financial ability to pay for the product and any associated fees.

Note: This Guarantee Letter must include a default penalty clause enforceable under applicable law.

### **2. Issuance of Commercial and Compliance Documents by the Refinery**

Upon successful review of the Buyer's submission, the Refinery issues the following documents:

- ICC Warning Letter, affirming legal responsibility and the seriousness of engagement.
- Commercial Invoice (CI) referencing the available product currently held in the Refinery's storage at the designated port.

The Buyer must:

- Countersign both documents, and
- Submit an official Letter of Acceptance and Commitment, confirming unconditional agreement to follow the Refinery's transaction protocol.

### **3. Buyer Submits Tank Storage Details for Verification**

The Buyer must provide the following:

- Full contact details and name of the nominated tank storage company.
- Certificate of Incorporation of the nominated tank farm.

The Refinery will independently verify the legitimacy and operational status of the tank farm directly with the relevant port authority to ensure secure handling and product integrity

### **4. Confirmation of Tank Reservation and Authorization to Inject**

Upon successful tank farm verification, the Buyer must:

- Reserve tank space for a minimum of five (5) business days, and
- Submit the official Tank Storage Receipt (TSR) along with an Authorization to Inject (ATI) from the storage company.

These documents serve as confirmation of the Buyer's readiness to receive product and allow the Refinery to initiate the logistics process.

### **5. Signing of Legal Protection Agreements (Intermediaries)**

To ensure all participants and intermediaries are protected, the following legally binding agreements are to be signed:

- Non-Circumvention, Non-Disclosure Agreement (NCNDA)
- International Master Fee Protection Agreement (IMFPA)

These agreements ensure transaction transparency, non-circumvention of intermediaries, and confidentiality for all parties.

## 6. Provision of Full Proof of Product (POP) Documentation

Once the Buyer's tank reservation is confirmed, the Refinery will issue the following POP documents for validation:

- SGS Quality and Quantity Inspection Report (not older than 48 hours)
- Certificate of Origin
- Injection Report
- Tank Storage Receipt with complete GPS coordinates
- Unconditional Dip Test Authorization (DTA)
- Authorization to Sell and Collect (ATSC)
- Q&Q Passport (Quality and Quantity Passport)

These documents give the Buyer clear visibility on the status, quality, and location of the product prior to injection and payment.

## 7. Product Injection and Final Payment

Upon successful verification of all POP documents:

- The Refinery proceeds with injecting the product into the Buyer's nominated tank at the Refinery's expense.
- Once injection is completed and verified by both parties, the Buyer must remit full payment for the injected product via MT103 Telegraphic Transfer (TT).

Ownership of the product is transferred to the Buyer upon receipt of full payment

## **FOB TANK-TO-VESSEL (TTV) / TANK-TO-TANK (TTT) PROCEDURE**

Applicable Ports: Rotterdam / Fujairah / Singapore / China / Houston

### **1. Buyer Submits Initial Documentation**

The Buyer formally initiates the transaction by submitting the following:

- Charter Party Agreement (CPA)
- Irrevocable Corporate Purchase Order (ICPO) on official letterhead clearly referencing The Refinery's standard transaction procedure
- Scanned copy of the Buyer's passport (data page)
- Certificate of Incorporation of the Buyer's company

These documents are used by The Refinery to validate the legitimacy of the Buyer and ensure internal compliance.

### **2. Issuance of Commercial Invoice**

The Refinery issues a Commercial Invoice (CI) for the product currently held in tanks at the designated delivery port.

The Buyer must review and endorse the invoice to confirm intention to proceed.

### **3. Proof of Financial Capability and Statement of Availability**

The Refinery issues a Statement of Product Availability, confirming that the product is in tank and ready for transfer.

In return, the Buyer must submit:

- A recent bank statement or valid Proof of Funds (POF),
- Or, alternatively, a Guarantee Letter stating readiness, willingness, and capability to complete the transaction and cover all related costs.

Note: The Guarantee Letter must include a default penalty clause to protect the Refinery from time-wasting or non-serious engagements.

### **4. Product Allocation and Authorization to Verify**

Upon satisfactory review of the submitted financial documentation, The Refinery proceeds with product allocation and issues:

- A valid Tank Storage Receipt (TSR) detailing:
  - GPS coordinates
  - Tank number
  - Terminal address
- An official Authorization to Verify (ATV) permitting the Buyer to confirm:
  - Existence of the product
  - Legitimacy of the TSR

The ATV will be sent via official company email, with all involved parties in CC, for transparency.

### **5. Buyer Leases Storage Space for Dip Test**

The Buyer leases The Refinery's tank for two (2) days to conduct the dip test and agrees to pay the applicable port access and legal registration fees for inspection access.

### **6. Dip Test Preparation and Terminal Access Registration**

Upon confirmation of the Buyer's 2-day lease:

- The Refinery issues a Unconditional Tank Dip Test Authorization (UTDA), which must be

endorsed by both the Buyer and the Refinery's tank storage company.

- The tank storage company registers the Buyer's legal port access permit, to be completed within 48 hours.

Once approved, the Buyer's representatives will have authorized access to conduct a supervised dip test.

