

## APPROVED TRANSACTION PROCEDURE FOR CIF A: (1- 4)

1. Buyer issues ICPO with a company registration certificate and representative valid identification document.
2. Seller issues Draft Sales and Purchase Agreement (SPA) open for amendments.
3. Upon Buyer and Seller signing the contract for final endorsement, Seller sends legalized contract and the below PPOP document to Buyer.
  - a. Legalized contract
  - b. Certificate of Origin.
  - c. Commitment to Supply.
  - d. Product Passport
  - e. Statement of Availability of the product.
  - f. Company Certificate.
  - g. Invoice for guarantee performance
4. Buyer remit 4% via TT Wire from total value of the Contract to seller's (fiduciary) bank account as guarantee performance to enable seller commence shipment, and this payment will be deducted from the total cost of product after inspection at discharge port.
5. Upon confirmation of buyer's guarantee performance payment of 4% TT Wire to seller's (fiduciary), Seller's bank sends full POP and Shipping Documents to buyer's bank and copies to buyer's secured email as shown below:
  - 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 I) NOR /ETA.
  - m) Certificate of Ownership Transfer.
  - n) Certificate of Ownership Transfer.
  - o) Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy
6. Shipment Commences as Scheduled in the Final Contract, Buyer releases balance of 96% payment by MT 103 at Buyer's destination port after SGS Inspection, the shipment should arrive at Buyer's discharge port within 5-15 days. The SGS inspection will be borne by the Seller at the loading seaport and Buyer at the unloading seaport.
7. Seller will immediately upon receipt of Buyer's payment by MT103 Release Payments to involved intermediaries. Seller commences contract shipment.

## **APPROVED TRANSACTION PROCEDURE FOR CIF B: (2 - 4)**

1. Buyer issues ICPO with a company registration certificate and representative valid identification document.
2. Seller issues Draft Sales and Purchase Agreement (SPA) open for amendments.
3. Upon Buyer and Seller signing the contract for final endorsement, Seller sends legalized contract and the below PPOP document to Buyer.
  - a) Seller Irrevocable Commitment to Supply
  - b) Statement of availability of product
  - c) Certificate of origin - Ministry Certificate
  - d) Commercial Invoice for the first value shipment
  - e) Product Analysis Report
  - f) Seller's Bank Verbiage
4. Buyer issues their financial guarantee in the form of Standby Letter of Credit (SBLC MT760) to cover the first shipment to seller's fiduciary bank within ten (10) working days, in alternative buyer shall make guarantee deposit of USD\$ 380,000 via TT Wire from total value of the Contract to seller's (fiduciary) bank account as performance commitment bond/Guarantee deposit to secure the allocation and enable seller charter vessel and commence shipment, and this payment will be deducted from the total cost of product after inspection at discharge port.
5. Upon confirmation of buyer's SBLC or guarantee deposit of \$380,000 TT Wire to seller's (fiduciary) bank, the seller will issue 2% Performance Bond, Full POP and Shipping Documents via SWIFT bank to bank as shown below:
  - 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) Certificate of Ownership Transfer.
  - o) Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy
6. Shipment Commences as Scheduled in the Final Contract, Buyer releases full payment by MT 103 at Buyers destination port after SGS Inspection, the shipment should arrive at Buyer's discharge port within 5- 15 days. The SGS inspection will be borne by the Seller at the loading seaport and Buyer at the unloading seaport.
7. Seller will immediately upon receipt of Buyer's Operative Financial Instrument/MT103 Release Payments to involved intermediaries. Seller commences contract shipment.

## **APPROVED TRANSACTION PROCEDURE FOR TITLE TAKE OVER (TTO) (3 – 4)**

1. Buyer issues ICPO according to the seller's working procedure along with buyer's company certificate of registration or profile with copy of buyer's passport.
2. Seller issues the Title Take-Over Contract (TTO/MOU) addendum for review and endorsement by all parties.
3. Seller issues Proof of Product and Shipping documents as listed below;
  - a) Product Passport (Quantity & Quality Dip Test Analysis Report)
  - b) Certificate of Origin
  - c) Commitment to Supply
  - d) Bill of Lading
  - e) Tanker Vessel Q88 Document
  - f) Cargo Manifest
  - g) Ullage Report
  - h) Invoice for title transfer
4. Upon the receipt of the documents, buyer verifies the availability of the product on high sea and immediately make 5% security guarantee payment of the total cost of the product which serves as a Title Take-Over Fee.
5. Upon seller receipt of the title takeover payment, seller orders for re-rout to buyer's desired port, transfers the title to the potential buyer's company's name and also re-issue all other outstanding documents to the potential buyer's company's and via swift from seller bank to buyer bank the full proof of product.
6. Vessel arrives the discharge port and buyer carry out the CIQ/SGS inspection and upon a successful inspection, buyer makes payment by MT103 T/T for the balance of product value invoice (deducting the 5% security payment) to seller bank.
7. Seller will immediately upon receipt of Buyer's Operative Financial Instrument/MT103 Release Payments to involved intermediaries. Seller commences contract shipment.

