

## Standard CIF Procedures

1. Upon acceptance of the terms of the SCO/FCO, **Buyer**, within four (04) working days, sends to **Seller** the ICPO with **SELLER** Procedures (including exact product specifications), along with the **RWA** (as POF), Tank Storage Agreement (**TSA**), Company Registration, **Buyer's CIS**, and copy of passport of the signatory person.  
It must issue along with this documents, the Verbiages of MT799/MT760 or MT799/MT700 – Irrevocable, Transferable, Assignable, Operative and Confirmed (including all banking details, stating the exact **TOP 25/50 bank** issuing the Financial Instrument).
2. **Seller** issues Sales and Purchase Agreement (SPA) open for amendment. **Buyer** reviews, amends (if necessary), signs and stamps the SPA, then return the SPA in WORD FORMAT to **Seller** within 3 working days. **Seller** sends the final notarized SPA to the **Buyer** in PDF format. **Buyer** confirms the final SPA and issues letter of acceptance of the final SPA.
3. **Seller** issues to the **Buyer** via email the following PPOP documents:
  - a. Statement of product availability.
  - b. Export License.
  - c. Certificate of Origin.
  - d. Company Certificate of Incorporation.
4. **Buyer's** bank within 5 working days' issues DLC MT700 or SBLC from ANY TOP 25/50 BANKS in the world for first shipment's value to **Seller's** financial bank to enable **Seller** to commence loading of product with the shipping company.  
**Seller** is to finalize loading within six to ten working days.  
  
**NOTE 1:** If **Buyer** fails to issue DLC MT700 within the given 5 working days, as an alternative, **Buyer** pays 15% value of the product to the **Seller** via MT103.  
**Seller** proceeds with the shipment of the product without any delay, the alternate payment will be deducted from the total value of the product when final payment is made by the **Buyer** after discharge at the port of destination.  
  
**NOTE 2:** The 5 days starts immediately the **Buyer** issues out the final and notarized contract.
5. Upon receiving the **Buyer's** bank financial instrument, **Seller** lodges and activates 2% Performance Bond/Guarantee (**PB**) in favor of the **Buyer** WITHIN 48 Hours.  
If **Seller** fails to supply the cargo/shipment of the product to the **Buyer**, this 2% Performance Bond will be paid to the **Buyer**.
6. Upon **Seller's** bank successful exchange of instrument method with **Buyer's** bank, **Seller** loads product within six to ten international working days and **Seller's** bank sends full pop documents to **Buyer's** bank via bank to bank swift and a copy via email to **Buyer** and representative:
  - a. Copy of Charter Party Agreement(s) to transport the product to Discharge port.
  - b. Company Taxpayer's Certificate.
  - c. Fresh SGS Report.
  - d. Tank Receipt Copy of Vessel Questionnaire 88.
  - e. The Customs formalities, and test report to **Buyer's** bank.
  - f. Product allocation certificate.
  - g. Copy of Bill of lading. Certificate of Non-Wooden Product.
  - h. Copy of Commercial Invoice.

- i. Notice of Readiness.
  - j. Copy of the port Storage Agreement.
  - k. Product quantity and quality Certificate.
7. Shipment commences as scheduled in the contract and upon arrival of the cargo at the discharge port, **Buyer's** inspection team carries out CIQ, SGS or equivalent inspection to ascertain quality and quantity.
  8. **Seller** send hard copy of all registered documents through courier service and signs NCNDA/IMFPA between all intermediaries involved with the notarized copy sent to **Buyer's** bank.
  9. Upon Vessel's arrival and finalization of SGS at destination port, **Buyer** releases payment via swift fund transfer within 3 to 5 banking days to **Seller** for total shipment value **before** discharge of product at destination port and receipt of the entire relevant shipping documents.
  10. **Seller** within 48hours pays the Intermediaries involved according to the signed and notarized NCNDA/IMFPA.

## CIF Product

REFINERY 1		
CIF PRODUCTS LIST	UNIT OF MEASURE	MINIMUM
Prilled Urea	MT	25,000
Granular Urea	MT	25,000
DI-Ammonium Phosphate (DAP)	MT	25,000
NPK	MT	25,000
Mazut M100 Gost 10585-99	MT	100,000
Mazut M100 Gost 1058575	MT	100,000
Diesel D2 Gasoil Gost 305-2013	MT	50,000
Diesel Euro 4	MT	50,000
Diesel Fuel EN590 Euro 5 (ULSD 10PPM)	MT	50,000
Diesel Fuel EN590 Euro 6 (ULSD 10PPM)	MT	50,000
Diesel 2 Automotive Gas Oil (AGO)	MT	50,000
Marine Fuel/ Gas Oil (MGO) 500ppm	MT	50,000
Diesel D6 Virgin Low Pour Fuel Oil	GLN	25,000,000
Aviation Kerosene Colonial Grade 54 (JET FUEL JP54)	BBL	500,000
Aviation Turbine Fuel (JET A-1) 91/91	BBL	500,000
Export Blend Crude Oil Gost 51858-2002	BBL	1,000,000
Export Blend Crude Oil Gost 9965-76	BBL	500,000
Easter Siberian Pacific Ocean (ESPO) Crude Oil	BBL	500,000
Liquidified Petroleum Gas (LPG) Butane 50/Propane 50	MT	50,000
Liquidified Natural Gas (LNG)	MT	50,000
Light Cycle Oil (LCO)	MT	50,000
Bitumen 60/70	MT	100,000
Bitumen 70/80	MT	100,000
Gasoline DTN EN590	MT	100,000
Gasoline 90 octane	MT	25,000
Gasoline 91 Octane	MT	50,000
Gasoline 95 Octane	MT	25,000
Petrol 98	MT	25,000
CST 180	MT	25,000
Recycle oil	MT	100,000
Base oil	MT	100,000
Petroleum Coke	MT	20,000