## 7. Coordination for Product Transfer (Injection or Loading)

After a successful dip test result:

- The Refinery's storage company opens communication with the Buyer's nominated storage or shipping company, copying all parties in email.
- The Refinery issues a Notice of Readiness (NOR).
- The Buyer's storage or shipping company responds with an Authorization to Inject (ATI) into either:
  - The Buyer's leased tank (TTT), or
  - The nominated vessel (TTV)

## 8. Injection and Post-Injection Documentation

The Refinery authorizes product injection into the Buyer's tank or vessel under the supervision of:

- Terminal staff
- Third-party inspectors (e.g., SGS)

Following the injection, the Refinery provides the Buyer with:

- Injection Report
- Product Passport
- Certificate of Origin
- NCNDA/IMFPA to be signed by all involved intermediaries

## 9. Final Payment and Title Transfer

Once the NCNDA/IMFPA is fully endorsed:

- The Buyer makes full payment via agreed method (typically MT103 Telegraphic Transfer).
- Upon confirmation of payment, The Refinery transfers ownership of the product and issues:
  - Product Allocation Certificate
  - Authorization to Sell and Collect (ATSC)

## 10. Intermediary Commission Disbursement

The Refinery shall compensate all verified intermediaries involved in the transaction according to the terms outlined in the fully endorsed NCNDA/IMFPA

## **COST, INSURANCE, AND FREIGHT (CIF) PROCEDURE**

Applicable to All Destination Ports

### **1. Buyer Submits Initial Documentation**

The Buyer initiates the transaction by submitting the following for verification and onboarding:

- Irrevocable Corporate Purchase Order (ICPO) on official company letterhead, referencing The Refinery's working procedure
- Scanned copy of the Buyer's passport data page
- Certificate of Incorporation of the Buyer's company

These documents are required to verify the legal identity and transaction intent of the Buyer.

### **2. Issuance of Contractual Documents**

Upon satisfactory review, The Refinery issues the following:

- Sales and Purchase Agreement (SPA)
- Proforma Invoice for the contracted product

The Buyer must review, endorse, and return the signed SPA and PI to proceed.

### **3. Financial Readiness Confirmation**

The Buyer provides either:

- A recent bank statement or Proof of Funds (POF)
- Or a formal Guarantee Letter confirming financial capability, willingness, and readiness to pay all associated costs and the full product value upon delivery

Important: The Guarantee Letter must include a penalty clause in the event of default to ensure transactional seriousness.

### **4. Product Commitment Declaration**

The Refinery issues a Statement of Product Availability and Commitment to Supply, affirming readiness to deliver the contracted quantity.

### **5. Issuance of SBLC/DLC by Buyer**

Upon receiving the Commitment to Supply, the Buyer is required to issue a Standby Letter of Credit (SBLC) or Documentary Letter of Credit (DLC) for the full contract value within eight (8) calendar days.

### **6. Alternate Vessel Mobilization in Case of Delayed SBLC/DLC**

If the SBLC/DLC is not issued within the 8-day window, The Refinery proceeds with product scheduling and:

- Nominates a vetted shipping company (TBA)
- Issues a 30% freight mobilization invoice (Q88 shipping fee) to initiate vessel preparation

### **7. Shipping Fee Payment Breakdown**

Upon invoice issuance:

- The Refinery pays 15% of the total freight fee upfront
- The Buyer pays the remaining 15% as a security guarantee deposit

The remaining 70% of the freight cost will be covered by The Refinery upon vessel arrival. The Buyer's 15% advance will be deducted from the final product invoice total.

### **8. Product Injection and Documentation**

Upon confirmation of either:

- SBLC/DLC issuance, or
- Payment of the 15% shipping deposit,

The Refinery injects the product into the assigned vessel, completes the quality inspection, and provides the following legalized shipping and product documents:

- Product Passport
- Certificate of Origin
- Fresh SGS Report (issued within the last 48 hours)
- Export License
- NCNDA/IMFPA to be signed by all intermediaries

#### 9. Vessel Departure and Delivery Documentation

The Refinery instructs the nominated shipping company to commence delivery. The shipping company will issue and circulate the following documents to all involved parties (keeping all CC'd):

- Notice of Readiness (NOR)
- Vessel Q88
- Bill of Lading (B/L)
- Freight Cargo Manifest
- Estimated Time of Arrival (ETA)
- Ullage Report
- Customs Declaration Certificate

#### 10. Inspection at Discharge Port

Upon vessel arrival, the Buyer's inspection team conducts an SGS inspection (or equivalent) to verify the quality and quantity of the product prior to discharge.

#### 11. Payment Release

After successful completion of inspection and discharge into the Buyer's storage or facility, the Buyer shall release full payment for the delivered volume via MT103 Telegraphic Transfer, within 24 hours.

#### 12. Intermediary Commission Disbursement

The Refinery shall disburse all authorized intermediary commissions as per the fully executed NCNDA/IMFPA within 24 hours of confirming payment receipt.

#### 13. Subsequent Liftings

Following successful completion of the transaction, subsequent liftings or deliveries shall proceed in accordance with the Buyer's schedule and contractual agreement.