

**SELLER REFERENCE: KG**

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INCOTERM: FOB Vessel Take Over (VTO)

Fuel Origin: Kazakhstan

Product type: Origin and product “NOT Sanctioned”

Delivery Ports: Houston, Rotterdam, Fujairah, Jurong, Ningbo-ZhouShan and Qingdao

Procedures: Seller Procedures ONLY, NON-NEGOTIABLE

Note on the use of fiduciary receivers: Sanction policies, along with their effects on International Banking practices, have dramatically affected the availability of funds when using foreign wire transfers. To facilitate timely transactions, our Sellers will use regionally based fiduciary receivers rather than have funds sent directly to the refineries.

**Reference: “KG Option III. FOB Fuels Procedure: Vessel Take Over (VTO)”**

1. Buyer issues an official ICPO with Company Registration License.
2. Seller issues Takeover of Contract MOU to Buyer, Buyer signs and returns the Takeover of Contract MOU with an Official Acceptance Letter to execute the transaction.
3. Seller legalizes the Takeover of Contract MOU and within 48hrs release copies to Buyer with the PPOP/Shipping Documents:
  - a. Bill of Lading
  - b. Vessel Tanker Details Cargo Manifest
  - c. Product Passport (Analysis Test Report)
  - d. 3% payment invoice
4. Upon receipt of the above documents by the Buyer, Buyer verifies product availability/vessel positioning via the vessel master/captain and shipping company; Buyer within 48 hrs makes the 3% partial payment of the on-board product quantity as a transaction commitment and security guarantee deposit/payment via T/T-MT103 to Seller’s nominated fiduciary bank.  
NCNDA/IMFPA is signed by all parties.  
(Note: The 3% partial payment will be deducted from the product total value).
5. Upon receipt confirmation of the above payment, Seller issues the Act of transfer/change of ownership title documents, loading port SGS Test Report, Product Approval to Export Certificate, Product Export License Certificate, Certificate of Origin, Authorization to Board the Vessel (ATB) and Dip Test Authorization (DTA) and all shipping documents will be re-issued in Buyer’s name and vessel will be sent/rerouted to the Buyer’s discharge port.
6. Upon arrival of the vessel at discharge port and on successful discharge port SGS or equivalent inspection, Buyer pays 97% balance payment of the total product value via T/T-MT103.
7. Seller pays commission to all parties stipulated in the signed NCNDA/IMFPA within 72 hours.

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## **SELLER REFERENCE: P & G**

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INCOTERM: FOB Tank Take Over (TTO) and Tank-to-Vessel (TTV)

Fuel Origin: Kazakhstan and Azerbaijan

Product type: Origin and product "NOT Sanctioned"

Delivery Ports: Houston, Rotterdam, Fujairah, Jurong and Ningbo-ZhouShan

Procedures: Seller Procedures ONLY, NON-NEGOTIABLE

Note on the use of fiduciary receivers: Sanction policies, along with their effects on International Banking practices, have dramatically affected the availability of funds when using foreign wire transfers. To facilitate timely transactions, our Sellers will use regionally based fiduciary receivers rather than have funds sent directly to the refineries.

### **Reference: "P&G —FOB PROCEDURE 6: Tank Take Over (TTO)"**

1. Buyer accepts Seller's working procedure and Issues Irrevocable Corporate Purchase Order (ICPO) with their banking details and signatory Passport copy.
2. The Seller issues a Commercial Invoice (CI) for the product, Buyer countersigns and returns to the Seller.
3. Buyer requests a 1-day invoice for tank storage extension and Dip Test in the Seller's tanks when returning the CI. Seller receives the countered signed CI.
4. Upon receipt and confirmation of the Buyer's payment, the Seller issues the document below:
  - a. Authorization to Sell and Collect.
5. Buyer signs and return the signed "Authorization to Sell and Collect" to Seller. Seller opens communication with the Seller's Tank Farm Management for the tank take over registration and for product storage/transfer with the port authority. Upon the complete tank take over and product storage/transfer registration with the port authority by the tank farm, Seller issues the POP documents below:
  - a. Tank Storage Receipt (TSR).
  - b. Product Passport/Analysis.
  - c. Product Certificate of Origin.
  - d. Injection Report.
  - e. 24 Hours SGS Report.
  - f. Unconditional Dip-Test Authorization.
6. (Optional) Buyer proceed with their SGS team to re-conducts inspection of the product in Seller's shore tanks.
7. Upon Buyer successful verification of the Seller POP or after Buyer optionally conducts a Dip-Test inspection with its SGS team in the Seller's tank, Buyer makes payment for the total amount of the product in the tanks via MT 103.
8. Seller confirms Buyer payment and transfers title ownership of the product to the Buyer. Buyer then completely takes over the Seller's product in its storage tanks. Buyer may store its product in the tank farm or alternatively, immediately after a successful product/tank take over, proceed to transfer its product to a different tank farm or into its vessel at the port.
9. Seller provides Buyer with Contract for a period of 12 months with R&E for processing following a successful Trial Lift.
10. Seller issues the NCNDA/IMFPA to be signed by all intermediaries involved in the transaction. Seller pays commissions to all intermediaries involved for the initial lift and all subsequent lifts.

