

STANDARD PROCEDURES

[A]. FOB STANDARD PROCEDURE FOR: TANK-TO-TANK (TTT) #1

1. Buyer issues their ICPO, company registration certificate and Tank Storage Agreement (TSA).
2. Seller thoroughly verifies the Tank Storage Agreement (TSA), issues Commercial Invoice along with Acceptance Letter sample. The Buyer is then required to sign and return both documents to the Seller.
3. The seller visits the buyer's tank farm and provides a copy of the SGS / CCIC Report exclusively for verification purposes ONLY to buyer's tank farm. The buyer's tank farm then examines and validates the SGS / CCIC Report with SGS / CCIC Company.
4. The buyer will reach out to their tank farm company to arrange two invoices, one for the seller and one for themselves, each covering a period of 3 days. The seller will pay the storage fee for 3 days to the buyer's tank farm company, demonstrating their commitment to the transaction and to facilitate the tank-to-tank injection. The buyer pays their tank farm company for 3 days after buyer tank farm receives payment from the seller thereby completing a total of six days of Tank Storage Receipt (TSR) and confirming their readiness to finalize the deal.  
Note: If the Buyer has an existing TSR, joint payment for the tanks is not required.
5. The Buyer will submit their six days of TSR to the Seller, who will then provide the following Proof of Product (POP) Documents to the Buyer:
  - Product Passport. (Analysis Test Report).
  - Certificate of Origin.
  - Statement of Product Availability.
  - Notice of Readiness (NOR) indicating the Seller's readiness to begin injection.
  - Injection Schedule outlines the timeline for injecting the product into the Buyer's tanks.
  - NCNDA/IMFPA for all parties to sign.
6. After these steps are completed, the Seller will register the NCNDA/IMFPA with their bank and will issue the following documents to the Buyer:
  - Act of Transfer/ Change of Ownership Documents.
  - Tank Storage Receipt (TSR).
  - Injection Report.
  - Recent SGS / CCIC Quality Survey (conducted within the last 24 hours).
  - Unconditional Dip Test Authorization.
7. The Buyer will conduct Dip Test inspection of the product with an SGS / CCIC agent at their own tanks. Following a successful Quality and Quantity (Q&Q) Dip Test, the Buyer will make payment for the total value of the product injected into the tanks via TT/MT103.
8. The Seller will settle payments to all intermediaries involved as stipulated in the NCNDA/IMFPA

## [B]. FOB STANDARD PROCEDURE FOR TANK-TO-TANK (TTT) #2

1. Buyer issues their ICPO, company registration certificate and Tank Storage Agreement (TSA).
2. Seller thoroughly verifies the Tank Storage Agreement (TSA), issues Commercial Invoice along with Acceptance Letter sample. The Buyer is then required to sign and return both documents to the Seller.
3. Seller issues Inspection Approval Letter for buyer's tank farm to sign. Buyer's tank farm signs and returns.
4. The Buyer will submit Inspection Approval Letter to the Seller, who will then provide the following Full Proof of Product (FULL POP) Documents to the Buyer:
  - Product Passport (Analysis Test Report).
  - Certificate of Origin.
  - Statement of Product Availability.
  - Notice of Readiness (NOR) indicating the Seller's readiness to begin injection.
  - Injection Schedule outlining the timeline for injecting the product into the Buyer's tanks.
  - NCNDA/IMFPA for all parties to sign.
  - Act of Transfer / Change of Ownership Documents.
  - Tank Storage Receipt (TSR).
  - Injection Report.
  - Recent SGS / CCIC Quality Survey (conducted within the last 24 hours).
  - Unconditional Dip Test Authorization.
5. The Buyer will conduct Dip Test inspection of the product with an SGS / CCIC agent at their own tanks. Following a successful Quality and Quantity (Q&Q) Dip Test, the Buyer will make payment for the total value of the product injected into the tanks via TT/MT103.
6. The Seller will settle payments to all intermediaries involved as stipulated in the NCNDA/IMFPA

## **[C]. FOB STANDARD PROCEDURE FOR: TANK-TO-VESSEL (TTV):**

1. Buyer issues ICPO along with Buyer's company certificate of registration.
2. Seller issues Commercial Invoice along with Acceptance Letter sample. The Buyer is then required to sign and return both documents to the Seller.
3. The Seller provides the Buyer with the following Proof of Product (POP) documents:
  - Tank Storage Receipt (TSR) with verifiable barcode.
  - Notice of Readiness that includes contact information for the tank farm.
  - Invoice for tank extension issued to the Buyer by the tank farm where the product is stored.
4. The Buyer processes the payment and extends the Seller's Tank for an additional two days (within 2-3 days of receiving the tank extension invoice from the tank farm). The Buyer then obtains a new TSR in their name and secures the Clearance Access Entrance Permit (CAEP), Inspection Permit, and necessary Accreditation from the Tank Farm Company. This allows the Buyer's representatives and inspection team to access the Tank Farm Storage Facility Terminal, schedule an appointment, and carry out the Quality & Quantity (Q&Q) Inspection in the Seller's tank by SGS, CCIC, or an equivalent entity (at the Buyer's expense).

