

## PROCEDURES [2512111434OL]

### [A]. FOB TRANSACTION PROCEDURE (DIRECT INJECTION INTO BUYER'S TANK)

#### FUJAIRAH PORT/ROTTERDAM PORT/HOUSTON/SINGAPORE PORT:

1. Buyer issues ICPO with Seller's procedure incorporated on it, Buyer's company details, banking details, passport copy with letter confirming readiness, willingness and capability to carry out the transaction, along with their Tank Storage Agreement ("TSA").
2. Seller receives Buyer's ICPO with Tank Storage Agreement TSA, Seller issues Commercial Invoice (CI) for the total product in Seller's leased tank.
3. Buyer signs and returns to Seller signed and sealed Commercial Invoice, and buyer request 2-days tank payment invoice from the Buyer's tank farm addressed to Seller and 3-days tank payment invoice addressed to Buyer's.
4. Upon Seller receipt and acceptance of the signed and sealed Commercial Invoice (CI), Seller pays 2-days to Buyer tank farm and Buyer pays 3-days to his tank farm for the Injection Process.
5. Upon Buyer's Tank Farm Company confirmed Seller 2-days payment and Buyer 3-days payment bringing it a total of 5-day TSR, (Note the 5-days TSR must be the Seller's Company Name).
6. Upon Seller receipt and acceptance of Buyer 3-days TSR, Seller issues the following POP documents:
  - A) Unconditional DTA.
  - B) SGS Report.
  - C) Injection Report Product Passport.
  - D) Tank Storage Receipt (TSR)
  - E) Authority to Sell and Collect.
  - F) NCNDA/IMFPA Agreement.
7. At Buyer's OPTION, Buyer orders his SGS inspection team to conduct Q&Q test with result consistent to the specification on the commercial invoice (CI) on the product in Seller's tank at Buyer's expense.
8. Upon buyer successful verification of POP documents in item#6 OR following the buyer successful completion of the Q&Q test in item#7, coupled with POP verification; 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 and Buyer makes 100% payment by MT 103 TT wire transfer for the total product injected.
10. Seller transfers the Title Ownership of the product to the Buyer's company name.
11. After successful Trial Lift/SPOT (First Lift), Seller issues SPA/Contract for 12 months with R&E to Buyer for processing.
12. Seller pays commission to all intermediaries involved in the transaction within 24 hours after confirmation of the buyer's payment for the initial lift and on all subsequent lifts.

**[B]. NON-NEGOTIABLE PROCEDURES TANK-TO-TANK FOB FUJAIRAH  
PORT/HOUSTON PORT/ RROTTERDAM PORT/SINGAPORE PORT:**

1. Buyer submits ICPO and TSA (Tank Storage Agreement) on receipt of Seller's Soft Corporate Offer.
2. Seller releases Commercial Invoice (CI), buyer sign and return back to seller along with IMFPA/NCND.
3. Seller issue DTA to be endorsed by buyer and buyer's tank farm.
4. Seller within Three days upon receipt of the endorsed DTA releases the following POP's:
  - A. Tank Storage Receipt (TSR) with full info including Terminal, Barcode & GPS
  - B. Injection report
  - C. Fresh SGS Report less than 24 hours
  - D. Unconditional DTA on buyer's name
  - E. Authorization to verify (ATV)
  - F. Authorization to Sell and Collect fund (ATSC)
  - G. Commitment to Supply. (CTS)
  - H. Product passport and analytical report (PP)
  - I. Certificate of origin (COO)
  - J. Attestation of allocation (AOA)
  - K. Legalized commercial invoice.
5. Buyer verifies and confirms POP as above & [Optional] Buyer orders SGS to conduct Dip Test of the product in the Seller tanks.
6. Upon successful Dip Test, Seller injects the fuel into the Buyer lease storage tanks and Seller submits the full injection reports to the Buyer.
7. Buyer pays total cost of the product via MT 103. And Seller transfers to the Buyer TITLE OF OWNERSHIP CERTIFICATE and all other export documents.
8. Seller pays all the intermediaries involved the transaction, and Seller and Buyer sign a one-year contract.

