

TRANSACTION PROCEDURE: FOB CI DIP & PAY

1. Buyer issues ICPO addressed to Seller with Seller's procedure incorporated on it, buyer's company details, banking details, passport copy with letter confirming readiness, wiliness and capability to carry out the transaction.
2. Seller receives buyer's ICPO. Seller issues Commercial Invoice (CI) for the total product in seller's tank in port terminal for buyer's endorsement.
3. Buyer endorsed seller's Commercial Invoice (CI) and return CI, along with buyer's own/leased Tank Storage Agreement (TSA) from buyer's Logistic Company as a proof of buyer's availability of storage facility.
4. Seller acknowledged the endorsed CI as well verifies buyer's TSA. if well satisfied, Seller issues to buyer the following PPOP documents:
 - DIP-TEST AUTHORIZATION - D.T.A. to buyer, to be endorse by Buyer and Buyer's tank farm.
 - Legalized Commercial Invoice.
 - Company Corporate Certificate.
 - Guarantee Letter to Supply
 - Statement of Availability of Product
5. Buyer sends copy of endorsed DTA to Seller within 48hrs. Upon receipt of endorsed DTA, seller issues the following PPOP documents to the buyer and NCNDA & IMFPA will be signed and endorsed for the protection of all intermediaries involved in the transaction:
 - Certificate of Origin;
 - Commitment to Supply;
 - Authorization to Verify
 - Authorization to Sell and Collect
 - Accreditation certificate
 - Product Allocation Certificate
 - Product Passport
 - Fresh SGS Report
 - Injection Report
 - Tank Storage Receipt/Reservoir Receipt
 - GPS coordinates/ location of Seller tanks at loading port including tank details, tank farm contact person and telephone number.
 - NCNDA & IMFPA document.
6. Buyer and SGS team immediately proceed to conducts Q&Q test at buyer's expense in Seller's Tank.
7. Seller begins injection of product into Buyer Tank/Vessel.
8. Buyer and Seller sign one-year Sales Purchase Agreement (SPA) optional.
9. Buyer pays for product via MT 103.

TRANSACTION PROCEDURE FOR FOB TANK TAKE OVER

1. Buyer issues ICPO, Company Registration Certificate and Data page of buyer's Passport copy.
2. Seller receives buyer's ICPO and issues Commercial Invoice (CI) for the total quantity of product in seller's leased tank in port terminal and ICC Warning letter (Optional) for buyer's endorsement.
3. Buyer endorse and returns the signed Commercial Invoice and ICC Warning letter to Seller for final legalization.
4. Seller acknowledges the signed CI and sends the following PPOP documents to buyer.
 - a. Legalized Commercial Invoice
 - b. Authorization to Verify (ATV)
 - c. Letter of Guarantee of product.
 - d. Commitments to Supply
 - e. Statement of product Availability.
 - f. ATSC
5. Buyer contact the storage company where the product is stored to verify the product and to extend the tanks.
6. Seller issues to buyer Unconditional Dip Test Authorization (DTA) for buyer to conduct Dip Test on the product in seller's leased tank.
7. Buyer SGS team immediately conducts dip test on the product at buyer's expense in seller's tank and upon successful dip test, seller releases the following POP documents directly on buyer's secured email. Intermediaries excluded.
 - a. SGS Report
 - b. Pipeline Injection Report
 - c. Accreditation certificate.
 - d. Export License.
 - e. Authorization to sell & collect (ATSC).
 - f. Product Allocation Certificate
 - g. Certificate of Origin
 - h. Product Passport
 - i. Company Registration Certificate.
8. Buyer pays for the product via MT103 to Seller bank account and within 48hours Seller pays commission to mandates / intermediaries that involve on the deal.
9. Seller issues title change/transfer of product to Buyer and buyer fully take over the tank and the product.

