



APPENDIX

STANDARD TRANSACTION PROCEDURES

1. FOB TANK-TO-TANK TRANSACTION PROCEDURE

Origin: Fujairah & Rotterdam

1. Buyer's Initial Documentation

The Buyer issues an Irrevocable Corporate Purchase Order (ICPO), duly endorsed by the Buyer's bank, together with the Customer Information Sheet (CIS), Tank Storage Agreement (TSA) and/or Capacity Purchase Agreement (CPA), and any other required Know-Your-Customer (KYC) documentation.

2. Seller's Contract Documents

Upon acceptance of the Buyer's offer, the Seller issues the Sales and Purchase Agreement (SPA) together with the Commercial Invoice (CI) for the Buyer's review and execution.

3. Contract Execution

The Buyer signs, seals (where applicable), and returns the executed SPA and Commercial Invoice to the Seller within the agreed timeframe.

4. Proof of Product

Upon receipt of the executed documents, the Seller instructs its bank to transmit the Proof of Product (POP) directly to the Buyer's bank through secure bank-to-bank communication.

5. Buyer's Bank Due Diligence

Within three (3) banking days of receiving the POP, the Buyer's bank shall complete its verification and due diligence process and issue Proof of Funds or Proof of Solvency, including but not limited to an MT799 or other mutually acceptable banking instrument, directly to the Seller's bank.

6. Delivery Authorization

Following satisfactory confirmation of the Buyer's financial capability, the Seller issues the Unconditional Delivery and Takeover Agreement (UDTA) together with the Authorization to Verify (ATV), enabling the Buyer to coordinate inspection and product verification at the designated storage facility.

7. Inspection

The Buyer conducts a Dip Test and quantity verification at the storage tank in accordance with the agreed inspection procedures.

8. Payment

Upon successful completion of the Dip Test, the Buyer remits payment for the cargo by MT103 wire transfer in accordance with the SPA.

9. Transfer of Title

Upon confirmation of receipt of funds, the Seller transfers legal title and ownership of the product to the Buyer and issues all documents necessary for the transfer.

10. Cargo Lifting

The Buyer assumes custody of the product and proceeds with lifting or collecting the cargo from the designated storage facility.

11. Commission Settlement

All commissions and intermediary fees shall be settled by the Seller in accordance with the agreed Commission Agreement and Distribution Schedule.

2. CIF TRANSACTION TANK -TO-PORT PROCEDURE

Port: Any International Port

1. The Buyer submits an Irrevocable Corporate Purchase Order (ICPO), duly endorsed by its bank, together with the Tank Storage Agreement (TSA), nomination of the receiving port, appointment of a Supercargo, and all required compliance documentation.
2. The Seller issues the Sales and Purchase Agreement (SPA) together with the Commercial Invoice (CI).
3. The Buyer executes and returns the SPA and Commercial Invoice to the Seller.
4. The Seller's bank transmits a Partial Proof of Product (POP) directly to the Buyer's bank for verification.
5. Within the period specified in the SPA, the Buyer's bank issues a Documentary Letter of Credit (DLC), Bank Guarantee (BG), or Standby Letter of Credit (SBLC), issued by a Tier-1 international bank or confirmed by one of the world's Top 25 banks, in favour of the Seller as evidence of financial capability.
6. Upon receipt and acceptance of the financial instrument, the Seller arranges shipment and loads the cargo aboard the nominated vessel destined for the Buyer's discharge port.
7. Following loading, the Seller issues the complete shipping documentation, including:
 - Bill of Lading (B/L);
 - Commercial Invoice;
 - Insurance Certificate;
 - Certificate of Origin (CoO);
 - Certificate of Quantity (CoQ);
 - Certificate of Quality (CoQ);
 - Packing and shipping documents, where applicable.
8. Original shipping documents are transmitted to the Buyer through secure banking channels or internationally recognized courier services, as agreed.
9. The Seller authorizes the Buyer's nominated Supercargo and independent inspection personnel to monitor the cargo and verify its quality throughout the voyage where permitted.
10. The Buyer makes payment by MT103, either in full or in accordance with the payment schedule stipulated in the SPA.

11. Legal title to the cargo transfers to the Buyer in accordance with the provisions of the SPA upon satisfaction of the agreed payment conditions and the corresponding transfer of shipping documents.
12. Intermediary commissions shall be settled by the Seller in accordance with the agreed Commission Agreement.

Reference Procedure

3. CIF TRANSACTION ESCROW PROCEDURE

Transaction: Escrow Payment Structure

1. The Buyer and Seller execute a Sales and Purchase Agreement (SPA) on CIF terms.
2. The Buyer establishes a bank-administered Escrow Account with a mutually acceptable financial institution.
3. The Buyer deposits thirty percent (30%) of the total CIF contract value into the Escrow Account.
4. The Escrow Bank issues an Escrow Confirmation Letter confirming receipt of the deposit and the availability of funds.
5. Upon receipt of the escrow confirmation, the Seller arranges vessel nomination, marine insurance, loading, and shipment from the designated loading terminal.
6. An independent inspection agency, such as SGS, Intertek, or an equivalent internationally recognized inspection company, conducts quantity and quality inspection at the loading port.
7. Upon completion of loading, the Seller provides:
 - Bill of Lading (B/L);
 - Commercial Invoice;
 - Certificate of Quality;
 - Certificate of Quantity;
 - Certificate of Origin;
 - Insurance Certificate; and
 - Any additional shipping documents required under the SPA.
8. Upon issuance of the Bill of Lading, the Buyer deposits the remaining seventy percent (70%) of the contract value into the Escrow Account.
9. The cargo proceeds to the Buyer's nominated discharge port.
10. Upon arrival, an independent inspection is conducted to confirm the quantity and quality of the cargo.
11. Following successful inspection and confirmation that the cargo conforms to the contractual specifications, the Escrow Bank releases the full purchase price to the Seller.

12. The cargo is discharged to the Buyer, and ownership is deemed fully transferred in accordance with the SPA. Any commissions payable to intermediaries shall be settled in accordance with the applicable Commission Agreement.

Reference Procedure