**[C]. FOB TRANSACTION PROCEDURE TANK TO TANK FOR FUJAIRAH  
PORT/ROTTERDAM/HOUSTON/SINGAPORE:**

1. Buyer Issues an ICPO Containing the Seller's Working Procedure and Banking Details Along with Buyer's Nominated TSA, Company Registration Certificate and Data Page of Buyer's Passport.
2. Seller Issues Commercial Invoice (C.I.), Buyer Signs and Returns Commercial Invoice Along with An Acceptance Letter.
3. Seller Issues A Copy of SGS Report to Buyer's Tank Farm Company Only to Verify SGS Report with A Confidentiality & Non-Circumvent Letter.
4. Upon Confirmation of SGS Report by Buyer's Tank Farm Company, Seller Request to Lease and Pay the Buyer's Tank For 2 Days, And Buyer Pays His Tank Farm Company For 3 Days After Tank Farm Company Confirmed the Payment from Seller and Buyer. A Total (5) Days Operational TSR Will Be issued on seller/Buyers Name for A Minimum of 5 Days to 7 Days Gals / Bbls/Mt
5. Seller Issues Following POP Documents to Buyer:
  - A) Q&Q Report.
  - B) Pre-Injection Report (From Refinery Reservoir to Leased Tanks).
  - C) Unconditional Dip Test Authorization Letter (DTA)
  - D) Authorization To Sell.
  - E) Fresh Update SGS Report.
  - F) Certificate Of Origin
  - G) Authorization To Verify Physically the Product in Seller's Tank (ATV).
6. Buyer And His Testing Teams Conduct a Dip Test on The Product Injection Commencing from Seller's Tank to Buyer's Tank.
7. Upon Completion of Injection, Seller Issues Full Injection Report Buyer and Buyer Makes 100% Payment Via Mt103 for The Total Value Product Injected into The Tanks.
8. Seller Pays All Intermediaries Involved in The Transaction and Subsequently Monthly Shipments Continue as Per Terms and Conditions of The Sales and Purchase Agreement Contract Between Buyer and Seller.
9. The Subsequent Delivery Shall Commence According to The Terms and Conditions of The Contract.

**[D]. FOB ROTTERDAM,FUJAIRAH AND JURONG SINGAPORE PORT DIP AND PAY PROCEDURE:**

1. Buyer issues ICPO in line with Seller working procedures alongside with a copy of passport data page and company registration certificate including TSA.

1. Seller issues Commercial Invoice (C.I.), Buyer signs within 48 hours and returns to Seller within its validity.

2. Upon receipt and review of the endorsed C.I., Seller provides the Buyer with the Dip Test Authorization (D.T.A) to be

completely signed by the three parties; Seller, buyer, and buyer's Tank Farm company in order for the Dip Test Inspection to be conducted in accordance to the countersigned Commercial Invoice.

4. Buyer returns the Dip Test Authorization (DTA) completely signed within its validity and upon successful review of the

completed signed DTA, Seller issues the below full POP documents:

A) Fresh SGS Report (Not older than 48 hours);

B) Product Reservoir Receipt.

C) Accreditation Certificate.

D) Product Passport (Quantity and Quality Analysis);

E) Authorization to Sell and Collect (ATSC);

F) Pre-Injection Report (PIR);

G) NCNDA/IMFPA (To be completed by all intermediaries involved)

H) Certificate of Product Origin.

I) Authority to Verify physically the product in Seller's Tank (ATV) against the signed Commercial Invoice and Dip Test Authorization.

J) Commitment to supply

K) Guarantee letter to supply.

5. Upon receipt and confirmation of the above POP documents, Buyer provide their TSR and Buyer provides the Seller

with its Testing official (either SGS, INTERTEK or similar international laboratory) and carry out on the Quality and

Quantity Dip Test Inspection of the product in Seller's Tanks on Buyer's expense.

6. Upon successful Dip Test Inspection, injection commences into buyer's storage reservation with the total quantity

as per the signed commercial invoice and buyer's makes full payment by MT103/ TT Wire Transfer for the total product and seller transfer Title of Ownership to the buyer.