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**Reference: “P&G —FOB Procedure 7: Tank-to-Vessel (TTV)”**

1. The Buyer issues an ICPO with banking details, Buyer’s passport and Charter Party Agreement (CPA).
2. The Seller issues Commercial Invoice for the product, Buyer countersigns and returns it to the Seller.
3. Buyer requests a 1-day invoice for tank storage extension and dip test in Seller tanks when returning the CI.  
Seller receives the countered signed CI,
4. Upon receipt and confirmation of Buyer payment Sellers issues the PPOP documents below:
  - a. Authorization to Sell and Collect.
5. Buyer signs and returns the “Authorization to Sell and Collect” document to the Seller. Seller opens communication with the Tank Farm Management for product transfer registration. Upon the complete product transfer registration with the port authority b. aTank Product by the Storageank Passport/Analysis. farm, Receipt Seller (TSR). issues the POP documents below:
  - a. Tank Storage Receipt(TSR).
  - b. Product Pasport/Analysis.
  - c. Product Certificate of Origin
  - d. Injection Report.
  - e. 24 Hours SGS Report.
  - f. Unconditional Dip-Test Authorization.
6. (Optional) Buyer proceeds with its SGS team to re-conduct the inspection of the product in Seller’s shore tanks.
7. Upon the Buyer’s successful verification of POP and Product Dip-Test in the Seller’s tanks, Seller issues the Tank to Vessel Injection Agreement (TVIA) and Tanker Injection Programming (TIP).
8. Product injection begins into the Buyer’s vessel. (Buyer may completely take over Seller tanks for further product storage).
9. After product Transfer & Injection into the Buyer vessel has been completed, Buyer makes the payment for the total product via MT103, Seller transfers the Title Holder & Ownership of the product to the Buyer.
10. After successful Trial Lift (First Lift), Seller issues SPA/Contract for 12 months with R&E to Buyer for processing.
11. Seller issues NCNDA/IMFPA to be signed by all intermediaries involved in the transaction. Seller pays commissions to all intermediaries involved for the initial lift and all subsequent lifts.

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**SELLER REFERENCE: PK**

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INCOTERM: FOB Tank Take Over (TTO) and Tank-to-Vessel (TTV)

Fuel Origin: Kazakhstan

Loading Ports: Aktau / Bautino / Pavlodar

Product type: Origin and product "NOT Sanctioned"

Delivery Ports: Houston and Rotterdam

Procedures: Seller Procedures ONLY, NON-NEGOTIABLE

Note on the use of fiduciary receivers: Sanction policies, along with their effects on International Banking practices, have dramatically affected the availability of funds when using foreign wire transfers. To facilitate timely transactions, our Sellers will use regionally based fiduciary receivers rather than have funds sent directly to the refineries. A Fiduciary CIS and Relationship Letter will be provided upon request when engaged in a valid transaction.

