



TA - FORM

Company Name: _____

Trade Reference No.: _____ Date: _____

Commodity: _____ Quantity (MT): _____

Buyer: _____

Seller/Supplier: _____

Payment Method: ☐ LC ☐ SBLC ☐ TT ☐ Cash Deposit ☐ Others

Incoterm: _____

Shipment Port: _____

Destination Port: _____

SECTION 1: TRADING DESK APPROVAL

Item	Description
Trade Initiated by	
Trade terms reviewed	☐ Yes ☐ No
Market price verified	☐ Yes ☐ No

Remarks: _____

Signature / Stamp (Trade Manager)_____
Date

SECTION 2: CONTRACTS & LEGAL APPROVAL

Item	Description
SPA/Contract reviewed	☐ Yes ☐ No
Terms & conditions compliant	☐ Yes ☐ No
Legal risks cleared	☐ Yes ☐ No

Remarks: _____

Signature / Stamp (Contracts/Legal Manager)

Date _____

SECTION 3: FINANCE & TREASURY APPROVAL

Item	Description
Payment instrument verified	☐ Yes ☐ No
Buyer financials cleared	☐ Yes ☐ No
Internal fund allocation ready	☐ Yes ☐ No

Remarks: _____

Signature / Stamp (Contracts/Legal Manager)

Date _____

SECTION 4: OPERATIONS & LOGISTICS APPROVAL

Item	Description
Product availability confirmed	☐ Yes ☐ No
Shipment plan ready	☐ Yes ☐ No
Inspection/SGS scheduled	☐ Yes ☐ No

Remarks: _____

Signature / Stamp (Operations Department)

Date

SECTION 5: COMPLIANCE & RISK APPROVAL

Item	Description
KYC/AML check completed	☐ Yes ☐ No
Counterparty verified	☐ Yes ☐ No
Trade risk assessment done	☐ Low ☐ Medium ☐ High

Remarks: _____

Signature / Stamp (Compliance Officer)

Date _____

SECTION 6: EXECUTIVE / MANAGEMENT APPROVAL

Item	Description
Trade aligns with company policy	☐ Yes ☐ No
Overall risk acceptable	☐ Yes ☐ No
Final approval to proceed	☐ Approved ☐ Declined

Remarks: _____

Signature / Stamp (CEO/Managing Director)

Date

FINAL RECORD

Total Value (USD): _____

Trade Category: ☐ Spot ☐ Contract ☐ Futures

Reference Documents Attached: ☐ LOI ☐ ICPO ☐ KYC ☐ SPA ☐ LC/SBLC ☐ SGS Report ☐ BOL

Final Authorization Date: _____

File No.: _____

INTERNATIONAL TRADE POLICY, COMPLIANCE & DISCLAIMER

Corporate Purpose and Scope of Service

Transnova Group Inc. operates as an independent international trade and investment facilitation agency.

Our mandate is to bridge verified global buyers, sellers, suppliers, financiers, and logistics service providers, ensuring efficiency, transparency, and compliance in cross-border commodity transactions.

We do not act as a buyer, seller, or intermediary in possession of goods, nor do we directly independently finance or warehouse commodities.

Our services are confined to:

Facilitating introductions and coordinating documentation between verified trade partners;

Supporting parties in compliance verification, documentation, and regulatory guidance;

Advising on international trade procedures under ICC-recognized standards such as Incoterms® 2020, UCP 600 (Uniform Customs and Practice for Documentary Credits), and URC 522 (Uniform Rules for Collections).

Transnova Group Inc. does not participate in price negotiation, payment handling, or product guarantee beyond administrative coordination unless expressly agreed in writing.

Risk Allocation and Party Responsibility

Transnova Group Inc. performs initial KYC (Know Your Customer) and due diligence on all counterparties it introduces in accordance with FATF Recommendation 10 and EU Directive (EU) 2015/849 on Anti-Money Laundering (AML).

However, the final responsibility for verifying counterparties, assessing commercial viability, and ensuring contract performance lies solely with the buyer and seller.