7. Upon seller's confirmation of payment, buyer and seller pay commission to all their respective intermediaries involved in the transaction within 48 hours.

8. Seller issues a contract for Buyer's desired quantity and duration upon successful completion of the trial order; the

subsequent deliveries shall commence according.

**[E]. FOB TRANSACTION PROCEDURE TANK TO VESSEL (TTV) PROCEDURE☒FUJAIRAH PORT/ROTTERDAM PORT/HOUSTON PORT/SINGAPORE PORT:**

1. Buyer issue ICPO containing the seller's working procedure with banking details and scanned copy of buyer's passport along with CPA Document.
2. Seller issues commercial invoice of the product in tanks at the port for Buyer and buyer's sign and return commercial invoice to seller, along with ATV for the CPA.
3. Seller sends to the Buyer Tank-to-Vessel-Injection-Agreement (TTVIA) to be endorsed by both Seller and Buyer's Logistics Companies.
4. Upon the returned of the endorsed TTVIA, Seller releases to the Buyer the following PPOP documents:
  - A) (ATV) with access code and hub number in order to verify the product
  - B) GPS Coordinate-Tank Storage Receipt (TSR)
  - C) Injection Report
  - D) Unconditional Dip test authorization letter (DTA)
  - E) Authorization to sell.
  - F) Fresh SGS Report in Seller Tank.
5. [Optional] At Buyer expenses the Buyer conducts a DIP TEST and gets an SGS report.
6. Upon satisfactory result of the dip test, Seller's storage Company issues to the Buyer the Notice of Readiness (NOR) to inject the product.
7. Buyer provides Q88 and ATI from his Logistic Company and also makes available the Vessel for the injection process to commence as scheduled.
8. Upon successful Dip Test in the seller's tanks or acceptance of the SGS provided by the seller, product will immediately be injected into Buyer's tanks.
9. The buyer pays via MT103/TT against Title Transfer Ownership on Bank to Bank, within 48 Hrs. Seller pay to all intermediaries.

## **[F]. TTO / VTO STANDARD TRANSACTION PROCEDURES:**

1. Buyer issues Irrevocable Corporate Purchase Order (ICPO) with Guarantee Letter to take over Title of the product.
2. Seller issue draft (MOU) agreement to Buyer counter-sign and return ack to seller.
3. Upon Seller receipt of sign MOU-contract from the buyer, Seller Legalizes the agreement with the ministry of energy
4. Seller sends to Buyer the following documents for Buyer's Confirmation.
  - A) Seller Registration Certificate
  - B) Bill Of Lading-(in the name of Buyer as Consignee.)
  - C) Certificate of origin of the product.
  - D) Product Passport-Dip-Test Report.
  - E) Performa Invoice.
  - F) 10 % Payment deposit Invoice.
  - G) Cargo Manifest.
  - H) Cargo Ullage Report.
  - I) Q88
5. Buyer confirms the goods documents and makes 10% down deposit which stands as an Allocation Security & Guarantee payment to the seller nominated bank by T/T Wire Transfer within 3 banking days, which shall Be deducted from the total payment value of the takeover product.
6. Seller releases a fresh dated Dip-Test Authorization-DTA to Buyer to order SGS inspection or Equivalent inspection team for Q&Q inspection upon goods/cargo arrival at the discharge port.
7. Upon the successful completion of dip-test inspection, buyer make the balance 90% payment by MT103 wire transfer for the total goods value, Seller transfers Title of ownership Certificate to buyer's name as the Legitimate owner of the goods and commence trans-loading.
8. Trans-loading commences immediately.
9. Seller will release payments to the intermediaries involved within 48 hours of receiving the Payment for the product from the Buyer's bank