**Reference: "PK - C. FOB Procedure: Tank Take Over (TTO)"**

1. Buyer accepts the Seller's working procedure and issues an Irrevocable Corporate Purchase Order (ICPO) with its banking details and signatory Passport copy.
2. The Seller issues Commercial Invoice (CI) for the product, Buyer countersigns and returns to the Seller.
3. Seller receives the countersigned CI, Buyer requests a 5-day (five day) tank extension invoice to extend the Seller's tanks.
4. Upon receipt of the Buyer's payment, the Seller opens communication with its Tank Farm Management for the creation, issuance, and Buyer's endorsement of the Tank Take Over documentation. Upon complete registration of the Buyer's documentation with the port authority, Seller issues the PPOP documents below:
  - a. Injection Report.
  - b. Product Passport.
  - c. 24 Hours SGS Report.
  - d. Product Certificate of Origin.
  - e. Tank Storage Receipt (TSR).
  - f. Authorization to sell and collect.
  - g. Commitment/Guarantee to Supply.
  - h. Product Title Holder Transfer Agreement
5. Buyer confirms receipt of the POP documents. Upon successful verification of POP, Buyer makes the payment for the total amount of the product via MT103. Seller confirms the Buyer's payment and transfers title ownership of the product to the Buyer. The Buyer then completely takes over Seller's storage tanks.
6. After successful Trial Lift (First Lift), Seller issues SPA/Contract for 12 months with R&E to Buyer for processing.
7. Within 24 hours of the completion of the injection, the Seller pays commissions to all intermediaries involved for the initial lift and on all subsequent lifts.

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**Reference: "PK —D.FOB Procedure : Tank-to-Vessel (TTV)"**

1. Buyer sends Seller an ICPO with banking details, company information, and passport after review of Seller's Soft Corporate Offer, along with a CPA.
2. Seller issues a Commercial Invoice (CI) for the available quantity to the Buyer. The Buyer signs, seals, and returns the CI to the Seller.  
Seller issues to Buyer the following:
  - a. Product Passport.
  - b. Certificate of Origin.
  - c. Commitment Letter to Supply.
  - d. Authorization to Sell and Collect.
  - e. Statement of Product Availability.
  - f. Five (5) Day Tank Extension Fee Invoice (refundable if Seller's fuel does not pass inspection and deductible from the cost of the fuel if Buyer waives its own dip test in favor of verifying Seller's SGS).
4. Buyer pays for the tank extension and upon Seller confirmation of the payment, Seller issues the following POP along with the NCNDA/IMFPA to be signed by all intermediaries with the commission structure involved in the transaction.
  - a. SGS Test (24 hours).
  - b. Unconditional Dip Test Authorization (UDTA).
  - c. Authorization to Verify (ATV).
  - d. Tank storage receipt (TSR).
  - e. Injection Report
5. Upon the countersigning of the UDTA, the Buyer has the option to schedule SGS/Intertek to conduct a Dip Test of the product in the Seller's Tank at the Buyer's Expense.
6. Upon successful Dip Test OR acceptance of the Seller's SGS report, Buyer provides Vessel details (Q88) to Seller and Seller shall immediately submit the Notice of Readiness to Inject.
7. Seller commences injection into the Buyer's Vessel and issues the Injection Report to the Buyer.
8. Upon confirmation of the total quantity injected into Buyer's vessel, the Buyer makes 100% payment by MT103 TT Wire Transfer for the total product, Seller transfers the Title Holder & Ownership of the product to the Buyer.
9. After successful Trial Lift (First Lift), Seller issues SPA/Contract for 12 months with R&E to Buyer for processing.
10. Within 24 hours of the completion of the injection, the Seller pays commissions to all intermediaries involved for the initial lift and on all subsequent lifts.

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**SELLER REFERENCE: KT**

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INCOTERM: FOB Vessel Take Over (VTO)

Fuel Origin: Kazakhstan

Product type: Origin and product “NOT Sanctioned”

Delivery Ports: Houston, Rotterdam, Fujairah and Jurong

Procedures: Seller Procedures ONLY, NON-NEGOTIABLE

**Reference: “KT —Procedure 1: FOB Tank To Tank (TTT)”**

1. Buyer send a full [CPO, a current and valid (TSA) and Buyer passport data page.
2. The Seller issues a Commercial Invoice of the product in the seller’s tanks at the port, and the Buyer signs and returns the Commercial Invoice with an Acceptance Letter.
3. Seller submits a 48-hour old hard copy of fresh SGS Report to buyer Tank Farm Company for verification of the SGS report with SGS in the port of transaction.
4. Upon confirmation of SGS Report by Buyer's Tank Company, Seller requests for Buyers active & Operational TSR five (5) days (*including HUB NUMBER, ISPS, and Terminal Access Codes for the injection process*) in Seller’s name for Injection Program (TSR days depend on the quantity to be injected). Seller injects product to Buyer’s tank and issues following POP documents to the Buyer:
  - a. Q&Q Analysis Report done by Indigenous Lab at the port of origin.
  - b. Full Injection Report.
  - c. ATV/UDTA.
  - d. Copy of product Certificate of Origin.
  - e. Allocation Transfer Certificate.
  - f. Authority to Sell and Collect (ATSC).
5. Buyer conducts Dip Test on the product at the Buyer's cost for reconfirmation (*optional to the Buyer*).
6. Upon confirmation of the SGS Test by the Buyer for Quantity and Quality, the Buyer makes 100% payment via MT 103 for the total value of the injected into the Buyer’s tanks.
7. Seller pays all intermediaries involved via NCNDA/IMFPA and subsequently, monthly shipments continue as per terms and conditions of the Sales and Purchase Agreement contract between the Buyer and Seller.

