



CIF PROCEDURE

- 1) BUYER ISSUES **LETTER OF INTENT**, AND SELLER ISSUES **FULL CORPORATE OFFER** FOR COUNTER ENDORSEMENT.
- 2) BUYER ISSUES **IRREVOCABLE CORPORATE PURCHASE ORDER** ALONG WITH:
 - a) **DETAILS OF BUYER'S CORPORATE BANK.**
 - b) **DETAILS OF BUYER'S L/C ISSUING BANK.**
 - c) **COPY OF BUYER'S PASSPORT.**
 - d) **COPY OF BUYER'S COMPANY REGISTRATION.**
- 3) SELLER ISSUE **DRAFT SALES AND PURCHASE AGREEMENT**; FOR MUTUAL REVIEW AND ENDORSEMENT WITHIN THREE WORKING DAYS.
- 4) WITHIN FIVE BANKING DAYS; BUYER ISSUES **SBLC MT760 FOR 366 DAYS** AS PER SELLER'S VERBIAGE AND COPY OF **STORAGE AGREEMENT** AT RECEIVING PORT FACILITY.
- 5) SELLER ISSUES 2% PERFORMANCE BOND ALONG WITH POP DOCUMENTS AND SELLER SECURES LOGISTICS AND LOADS CARGO WITHIN MAX 20 WORKING DAYS (ONLY FOR FIRST SHIPMENT) FROM DATE OF CONFIRMING SBLC AND ISSUES FOLLOWING POP DOCUMENTS:
 - a) **CERTIFICATE OF ORIGIN**
 - b) **BILL OF LADING - CLEAN ON BOARD.**
 - c) **QUANTITY & QUALITY CERTIFICATE ISSUED BY SGS AT PORT OF ROTTERDAM.**
 - d) **Q88 VESSEL QUESTIONNAIRE + ETA.**
 - e) **COMMERCIAL INVOICE AS PER LOADED CARGO.**
- 6) BUYER PROVIDES THE DETAILS OF ITS SHIPPING AGENT AT PORT OF DESTINATION AND TERMINAL/STORAGE DETAILS TO RECEIVE SHIPMENT.
- 7) UPON ARRIVAL OF VESSEL AT BUYER'S PORT; BUYER PROCEEDS **SGS / CIQ Q&Q** INSPECTION AND DISCHARGE IN BUYER'S STORAGE TANKS.
- 8) BUYER EFFECTS PAYMENT VIA MT103/TT TO THE DESIGNATED BANK OF THE SELLER WITHIN 24 HOURS UPON Q&Q.
- 9) SUBSEQUENT SHIPMENTS COMMENCE AS PER 12 MONTHS' SHIPPING SCHEDULE.

Proof of Past Performance:

For legal and confidential purposes, we do not provide historical data from other buyers, such as invoices for past shipments, Bills of Lading, invoices from shippers, reports from SGS, laboratory tests, Performance Bonds, Proof of Product (POP), contracts, etc., or any sample document that violates the rules of the ICC (International Chamber of Commerce) and can be plagiarized or falsified.





TTO PROCEDURE

1. Buyer issues an official Irrevocable Corporate Purchase Order (ICPO), company registration, Valid Passport Copy inserting seller's terms and procedures.
2. Seller issues Memorandum of Understanding (MOU), TITLE TANKERTAKE OVER and Commercial Invoice for the product quantity on board vessel.
3. Seller issues the POP documents as listed below:
 - i. Declaration of product ownership
 - ii. Analysis Test Report
 - iii. Certificate of Origin
 - iv. Bill of Lading
 - v. Ullage Report
 - vi. Vessel Notice
 - vii. Cargo Manifest
 - viii. Vessel Q88
 - ix. Company Registration Certificate
 - x. Invoice for the payment of 10% deposit into the seller's account
4. Upon receipt confirmation of the above documents by the buyer, buyer's shipping agent contacts vessel master to verify POP documents/vessel position.
5. Buyer makes 10%-part payment of the total product value within 24 hours via TT/MT103 to seller's bank account in the seller's nominated bank as transaction guarantee, according to the MOU signed by all parties. Intermediaries sign and endorse NCNDA/IMFPA.
6. Upon receipt confirmation of the above payment, seller issues Approval to export certificate, Export license certificate, 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 to the buyer's discharge port.
7. Upon arrival of the vessel at buyer's discharge Port, buyer pays the remaining total product value after successful CIQ/SGS or equivalent inspection via T/T-MT103 and title of product ownership transferred to buyer.
8. Seller pays commission to Agencies, Broker and intermediary as per signed NCNDA.

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