**[G]. CIF ASWP APPROVED STANDARD BANKING WORKING PROCEDURES TO ANY BUYER SAFE PORT:**

1. Buyer issues an official ICPO with full buyer banking details & buyer company Registration Certificate. 2. Seller issues Sales Contract Agreement for Buyer to sign and return to Seller within three (3) working days. 3. Seller submits the signed Contract Agreement to relevant Authority for official Registration, Legalization and final approval at Seller's expense. Seller sends final Registered and Legalized Contract with the listed partial POP documents as below directly to buyer secured E-mail. A) Registered and Legalized Final Contract B) Statement of Availability of product C) Commitment of Assurance Letter to Supply D) Refinery Certificate of business Registration/Incorporation 4. Seller appoints and both Buyer and Seller sign the Charter Party Agreement (CPA) and jointly pay the freight charges to the shipping company that will be responsible for the transportation of the products to Buyer's nominated discharge Port. Seller makes arrangements for the chartered freight with a renowned shipping company for the transportation of the product to buyer's designated discharge port, both Seller and Buyer sign the Charter Party Agreement (CPA) together with the shipping company (A three-party CPA) this is applicable only for 1st Month shipment. (Seller & Buyer jointly pays CPA cost 50/50 via T/T wire transfer directly to the shipping company. The fee would be refunded or deducted when Buyer is paying for the total product cost. 5. Buyer's Bank SWIFT SBLC MT760 OR DLC MT700 to Seller's nominated Bank account for first month shipment within ten (10) working days, (whereas Buyer fails to issue SWIFT SBLC MT760 OR DLC MT700 within Ten (10) banking days, Buyer must pay for the Allocation Security Guarantee Deposit via TT wire Transfer to Seller's nominated Bank account co-ordinate for the first trial shipment which will be deducted from the total cost of the product. 6. Seller's Bank immediately issues to Buyer's Bank via Swift the 2%PB along with full set of proof of product (POP) documents as listed below. A) Certificate of Origin B) Refinery License to Export C) Product Passport (Analysis Result) D) Tank Storage Receipt (TSR) E) Bill of Lading F) Vessel's Q88 G) SGS Quality & Quantity analytical H) ACT of Transfer in Buyers name I) Authorization to Board (ATB) 7. Shipping commences immediately as schedule in the Contract. 8. Buyer pays for the total product value via TT/MT103 to seller nominated bank at sight of the goods after SGS/CIQ inspection at discharge port.

**[H]. CIF ASWP APPROVED STANDARD BANKING WORKING PROCEDURES TO ANY BUYER SAFE PORT**

1. Buyer issues ICPO must be with buyer company letterhead. 2. Seller issues Draft Contract (open for any amendments) to Buyer. Buyer signs, seals and returns the Draft Contract to Seller for final endorsement. Seller gives Partial Proof of Products. A. Seller Irrevocable Commitment to Supply. B. Statement of availability of product. C. Certificate of origin. D. Commercial invoice for the first value shipment. E. Product Passport. 3. Within 5 banking days, Buyer's bank sends Irrevocable Operative SBLC via MT760 according to seller's fiduciary bank verbiage to seller nominated fiduciary offshore bank account for first month shipment, should buyer fail to issue payment instrument within 5 banking days, buyer will make cash deposit of \$350,000 USD by TT wire transfer for security guarantee to enable seller charter vessel and commence shipment, and this payment will be deducted from the total cost of product after inspection at discharge port, or legal action will be taken against buyer for default. 4. Seller's Bank Issues Full POP Documents to the Buyer's Bank alongside with 2% Performance Bond (PB2%). A) Copy of license to export B) Copy of Approval to Export C) Copy of statement of availability of the product. D) Copy of the refinery commitment to produce the product E) Copy of contract to transport the product to the loading port. F) Copy of the port storage agreement. G) Copy of the charter party agreement to transport the product to discharge port. H) Copy of Vessel Questionnaire 88. I) Copy of Bill of Lading. J) SGS Report at loading port. K) Dip test Authorization (DTA) & ATB L) NOR /ETA. M) Certificate of Ownership Transfer. N) Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy. 5. Shipment commences as per signed contract delivery schedule and the shipment should arrive at Buyer's discharge port within 5-24 days. The SGS inspection will be borne by the Seller at the loading seaport and Buyer at the unloading seaport. 6. Buyer releases payment to Seller by TT/MT103 upon receipt of the shipping documents and confirmation of the Q&Q by SGS/CIQ at destination port. 7. Seller pays commission to seller side and buyer side as structured in the NCNDA/IMFPA and contract commences.