FOB TRANSACTION PROCEDURE (DIRECT INJECTION INTO BUYER'S TANK)

1. Buyer issues ICPO addressed to Seller with Seller's procedure incorporated on it, buyer's company details, banking details, passport copy with letter confirming readiness, wiliness and capability to carry out the transaction.
2. Seller receives buyer's ICPO. Seller issues Commercial Invoice (CI) for the total product in seller's leased tank in port terminal.
3. Buyer sign and return to seller signed and sealed Commercial Invoice along with buyer's own or leased Tank Storage Agreement (TSA) as a proof of buyer's availability of storage facility.
4. Seller accept the signed and sealed Commercial Invoice (CI) and verify buyer's Tank Storage Agreement (TSA) and make 3days tank lease payment to the buyer tank farm for the Injection Process.
5. Buyer pays his Tank Farm Company for 2 days tank storage costs, (bringing it to a total of 5day TSR) after his Tank Farm Company has received the payment from Seller Company 3 days cost.
6. Upon receipt of the TSR, Seller issues the POP documents;
 - ü Unconditional DTA.
 - ü SGS Report.
 - ü Injection Report
 - ü Product Passport.
 - ü Tank Storage Receipt (TSR)
 - ü Authority to Sell and Collect.
 - ü NCNDA/IMFPA Agreement.
7. Upon successful verification of POP documents, Buyer orders his SGS inspection team to conduct Q&Q test on the product in seller's tank at buyer's expense.
8. Following the successful completion of the Q&Q test with result consistent to the specification on the commercial invoice (CI). Buyer provides ATI from his logistic company and seller injects fuel into buyer's leased tanks.
9. Upon completion of the Injection, Seller submits the full Injection report to the buyer.
10. Buyer makes 100% payment by MT 103 TT wire transfer for the total product injected into the tank.
11. Seller transfer the Title Ownership of the product to the buyer's company name.
12. Seller pays commission to all intermediaries involved in the transaction within 24 hours after confirmation of the buyer's payment

FOB TRANSACTION PROCEDURE SHIP TO SHIP (STS)

1. Buyer Issues an Official ICPO with Full Buyer Banking Details & Company Registration Certificate.
2. Seller Issues a Commercial Invoice for First Lift Quantities at Seller Vessel for Both Party's Signatures and Endorsement.
3. Buyer Provides Charter Party Agreement [CPA] for Spot STS transaction
4. Seller Verifies Buyers CPA and Issues the Below-Listed Document:
 - Freight Cargo Manifest
 - Commitment To Supply
 - Product Passport
 - Authorization to Sell (ATS)
 - Bill Of Lading (B/L)
 - Dip Test Authorization (DTA)
 - Note to be signed by Buyer vessel and seller respond with ETA to STS spot
5. Within 48 Hours " Buyer Contact Seller Vessel Company to make \$287,000 USD payment to their fiduciary bank or USDT payment to Obtain Authorization to board (ATB) And buyer Vessel issues vessel Details for Injection and Discharge Programming.
6. On Arrival at STS spot; buyer team board seller vessel and dip test of product is conducted at seller expense before commence Transfer of product.
7. After Injection Is Completed; Buyer Conducts Dip Test Inspection for Quantity and Quality of the product at buyer expense.
8. Upon Successfully complete injection, Buyer within 24 Hours Maximum Payment Via USDT/MT103 / TT wire transfer for The Total Value of The Product injected into buyer vessel and All Exportation Documentation in Relation to The Petroleum Product is transferred to buyer.
9. Within 72 hours, commission Is Paid to Intermediaries Involve in The Transaction.