All parties are advised and required to:

Conduct their own due diligence, reference checks, and site verification before remitting funds or entering legally binding contracts;

Engage independent legal, banking, and inspection experts;

Confirm all trade documentation complies with ICC Rules (UCP 600) and Incoterms® 2020 for clarity of delivery, title transfer, and payment terms.

Transnova Group Inc. shall not be liable for:

Non-performance, late delivery, or quality/quantity discrepancies between counterparties;

Losses or damages arising from fraudulent misrepresentation by third parties;

Errors in documentation or shipment arising outside Transnova's administrative control.

The facilitation of a transaction does not constitute a guarantee, warranty, or assumption of risk by Transnova Group Inc.

Compliance, Ethics, and International Standards

Transnova Group Inc. is committed to full adherence with:

ICC Rules on Model Contracts for the Sale of Goods (2013 Edition);

ICC Incoterms® 2020, which govern delivery terms, risk transfer, and obligations of buyers and sellers;

UCP 600 (Uniform Customs and Practice for Documentary Credits, ICC Publication No. 600), which regulates documentary credits and letters of credit;

URC 522 (Uniform Rules for Collections), applicable to documentary collection procedures;

FATF 40 Recommendations and OECD Due Diligence Guidance for Responsible Business Conduct, ensuring AML/CTF integrity in trade.

Transnova Group Inc. enforces internal Anti-Bribery and Anti-Corruption policies consistent with the UK Bribery Act (2010) and the Canadian Corruption of Foreign Public Officials Act (CFPOA).

All transactions facilitated by Transnova Group are subject to sanctions screening under the OFAC, UN, and EU sanctions regimes.

Documentation Integrity and Verification

All documents bearing the Transnova Group Inc. logo, reference numbers, or signatures are for facilitation purposes only and serve to support trade coordination.

Such documents shall not be construed as legally binding guarantees, credit instruments, or performance assurances.

Transnova Group Inc. may, at its discretion, request verification of authenticity for all trade documents (LOI, ICPO, FCO, SPA, B/L, SGS Certificates, etc.) before onward submission.

Parties should independently confirm:

Banking details on all financial documents directly with the named institutions;

The authenticity of inspection certificates, SGS reports, and shipping documents through recognized verification channels;

The compliance of letters of credit or bank guarantees with ICC UCP 600 standards.

Confidentiality and Data Protection

Transnova Group Inc. treats all trade information with strict confidentiality in accordance with:

OECD Privacy Guidelines;

PIPEDA (Personal Information Protection and Electronic Documents Act, Canada); and

GDPR (General Data Protection Regulation, EU) where applicable.

Data provided to Transnova Group is used exclusively for compliance and facilitation purposes.

We do not disclose or resell client data to third parties except where required by law or authorized by the client in writing.

Jurisdiction and Dispute Resolution

All facilitation activities and documentation prepared by Transnova Group Inc. are governed by the laws of Ontario, Canada.

In case of any dispute, parties shall first seek amicable settlement through negotiation and mediation. Where mediation fails, disputes may be referred to arbitration under ICC Rules of Arbitration (2021 Edition), seated in Toronto, Canada, and conducted in the English language.

Disclaimers

Transnova Group Inc. does not hold, ship, insure, or directly finance commodities on behalf of any party.

Transnova Group Inc. is not responsible for third-party representations, product availability, or creditworthiness.

No communication or documentation from Transnova Group Inc. shall be interpreted as an offer, acceptance, guarantee, or financial undertaking.

Parties should verify all details directly with the contracting entities before concluding any agreement or transferring funds.

NOTICE TO ALL RECIPIENTS

Receipt or possession of this document or any communication from Transnova Group Inc. does not constitute or imply a contract, partnership, or agency relationship.

All transactions facilitated by Transnova Group Inc. are conducted on a non-recourse, non-liability basis, and each party is expected to undertake its own independent due diligence and professional risk assessment prior to engagement.

Further Information and Reporting

For complete details of Transnova Group Inc.'s compliance framework, risk management policies, and trade ethics charter, please visit:

website: www.transnovagroup.com/compliance

Email: compliance@transnovagroup.com

Reports of suspected fraud, false representation, or document misuse involving Transnova Group's name or references may be submitted confidentially to the Compliance & Legal Affairs Department through the above channels.