

PRODUCT NAME: DIESEL FUEL EN590 10PPM & Jet Fuel A1&SULFUR

1.TRANSACTION WORKING PROCEDURE FOR TANK TO TANK IN ROTTERDAM PORT.

1. Buyer issues ICPO (Irrevocable Corporate Purchase Order) along with the following documents:
 - **buyer's TSA**
 - Buyer's Company Profile.
 - Buyer's Contact details.
 - Buyer's CIS / KYC with full Bank details.
 - Product Specification.
 - Bank Confirmation Letter (BCL) or similar as a proof of funds.
 - Buyer's Proof of Past Performance (POPP).
 - Executed copy of this Standard Operating Procedure.
 - they signed a Charter Party Agreement to the seller.
2. Company Certificate of Registration or Company Profile, and buyers in accordance with seller's delivery transaction terms.
3. The seller issues a Commercial Invoice (CI) and Tank to Tank Injection Agreement to be countersigned by the buyer and its logistics company.
4. Upon receipt of the countersigned Commercial Invoice (CI) and Tank to Tank Injection Agreement, the seller provides the following documents for the buyer to verify the product in seller's tank.
 - A. Fresh SGS Report.
 - B. Tank Storage Receipt; (TSR)
 - C. Authorization to Verify.
 - D. Dip Test Authorization Letter; (UDTA)
 - E. Authorization to Sell & Collect.
 - F. NCNDA/IMFPA.
 - G. Certificate of Origin.
 - H. Statement of Product Availability.
 - I. Injection Report
 - J. Product Passport (includes product analysis report)
 - K. Export License



- 5 (NCNDA/IMFPA) will be signed, buyer within 24 hours after successful dip test in seller tanks provide tank storage receipt (TSR) seller proceed for Tank-to-Tank injection and provide buyer with the injection report of the product into buyer tanks.
 6. Buyer makes payment for the total cost of product injected into buyer tanks via MT103, Seller transfer title ownership to buyer with all exportation documents required of buyer for the transaction.
 7. Upon conclusion of first lift transaction seller pays all intermediaries involved in the Transaction and proceeds with the signing of contract with Buyer.
-

2.. TRANSACTION WORKING PROCEDURE FOR TANK TO VESSEL IN ROTTERDAM PORT.

1. Buyer issues ICPO (Irrevocable Corporate Purchase Order) after acceptance of Seller's terms, Conditions and Procedure along with:
 - Buyer's Company Registration Certificate / Certificate of Incorporation.
 - Buyer's Company Profile.
 - Buyer's Contact details.
 - Buyer's CIS / KYC with full Bank details.
 - Product Specification.
 - Bank Confirmation Letter (BCL) or similar as a proof of funds.
 - Buyer's Proof of Past Performance (POPP).
 - Executed copy of this Standard Operating Procedure.
 - they signed a Charter Party Agreement to the seller.
2. Seller Issues Commercial Invoice (CI) For the Available Quantity in Tank in Rotterdam Port Along with Following Documents After Receipt of the Signed CI.
 - A. Fresh SGS Report.
 - B. Tank Storage Receipt; (TSR)
 - C. Authorization to Verify.
 - D. Dip Test Authorization Letter; (UDTA)
 - E. Authorization to Sell & Collect.
 - F. NCNDA/IMFPA.
 - G. Certificate of Origin.
 - H. Statement of Product Availability.
 - I. Injection Report
 - J. Product Passport (includes product analysis report) Export License



3. Buyer Pays Directly to The Logistics Company for Extension of Storage for The Number Days It Will Take for buyer's team to Conduct Dip Test.
4. Seller provides buyer with SGS report, Injection Report, unconditional DTA.
5. (NCNDA/IMFPA) will be signed, buyer within 24 hours after successful dip test in seller tanks, Buyer makes payment for total cost of product injected into buyer vessel via MT103, Seller transfer title ownership to buyer with all exportation documents required of buyer for the transaction.
6. Upon conclusion of first lift transaction seller pays all intermediaries involved in the Transaction and proceeds with the signing of contract with Buyer.

3.. TRANSACTION WORKING PROCEDURE FOR CIF.