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**Reference: "ICT —Procedure 2: FOB Tank To Tank (TTT)"**

1. The Buyer issues an ICPO along with the Company Registration Certificate or any valid I.D. with the TSA for the Seller's verification.
2. The Seller then issues a Draft Commercial Invoice, which the Buyer signs and returns along with his Tank Storage Agreement (TSA).
3. The Seller covers 2 days of the Buyer's Tank Storage fees (TSR), the Buyer covers 3 days (TSR), including HUB NUMBER, ISPS, and Terminal Access Codes for the injection process, with payment made only after his Tank Farm Company has received the funds from both the Seller and the Buyer. The Seller also issues the NCNDA/IMFPA for the intermediary to sign.
4. The Seller presents the Injection Schedule to the Buyer for approval and signature by both the Buyer and his Tank Farm. Any additional TSR days must be covered by the Buyer. Within 48 hours of the injection process initiation, the Seller provides the Buyer with PPOP Documents:
  - a. Fresh SGS Report less of than 48 hours.
  - b. product Cetificate of Origin.
  - c. Unconditional Dip Test Authorization.
  - d. Injection Report.
  - e. Tank Storage Receipt with GPS Coordinates.
  - f. Tank Farm Bar-Code Information.
  - g. Letter of Commitment to Supply.
  - h. Registration Certificate &Export License Copy.
  - i. Authority to Sell & Collect (ATSC).
  - j. Endorsed Injection Schedule by the Buyer & Buyer Tank Farm
  - k. ATV —For Physical Verification.
1. Irrevocable Commitment to Supply for Spot and 12 months Contract
- m. Injection Schedule signed by Buyer & Buyer's tank farm.
5. Buyer conducts Dip-Test in Seller's tank, via SGS on Buyer's expense, Seller injects the fuel to Buyer's tank and Buyer makes payment based on Q&Q by MT103 wire transfer /TT According to the final Commercial Invoice.
6. Seller transfers the title of ownership as per Buyer's instruction. Buyer lifts the product.
7. Seller pays all intermediaries involved in the transaction and subsequently monthly contract Shipment continues as per terms and conditions of the Sales Aand Purchase Agreement contract between Buyer and Seller.
8. Seller issues draft Sales and Purchase Agreement (SPA) to the Buyer for the monthly deliveries (Optional).
9. Buyer reviews and approves the Seller's SPA and issues SBLC/IRDLIC Irrevocable No-Transferable Auto Revolving for 12 Months plus 1 (ONE) day for a month's shipment values.
10. The Buyer pays for the product after Dip Test by MT- 103 wire Transfer on each shipment quantity. The subsequent delivery shall commence according to the terms and conditions of the contract, or on the request of Buyer to Seller 12 months contract with R & E 36 months, when requested by the Buyer.

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**Reference: "IKT —Procedure Dip & Pay Houston: FOB Tank To Tank (TTT)"**

1. Buyer issues ICPO, and Company Registration Certificate and data page of Buyer's Passport or any I.D.
2. Seller issue Commercial Invoice (CI) & Warning Letter, Buyer's signs and returns to Seller with his TSA. Seller will complete verification on the TANK FARM of the Buyer before making their three (3) days tank lease payment.
3. Seller leases and pays theBbuyer's tank for 3 days for the Injection Process. Buyer pays his Tank Farm Company for his two (2) days' Tank Storage Costs (totaling a five (5) day TSR), Company has received the payment from Seller Company three (3) days cost.
4. Seller issues Unconditional DTA and SGS report.
5. 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.
6. Seller pays all intermediaries involved in the transaction and subsequently monthly shipment continues as per Terms and Purchase Agreement contract between Buyer and Seller.