## [I]. COST, INSURANCE, FREIGHT (CIF) PROCEDURES:

1. Buyer issues an Irrevocable Corporate Purchase Order (ICPO) upon receipt of a Soft Corporate offer.
2. Seller issues a Draft Sales and Purchase Agreement to the buyer.
3. Buyer reviews the agreement, signs it, and returns the signed contract to the seller.
4. Seller reviews the signed contract, acknowledges it, and proceeds to legalize it through the Ministry of Energy. The cost of legalization is borne by the seller.
5. Seller send the Partial POP Documents to the buyer/mandate as listed below:
  - A) Certificate of Origin,
  - B) Commitment to Supply,
  - C) Product Passport,
  - D) Statement of Availability of the product,
6. Upon receiving the Partial PPOP, the buyer's Bank must send Irrevocable Operative SBLC MT760 or BG MT760, USD or RMB within 7 working days to the seller's nominated bank account.
7. If the buyer fails to issue the SBLC MT760 or BG MT760, within the given period of 7 working days, an alternative option is for the buyer to make a guaranteed deposit \$260,000.00 USD or ¥1,900,000.00 RMB of the total value of the contract to the seller as performance to secure the allocation. This deposit will be deducted from the first shipment. Within 24 hours of instrument confirmation, the seller will transfer the allocation title ownership, obtain the cargo export permit, the seller signs the Chartered Party Agreement(CPA) and releases the full PPOP documents along with a 2% Performance Bond (PB) to the buyer's bank. The released PPOP documents include:
  - A) Allocation Title Ownership Certificate,
  - B) Kazmormortransflot or another non sanctioned Contract to transport the product to the loading port,Port storage agreement,
  - C) Charter party Agreement to transport the product to the discharge port,Tank Storage Receipt,
  - D) SGS Quality and Quantity Certificate,Bill of Landing,
  - E) Vessel Questionnaire 88.
8. NCNDA /IMFPA shall be issued for all Buyer/Seller Intermediaries to complete for further processing by the Seller.
9. Shipment shall commence and upon arrival of the vessel tanker at the final discharge port, the buyer shall conduct the SGS/CIQ Inspection and make the balance payment for the full shipment via TT Wire or MT103 TT (Wire Transfer).
10. The seller pays all buyer and seller intermediaries the full commission amount as stated in the NCNDA/IMFPA agreement.

**[K]. FOB TRANSACTION PROCEDURE – TANK-TO-TANK OR TANK-TO-VESSEL EXTENSION:**

1. Buyer issues ICPO to Seller or Seller mandate.
2. Seller issues Commercial Invoice (CI) for the available quantity in the seller storage tank.
3. Buyer signs and returns the Commercial Invoice to seller.
4. Seller provides buyer with the below listed PPOP:
  - A. Commitment to Supply. (CTS).
  - B. Product Passport (Product Analysis Report).
  - C. Statement of Product Availability.
  - D. Authorization to Sell and Collect (ATSC).
  - E. Authorization to Verify (ATV) via email or call.
5. Buyer request invoice from Seller tank storage company for Tank Extension & CAEP (Clearance Access Entrance Permit). Seller Tank storage company will issue invoice for the number of days tank extension minimum of three (3) days.
6. Buyer pays directly to the Seller tank storage company for tank extension within 3 days to avoid any demurrage occur in the transaction.
7. Tank storage company issues updated TSR. Seller issue UDTA & SGS report - 48 hours old.
8. Buyer conduct dip test [OPTIONAL]. (NCNDA/IMFPA) will be signed by buyer and seller within 48 hours after successful Dip Test in seller tanks OR Validation of Procedure, item#7 SGS Report.
9. Buyer shares either tank farm details OR Vessel details.
10. Injection of the product by seller into buyer tanks OR buyer nominated Vessel (NOTE: Seller pays for injection fees to buyer tank or nominated vessel). Buyer makes payment for total cost of product into Seller account via MT103, and Seller transfer Title Ownership to buyer with all exportation documents required of buyer for the transaction.
11. Upon conclusion of first lift transaction, seller pays all intermediaries involved in the transaction and proceeds with the signing of contract with buyer.