**APPROVED TRANSACTION PROCEDURE FOB TANK TO TANK (TTT) A: (4-4)**

1. Buyer Issues ICPO and Tank Storage Agreement (TSA) company registration Certificate.
2. Seller issues Commercial Invoice (CI) to be completed and signed by all parties including buyer logistics company.
3. Seller issues below proof of product (Documents) and invite the buyer or their representatives for a Physical Inspection of the product.
  - A. Fresh SGS or CCIC (Q&Q Report) Not Less than 48 Hours original copy.
  - B. Tank Storage Receipt. (TSR).
  - C. Authorization to Verify (ATV).
  - D. Injection Report (IR)
  - E. Certificate of Origin. Kazakhstan
  - F. Product Passport.
  - G. Authorization to Sell & Collect (ATSC).
  - H. (Unconditional) Dip Test Authorization (DTA).
  - I. Allocation title Certificate.
4. After the successful verification of the product's existence, Buyer orders SGS to conduct the Dip test in the Sellers Tank at buyer expense.
5. Upon Successful Dip Test. Buyer Present Their Tank Storage Receipt (TSR) For Seller to Immediately Commerce Injection into Buyer's Leased Storage Tank.
6. Buyer Make 100% Payment by Mt103 Tt Wire Transfer for The Total Product.
7. Seller Transfer Title of Ownership Certificate to Buyer's, Followed by All Export Documentation and Pays Commission to All the Intermediaries Involved in The Transaction Within 48 Hours After Confirmation of The Buyer's Payment.

## **APPROVED TRANSACTION PROCEDURE FOB TANK TO TANK (TTT) B: (5 – 4)**

1.The buyer issues an ICPO with CIS plus a Tank Storage Agreement upon acceptance of the seller's procedure.

2.The seller issues a Commercial Invoice (CI) and a Tank-to-Tank Injection Agreement (TTTIA) to be signed by both the buyer and the buyer's logistics company.

3.The buyer signs and returns the CI, TTTIA, and NCNDA + IMFPA.

4.The seller legalizes the CI and TTTIA and provides the buyer with the following documents:

A. Product Passport (Product Analysis Report)

B. Irrevocable Commitment Letter to Supply

C. SGS Report

D. Injection Report

E. Legalized TTTIA

F. ICC Warning Letter

G. ATSC

5.The seller injects the product from their tanks into the buyer's tank storage. The buyer conducts a Dip Test to confirm Quality & Quantity (Q&Q) and sends TSR. The buyer also has the option to conduct a Dip Test at the seller's tanks before injection.

6. Within four (4) working days, the seller completes the injection of the product into the buyer's tank as per the signed TTTIA.

7. The buyer makes payment via MT103 for the total product.

8. Seller Transfer Title of Ownership Certificate to Buyer's, Followed by All Export Documentations and Pays Commission to All the Intermediaries Involved in The Transaction Within 48 Hours After Confirmation of The Buyer's Payment.

## **APPROVED TRANSACTION PROCEDURE FOB TANK TO VESSEL (TTV) (6 – 4)**

1. Buyer Issues ICPO and Charter Party Agreement (CPA) company registration Certificate.
2. Seller issues Commercial Invoice (CI) to be completed and signed by all parties including buyer logistics company.
3. Seller issues below proof of product (Documents) and invite the buyer or their representatives for a Physical Inspection of the product.
  - A. Fresh SGS or CCIC (Q&Q Report) Not Less than 48 Hours original copy.
  - B. Tank Storage Receipt. (TSR).
  - C. Authorization to Verify (ATV).
  - D. Injection Report (IR)
  - E. Certificate of Origin. Kazakhstan
  - F. Product Passport.
  - G. Authorization to Sell & Collect (ATSC).
  - H. (Unconditional) Dip Test Authorization (DTA).
  - I. Allocation title Certificate.
4. After the successful verification of the product's existence, Buyer orders SGS to conduct the Dip test in the Sellers Tank at buyer expense.
5. Upon Successful Dip Test. Buyer Present Their Vessel Questionnaire 88 (Q88) For Seller to Immediately Commerce Injection into Buyer's Chartered Vessel.
6. Buyer Make 100% Payment by Mt103 Tt Wire Transfer for The Total Product.
7. Seller Transfer Title of Ownership Certificate to Buyer's, Followed by All Export Documentation and Pays Commission to All the Intermediaries Involved in The Transaction Within 48 Hours After Confirmation of The Buyer's Payment.