TRANSACTION PROCEDURES SHIP TO TANK (STT)

1. Buyer Issues an Official ICPO with Full Buyer Banking Details & Company Registration Certificate along with the buyer's Tank Storage Agreement (TSA)
2. Seller Issues a Commercial Invoice for First Lift Quantities at Seller Vessel for Both Party's Signatures and Endorsement.
3. Seller receive the signed and sealed Commercial Invoice and Issues the Below-Listed Document:
 - Freight Cargo Manifest
 - Commitment To Supply
 - Product Passport
 - Authorization To Sell (ATS)
 - Bill Of Lading (B/L)
 - Dip Test Authorization (DTA)
4. Within 48 Hours " Buyer Contact Seller Vessel Company to make \$287,000 USD payment to their fiduciary bank or USDT payment to Obtain Authorization to board (ATB) And buyer Vessel issues vessel Details for Injection and Discharge Programming.
5. On Arrival at STS spot; buyer team board seller vessel and dip test of product is conducted at buyer's expense.
6. Upon successful and satisfactory dip test on the product. Buyer obtain Authorization Letter to Inject (ATI) from his storagecompany to enable the shipping company commence injection of the product into the buyer's storage facility.
7. After successful injection of the product. Buyer's Inspection team will conduct Quantity and Quality test on the product (Optional) at buyer expense.
8. Buyer within 24 Hours Makes Payment via MT103 Wire Transfer for The Total Value of The Product injected into buyer storage facility and All Exportation Documentation in Relation to The Petroleum Product is transferred to buyer.
9. Within 72 hours, commission Is Paid to Intermediaries Involve in The Transaction.

TRANSACTION PROCEDURES FOR TITLE TAKE-OVER (TTO)

1. Buyer issues ICPO according to the seller's working procedure along with buyer's company certificate of registration or profile with copy of buyer's passport.
2. Seller issues the Title Take-Over Contract (TTO/MOU) addendum for review and endorsement by all parties.
3. Seller issues Proof of Product and Shipping documents as listed below;
 - Product Passport (Quantity & Quality Dip Test Analysis Report)
 - Certificate of Origin (Sanitized)
 - Bill of Lading (Sanitized)
 - Tanker Vessel Q88 Document
 - Vessel (N.O.R) Notice of Readiness
 - Ullage Report (Departure)
 - Cargo Manifest (Sanitized)
 - Invoice for title transfer
4. Upon the receipt of the documents, buyer verifies the availability of the product on high sea and immediately make (\$480,000USD) security guarantee payment of the total cost of the product which serves as a Title Take-Over Fee
5. Upon seller receipt of the title takeover payment, seller orders for re-rout to buyer's desired port, transfers the title to the potential buyer's company's name and also re-issue all other outstanding documents to the potential buyer's company's and via swift from seller bank the full prove of product.

Also documents to be released

- 'OBQ' On Board Quantity
- Certificate of Origin (Consignee)
- Bill of Lading (Consignee)
- 'VEF' Vessel Experience Factor
- H2S Report (Hydrogen Sulfide (H2S) gas)
- Ullage Report arrival
- Custom documents
- Cargo Manifest (Consignee)
- Material Safety Data Sheet (MSDS)
- Crew list,
- Ships particulars.

6. Vessel arrives the discharge port and buyer carries out the CIQ/SGS inspection and upon a successful inspection, buyer pays by MT103 T/T for the full product to the seller

TRANSACTION PROCEDURES FOB (TANK TO VESSEL)