NOTE: A physical meeting with the Tank Farm and/or access to the storage facility is only permitted after the tank extension payment has been successfully made and confirmed by the Tank Farm.

5. After completing the above steps, Seller issues the Buyer a Change of Ownership Title, Allocation, and Transaction Allocation Certificate, along with the ATV for Physical Verification and NCNDA/IMFPA for all parties to sign. The Seller also provides an Unconditional Dip Test Authorization (D.T.A) containing full details of the tank operator and tank coordinates and sends the Authorization to Sell & Collect (ATSC) to the Buyer. The Buyer then conducts Dip Test to verify the Q&Q of the product in the storage tanks. Upon successful completion of the Dip Test, the Buyer submits their Charter Party Agreement (CPA) and Vessel's Q88, after which the Seller injects the product into the Buyer's exit vessel.
6. The Buyer makes payment via MT103 - T/T wire transfer for the total product value. The Seller then releases all relevant documents related to the product's exportation to the Buyer and settles payments to all intermediaries involved in the transaction.
7. Following the successful completion of the trial liftable transaction by the Buyer, both parties will sign a contract for monthly deliveries, including rolls and extensions.

## [D]. STANDARD PROCEDURE FOR VESSEL-TO-TANK (VTT)

1. Buyer issues their ICPO, company registration certificate and Tank Storage Agreement (TSA).
2. Seller thoroughly verifies the Tank Storage Agreement (TSA), issues Commercial Invoice along with Acceptance Letter sample. The Buyer is then required to sign and return both documents to the Seller.
3. Seller issues the below PPOP Documents:
  - Product Passport (Analysis Test Report).
  - Certificate of Origin.
  - Bill of Lading.
  - Cargo Manifest.
4. Within 24-48 hours of receiving the POP documents, the buyer reviews them and if everything is satisfactory, the buyer presents their Tank Storage Receipt (TSR) with at least five (5) days validity and Authorization Letter to Verify (ATV) for injection programming.
5. Seller programs injection and sends to buyer the below FULL POP Documents:
  - \* Commitment to Supply.
  - \* NCNDA/IMFPA for all parties to sign.
  - \* Statement of Product Availability.
  - \* Notice of Readiness (NOR) indicating the Seller's readiness to begin injection.
  - \* Injection Schedule outlining the timeline for injecting the product into the Buyer's tanks.
  - \* Act of Transfer / Change of Ownership Documents.
6. Seller injects into buyer's tank and provides the rest FULL POP Documents and shipping documents to buyer such as:
  - \* Injection Report.
  - \* Recent SGS / CCIC Quality Survey (conducted within the last 24 hours).
  - \* Unconditional Dip Test Authorization.
  - \* Vessel Questionnaire 88.
  - \* Ullage Report.
  - \* Ship's Tank Dryness/ Cleanliness Certificate.
  - \* Master's Receipt of Samples.
  - \* Master's Receipt of Documents for Receiver and Own Use.
7. The Buyer will conduct Dip Test inspection of the product with an SGS / CCIC agent at their own tanks. Following a successful Quality and Quantity (Q&Q) Dip Test, the Buyer will make payment for the total value of the product injected into the tanks via TT/MT103.
8. The Seller will settle payments to all intermediaries involved as stipulated in the NCNDA/IMFPA.

NOTE: The above procedure must be accepted & incorporated on the ICPO word for word.

No Bill of Ladings, Warranties, SGS Reports, or past fulfilled Contracts will be presented as "Past Performance," sanitized or not, for the following reasons;

Against Trade Regulations

Against stated SGS Policy

Violates formal Contract confidentiality between Buyer and Seller.

We ONLY work 100% strictly according to End Seller Company/Refinery's above procedure ONLY.

If the terms and procedures are acceptable, kindly provide your ICPO.