1. Buyer issues ICPO (Irrevocable Corporate Purchase Order) after acceptance of Seller's terms, Conditions and Procedure along with:
 - Buyer's Company Registration Certificate / Certificate of Incorporation.
 - Buyer's Company Profile.
 - Buyer's Contact details.
 - Buyer's CIS / KYC with full Bank details.
 - Product Specification.
 - Bank Confirmation Letter (BCL) or similar as a proof of funds.
 - Buyer's Proof of Past Performance (POPP).
 - Executed copy of this Standard Operating Procedure.
 - they signed a Charter Party Agreement to the seller.
2. The seller issues draft Contract, buyer countersigned and returns, and seller presents CPA (Charter Party Agreement) from shipping company for buyer signing.
3. The buyer signs the Charter Party Agreement with the shipping company and sends a copy of the signed Charter Party Agreement to the seller.
4. Seller issues Partial POP documents to buyer to verify the availability of the product:
 - a) Copy of license to export, issued by the department of the Ministry of Energy,
 - b) Copy of Approval to Export, issued by the Ministry of Justice,
 - c) Copy of statement of availability of the product.
 - d) Copy of the refinery commitment to produce the product.
 - e) Copy of Transnet 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) Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy
- 5A. Within 72 hours of receipt of above POP documents, Buyer and Seller pay the shipping cost 50%/50% each to the shipping company to transport the product to Buyer's destination port, which serves as commitment assurance that Buyer will not default in the transaction. The payment shall be deducted from the total cost of the product.
- OR**
- 5B. Within 72 hours of receipt of above POP documents by the Buyer, Seller will nominate ESCROW TRUSTEE to mediate the execution of the transaction and Buyer opens communication with the escrow company, Seller and Buyer finalizes with the Escrow terms and conditions, signs the Escrow Agreement with the Escrow trustee company upon acceptance. The buyer makes a deposit of 10% of the first shipment value to the Escrow trustee company to guarantee the transaction. The seller will commence the delivery of the first shipment as scheduled and send via bank to bank the Full POP and shipping documents. The seller will commence the delivery.
6. Delivery commences as schedule and Seller issues the full POP documents to Buyer.
- 7A. Upon arrival of product at Buyer's destination port, Buyer conduct Dip-Test inspection of the product by SGS / CIQ inspection and makes payment for the product by MT103 after Q&Q inspection.
- 7B. Upon arrival of product at Buyer's destination port, Buyer conducts Dip-Test inspection of the product by SGS / CIQ inspection and makes outstanding payment of 90% cargo value for the product by MT103 within 72 hours after discharge of the cargo and also instruct officially the Escrow trustee company to release their 10% deposit to Seller.
8. The seller makes payments to all involved intermediaries / mandates in accordance with the signed NCNDA/IMFPA.
9. Buyer issues transferable MT700 IRDLC (Irrevocable Revolving Documentary Letter of Credit) to Seller for the subsequent 11-month delivery and payment by mt103 to seller upon cargo discharge



4. TRANSACTION WORKING PROCEDURE FOR CIF (SULFUR).

1. Buyer issues ICPO (Irrevocable Corporate Purchase Order) after acceptance of Seller's terms, Conditions and Procedure along with:
 - Buyer's Company Registration Certificate / Certificate of Incorporation.
 - Buyer's Company Profile.
 - Buyer's Contact details.
 - Buyer's CIS / KYC with full Bank details.
 - Product Specification.
 - Bank Confirmation Letter (BCL) or similar as a proof of funds.
 - Buyer's Proof of Past Performance (POPP).
 - Executed copy of this Standard Operating Procedure.
 - they signed a Charter Party Agreement to the seller.
2. The seller issues draft Contract, buyer countersigns and returns back, and seller will request CPA (Charter Party Agreement) from shipping company for signing.
3. Seller and Buyer signs the Charter Party Agreement with the shipping company and sends copy of the signed Charter Party Agreement to the shipping company.
4. Seller issues Partial POP documents to buyer to verify the availability of the product.
 - a) Copy of Approval to Export, issued by the Ministry of Justice,
 - b) Copy of license to export, issued by the department of the Ministry of Energy,
 - c) Copy of statement of availability of the product.
 - d) Copy of the refinery commitment to produce the product.
 - e) Copy of Transnet 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 1) NOR /ETA
 - l) Certificate of Ownership Transfer
 - m) Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy
5. Within 72 hours of receipt of the above POP documents by the Buyer, Seller will nominate ESCROW TRUSTEE to mediate the execution of the transaction and Buyer opens communication with the escrow company. Seller and Buyer finalize with the Escrow terms and conditions, sign the Escrow Agreement with the Escrow trustee company upon acceptance.



6. The buyer makes a deposit of 10% of the first shipment value to the Escrow trustee company to guarantee the transaction. The seller will commence the delivery of the first shipment as scheduled and send via bank to bank the Full POP and shipping documents.
7. The SGS/ CIQ inspection will be conducted by the Seller at the loading seaport and Buyer at the unloading seaport and makes outstanding payment of 90% cargo value for the product by MT103 within 72 hours after discharge of the cargo and also instruct officially the Escrow trustee company to release their 10% deposit to Seller.
8. The seller makes payments to all involved intermediaries / mandates in accordance with the signed NCNDA/IMFPA.
9. Buyer issues transferable MT700 IRDLC (Irrevocable Revolving Documentary Letter of Credit) to Seller for the subsequent **11-month** delivery and payment by mt103 to seller upon cargo discharge.



Mr. Hussein Alkhafaje
President/CEO of Encompassing Trade Inc.



END OF DOCUMENT