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**Reference: "ICT —Procedure T"TV 1: FOB Tank To Vessel (TTV)"**

1. The Buyer sends ICPO.
2. The Seller Issues Commercial invoice (CI) for the Buyer's endorsement. The Buyer signs and returns the CI to the Seller.
3. The Seller issues the product ATV to Buyer.
4. The Buyer contacts the Seller Tank Administrator to execute the Quality & Quantity, and to register at the Tank Farm Terminal prior to the inspection (This process involves the acquisition the Access Code Certificate, skip the code acquisition).
5. Seller issue UDTA, PRODUCT PASSPORT, ATSC, INJECTION REPORT, SGS Report (not less than 48 hours).
6. Upon the Successful Dip Test Inspection in the Seller's Tank, the Buyer Submits NOR from his Shipping Company and Seller Injects the product into the Buyer Vessel or Tanks.
7. The Buyer issues 100% payment for the total product by MT103/TT Wire Transfer to the Seller.
8. The Seller transfers the product title with the complete POP Documents to the Buyer and pays the commission to Seller and Buyer Sides Intermediaries as per Master Fee Agreement.
9. The Seller issues an annual (12 months) delivery contract for review.

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**Reference: "ICT —Procedure TTY 2: FOB Tank To Vessel (TTV)"**

1. Buyer sends ICPO in line with Seller working procedures alongside his/her Charter Party Agreement.
2. Upon successful verification of Buyer's CPA, the Seller Issues Commercial Invoice (CI), along with ICC Warning letter, Buyer Signs within 24 hours and returns to Seller within its validity.
3. Upon receipt and review of the signed CI, and ICC Warning letter, Seller issues Dip Test Authorization.
4. (D.T.A) to be completed and signed by Buyer/ Buyer's logistics in order for Dip Test to be conducted alongside counter signed copies of the CI.
5. Buyer returns the Dip Test Authorization (DTA) fully completed and signed within its validity and upon successful review of the completed DTA, Seller issues the below full PPOP documents:
  - a. Fresh SGS Report (Not older than 72 hours).
  - b. Product Reservoir Receipt.
  - c. Authorization Certificate
  - d. Product Passport (Quantity and Quality Analysis)
  - e. Authorization to Sell and Collect Certificate. (ATSCC).
  - f. Injection Report (IR).
  - g. NCNDA/IMFPA (To be completed by all intermediaries).
  - h. Certificate of Product Origin.
  - i. Authority to Verify (ATV) either physically or otherwise.
6. Upon receipt and confirmation of the above POP document, Buyer provides its testing officials (SGS or Intertek), and the needed test are carried out on the product in Seller's tanks.
7. Buyer upon successful dip test issues Q88, makes final cargo payment by MT103/TT wire and Sellers pays commission accordingly of Buyer payment and injection commence immediately to Buyer's charter vessel.
8. Seller issues a contract for Buyers desired duration upon successful completion of the trial order.

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**Reference: “KT —Procedure TTY 2: FOB Tank To Vessel (TTV)”**

1. Buyer sends ICPO in line with Seller working procedures alongside his/her Charter Party Agreement.
2. Upon successful verification of Buyer's CPA, the Seller Issues Commercial Invoice (CI), along with ICC Warning letter, Buyer Signs within 24 hours and returns to Seller within its validity.
3. Upon receipt and review of the signed CI, and ICC Warning letter, Seller issues Dip Test Authorization.
4. (D.T.A) to be completed and signed by Buyer/ Buyer’s logistics in order for Dip Test to be conducted alongside counter signed copies of the CI.
5. Buyer returns the Dip Test Authorization (DTA) fully completed and signed within its validity and upon successful review of the completed DTA, Seller issues the below full PPOP 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. Injection Report (IR).
  - g. NCNDA/IMFPA (To be completed by all intermediaries).
  - h. Certificate of Product Origin.
  - i. Authority to Verify (ATV) either physically or otherwise.
6. Upon receipt and confirmation of the above POP document, Buyer provides its testing officials (SGS or Intertek), and the needed test are carried out on the product in Seller’s tanks.
7. Buyer upon successful dip test issues Q88, makes final cargo payment by MT103/TT wire and Sellers pays commission accordingly of Buyer payment and injection commence immediately to Buyer's charter vessel.
8. Seller issues a contract for Buyers desired duration upon successful completion of the trial order

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