The ICPO must be complete identification and contact details of Principal Buyer signed, sealed and stamped; in buyer's company letterhead with Quantity per month/year, Target price, Contract length, Buyer's own opinion of specification (if any) and any other relevant details. We do not accept expired ICPO (Maximum date for validity is 3-7 days)

## **[E]. STANDARD COST, INSURANCE, FREIGHT (CIF) PROCEDURE**

1. The Buyer submits an Irrevocable Corporate Purchase Order (ICPO) along with their company registration certificate.
2. The Seller provides a Sale & Purchase Agreement (SPA), which the Buyer reviews and modifies if needed, then signs and returns in WORD format within seven (7) banking days. This submission must also include the Buyer's Client Information Sheet (CIS) detailing the specific banking coordinates for the Financial Instrument from one of the TOP 30 Banks, as well as the Financial Instrument issuer's Client Information Sheet (CIS) if it differs from the Buyer's company name. The Seller then sends the Final Approved SPA to the Buyer in PDF format, accompanied by a Commercial Invoice for the Buyer to issue an SBLC MT760 or DLC MT700 to the Seller's fiduciary bank.
3. Within seven (7) banking days, the Buyer's bank, following the Seller's instructions, issues a fully funded cashed back SBLC MT760 or DLC MT700 to the Seller's fiduciary bank account to cover the value of the first shipment. The Buyer must also send swift copies to the Seller to facilitate the loading of the product with the shipping company. The Seller's bank will issue a 2% Performance Bond (PB) to the Buyer's bank to activate the Buyer's financial instrument within seven (7) days of receiving the swift copies.

NOTE: If the Buyer fails to issue the SBLC MT760 or DLC MT700 within seven (7) banking days, they must provide and utilize an alternative option of a REFUNDABLE/DEDUCTIBLE 3% security guarantee deposit for the firstshipment's value via MT103 - T/T Wire Transfer after the contract is signed. Once confirmed, the Seller will proceed with the shipment and provide the Buyer with the FULL Proof of Product (POP) Documents through bank-to-bank transfer. The financial instrument must have a validity period exceeding 366 days.

4. After the Seller's bank successfully exchanges the financial instrument with the Buyer's bank or utilizes the alternative 3% REFUNDABLE/DEDUCTIBLE Security Guarantee Deposit via MT103 - T/T Wire to the Seller's fiduciary bank, the Seller will complete the loading process within five to seven (5-7) working days. The Seller may invite the Buyer to visit for the final inspection and to discussfuture transactions (this is optional for the Buyer).
5. The seller will load the product within six (6) international business days and will execute the NCNDA/IMFPA with all involved intermediaries. A notarized copy of this agreement will be sent to the seller's bank. The seller will also register and legalize the contract, subsequently sending the complete Proof of Product (POP) document to the buyer via bank swift transfer and providing a copy via email to both the buyer and their representative.

Additionally, the seller will dispatch one complete set of ORIGINAL POP documents to our authorized Customs Clearance agent at the destination port.

A full set of COPIES of the POP documents will be sent to the buyer's address using DHL or FedEx expedited (overnight) service, along with tracking numbers.

The following 20 sets of documents will be included:

1. Copy of the Charter Party Agreement(s) fortransporting the product to the discharge port.
2. Unconditional Commitment to Supply.
3. Certificate of Analysis(COA), also referred to as the Product Passport.
4. Statement of Product Availability.

5. Registered and Legalized Contract
6. Certificate of Incorporation.
7. Certificate of Origin.
8. Act of Transfer/Change of Ownership Title.
9. Allocation Title Ownership Certificate.
10. Copy of License to Export.
11. Copy of Approval to Export.
12. Port Storage Tank Agreement.
13. Tank Receipt.
14. Notice of Readiness (NOR).
15. SGS/Saybolt/Intertek/CCIC Certificate of Quality and Quantity, including one (1) original and three (3) copies.
16. Cargo Manifest.
17. Vessel Ullage report.
18. Vessel Q88.
19. Bill of Lading.
20. Estimated Time of Arrival (ETA).

6. The buyer will formally notify the seller in writing once the seller's Proof of Payment (POP) documents have been received by the buyer's bank. Shipment will proceed according to the agreed schedule, with the product being sent to the buyer's specified discharge port. Upon the cargo's arrival at the discharge port, the buyer's inspection team will conduct a CIQ, SGS, CCIC, or equivalent inspection to verify the quality and quantity of the goods.

7. After the inspection is successfully completed, the product will be unloaded at the buyer's destination port or storage facility. The buyer will then initiate payment through a swift fund transfer (MT103/TT) within 3 to 5 banking days for the total shipment value, following the discharge of the product and receipt of all relevant shipping documents. The seller is required to pay the intermediaries involved within 48 hours, in accordance with the signed and notarized NCNDA/IMFPA. Subsequent shipments will follow the same process.

NOTE: The above procedure must be accepted & incorporated on the ICPO word for word.

No Bill of Ladings, Warranties, SGS Reports, or past fulfilled Contracts will be presented as "Past Performance," sanitized or not, for the following reasons;

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Against stated SGS Policy

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If the terms and procedures are acceptable, kindly provide your ICPO.

The ICPO must be complete identification and contact details of Principal Buyer signed, sealed and stamped; in buyer's

company letterhead with Quantity per month/year, Target price, Contract length, Buyer's own opinion of specification

(if any) and any other relevant details. We do not accept expired ICPO (Maximum date for validity is 3-7 days)