

26th March 2018

大東外匯機構
GREAT EAST FOREX



Ms Winnie Chan
Accountants Manager

VOPAK TOS AGENCY SINGAPORE (PTE.) LTD
36 Craig Road
Singapore 089674

Dear Ms Chan,

FOREIGN EXCHANGE SERVICES PROCEDURE

We would like to thank you for the opportunity to serve your company.


We would like to introduce our Currency Processing Services Procedure. We will check and seal the USD currency notes of your requirement into a transparent plastic tamper proof bag for every transaction. The currency will be duly checked and counted by at least 3 persons under surveillance before they are sealed together with a sealing slip. The serial number of the USD 100 notes will be recorded and stored in the system for 30 days.

This arrangement will improve the efficiency of your foreign cash ordering process, as your boarding officers or yourself need not require to count the currency, however they have to ensure that the sealed package is not tampered or broken when received from our staff.

The sealed package will only be opened by the ship captain or relevant personnel in the presence of at least one of your boarding officer. **The currency notes must be 100% counted in the presence of your boarding officer and account for immediately. If any discrepancy occurs with all the precautions taken, our company must be informed as soon as possible.** The plastic sealing bag and sealing certificate must be returned for further investigation. If there is any problem with the banknote, please take pictures as we will need them for verification later. We will make good for any shortages found in the sealed package with all the above procedures followed.

Thank you.

Yours Sincerely,




Rexford Ko
Director

Acknowledged by:

Name:

Signature / Date :


WINNIE CHAN

 03.04.2018



3rd March 2018

Mr. Dennis Schuijt
General Manager

Ms. Winnie Chan
Accounts Manager

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36 Craig Road
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PROPOSAL OF FOREIGN EXCHANGE SERVICES

Dear Mr. Dennis Schuijt and Ms. Winnie Chan,

We refer to our meeting on 1st March 2018.

We would like to thank you for your interest in our company.

Great East Forex has more than forty years of experience in trading of bank notes. Our company strength lies in our longstanding reputation for integrity, professional knowledge in Forex business and a strong and sound financial standing.

As requested we would like to introduce our Currency Processing and Delivery Services to meet your requirement.

1.0 OUR SERVICES

We will check and seal the USD currency notes of your requirement into a tampered proof security bag for every transaction. The currency will be duly checked and counted by 3 persons before they are sealed together with a sealing slip.

This arrangement will improve the efficiency of your foreign cash ordering process, as your staff need not require counting the currency, however they must ensure that the sealed package is not tampered or broken when received from us.

1.1 Delivery On Board to Vessel

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The sealed package will only be opened by the ship captain or relevant personnel in the presence of at least one of your boarding officer. **The currency notes must be 100% counted in the presence of your boarding officer and account for immediately. If any discrepancy occurs with all the precautions taken, our company must be informed as soon as possible.** The plastic sealing bag and sealing certificate must be returned for further investigation. If there is any problem with the banknote, please take pictures as we will need them for verification later. We will make good for any shortages found in the sealed package with all the above procedures followed.

For delivery operation from 9:00 am to 6:00 pm (Monday to Friday) and 9:00 am to 1:00 pm on Saturday, the handling cost will be **1.0% (minimum charge of USD100)** for each delivery on board the ship.

e.g. for delivery of USD20,000 cash, the handling cost will be USD200

For delivery operation from 7:00 pm to 6:00am (Monday to Friday), after 2:00pm (Saturday), Sunday or public holidays, the handling cost will be **1.3% (minimum charge of USD150)** for each delivery on board the ship.

The estimated time required for each on board delivery shall be within 3 hours. If the on board delivery exceed 3 hours, a time extension fees of USD30 per hour will apply.

The benefits of our proposal are as follows: -

1. will remove your risk of money in transit.
2. will improve your efficiency and control over the foreign exchange matters.
3. will help you to reduce your workload as the USD cash will be thoroughly checked, counted and sealed.
4. will be able to trace all USD100 notes transacted with our company, as each USD100 note's serial numbers will be recorded.

1.2 Delivery to Office:

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For delivery operation from 9:00 am to 6:00 pm (Monday to Friday) and 9:00 am to 1:00 pm on Saturday, the handling cost will be **0.35% (minimum charge of USD30)** for each delivery to the office.

e.g. for delivery of USD20,000 cash, the handling cost will be USD20,070

These are just a few main traits of our organization that we are confident would be an advantage to us in your appraisal of our company.

In addition, we would also like to emphasize that we honor our commitments to provide a professional foreign exchange service and develop an excellent relation on mutual trust.

We look forward to providing you the best quality service you need.

Please contact me at Tel 6-339-2828 or 9-636-0530 if you need any additional information.

Thank you.

Yours Sincerely,

Peter Wu

Business Manager