1. Buyer issues ICPO addressed to Seller with Seller's procedure incorporated on it, buyer's company details, banking details, passport copy with letter confirming readiness, wiliness and capability to carry out the transaction.
2. Seller issues commercial invoice (CI) for the available quantity of product in seller's leased tank to buyer.
3. Buyer signs and returns the Commercial Invoice along with Buyer's Charter Party Agreement (CPA).
4. Seller issues to buyer Inter Terminal Transfer Operation/ Tanks to Vessel Injection (ITT Protocols) to be endorsed by both Seller, buyer and buyer's Logistic Company.
5. Upon returned of the endorsed ITT, Seller release to buyer the following PPOP documents;
 - Commitment Letter to Supply
 - Company Registration Certificate
 - Quality Report (Product Passport)
 - Tank Storage Receipt TSR.
 - Authorization to Verify ATV (Through call or email)
 - Inter Terminal Transfer Operation Invoice
6. Upon return of the fully completed and signed ITT Protocols by Buyer and its logistic company, Buyer is solely responsible for the ITT Protocols (Inter Terminal Transfer Operation) cost to the Seller logistics company handling the operation securing a legitimate approval for the Transfer of Ownership Title/Allocation to Buyer's COMPANY name.
7. Seller issue DTA for buyer to proceed of the dip test upon confirmation of buyer securing legal access to the product.
8. Buyer and his SGS Inspection team conduct dip test on the product in the tank.
9. Upon satisfactory result of the dip test, Seller's storage Company issue to buyer, the Notice of Readiness (NOR) to inject the product.
10. Buyer provide Q88 and ATI from his Logistic Company and also make available the Vessel for the injection process to commence as schedule.
11. Upon completion of the Injection, Seller releases to buyer the below POP documents.
 - Product SGS Report.
 - Pipeline Injection Report.
 - Authority to Sell and Collect (ATSC)
 - Product passport (analysis test report).
 - Certificate of Origin
 - NCNDA/IMFPA is sign by intermediaries of both seller and buyer.
12. Buyer immediately pays for the total cost of the product value injected into the vessel through MT103 TT wire transfer.
13. Seller Upon receipt of the payment, pays all intermediaries involve in the transaction.
14. Seller issues title change/transfer of product to buyer

TRANSACTION PROCEDURES FOR CIF DELIVERY

1. Buyer Company issues Irrevocable Corporate Purchase Order (ICPO) on its official company letterhead to the seller.
2. Seller Company issue Draft Contract / Sales & Purchase Agreement (SPA Open for amendments if any) both parties sign and seal the present contract and exchange the copies electronically.
3. Seller Company registers and legalizes contract officially with the appropriate authorities to facilitate booking of allocation and securing a legitimate approval for the Transfer of Ownership Title/Allocation to buyer's Company name at seller's expense.
4. Seller Company sends hard copy of the notarized and insured POP documents along with the legalized Contract to buyer Company.

The Partial POP documents to be send along with the legalized Contract include:

- Certificate of Origin.
- Company Registration Certificate.
- Statement of Product Availability.
- Product Quality Passport (Dip Test Analysis).
- Refinery Commitment to Produce / Supply.
- Refinery Legalized Draft Contract.
- Proforma Invoice.

5. On confirmation of the receipt of the partial POP, buyer must within seven (7) banking days issue the Bank Guarantee in the form of (DLC/MT700 or SBLC/MT760). Failure to issue the said bank guarantee within the stipulated days. Buyer issues a Performance security financial deposit of \$320,000.00USD (Three Hundred and Twenty Thousand United State Dollars). This is to enable the seller secure the service of the Vessel for the transportation of the product to buyer's destination port.

Note: Fee made by buyer will be deducted when making payment for the total cost of the product at the discharge port after a successful CIQ/SGS test at the discharge port.

6. Seller's bank sends through swift the original and full Proof of Product (POP) documents along with the 2% operative performance bond to the buyer's bank and the Standby Letter of Credit issued by the buyer's bank on to the seller's bank will become immediately operative.

The complete POP package shall include the following documents:

- Copy of the Charter Party Agreement for transportation of the product to the discharge port;
- Shipping Schedule Document;
- Product Analysis Report;
- Certificate of Origin;
- Bill of Lading;
- Tank Receipt;
- Vessel Q88 Form;
- SGS Report;
- Certificate of Product.

7. Both banks will confirm to seller and to buyer that the Standby Letter of Credit of credit and 2% PB has been accepted and the shipping commences as scheduled in the contract for the CIF delivery.
8. Payment will be made for the product by the buyer's Bank via T/T MT103 Wire Transfer to the seller's bank after the CIQ/SGSInspection at port of discharge and the delivery to the buyer's bank of all documents required by

the contract.

9. Seller releases the commission of the intermediaries immediately.