



TRANSACTION PROCEDURE FOB TANK TO TANK:-

1. Buyer issues ICPO containing the seller's procedure with banking details and scanned copy of buyer's passport along with (TSA) Tank Storage Agreement (TSA) from buyer's Logistic Company.
2. Seller issues Commercial Invoice (CI) for the available products in Tank at the Port, for Buyer's review and endorsement and return for legalization on seller's expenses
3. The Seller's verify the Tank Storage Agreement (TSA) provided by the buyer. Upon successful verification and approval of the authenticity and availability of the Storage Facility reserve in favor of the buyer. Seller releases the below POP documents directly to end buyer's secure email.
 - a) Copy of Legalized Commercial Invoice.
 - b) Copy of Commitment to Supply.
 - c) Copy of Injection Report
 - d) Copy of Fresh SGS (Not Older Than 48 hrs.)
 - e) Copy of ATS -Authorization to Sell & Collect
 - f) Copy of Authorization to Verify (ATV)
 - g) Copy of Dip Test Authorization (DTA)
 - h) Copy of Commitment Letter to Supply
 - i) Copy of Copy of Tax Registration Certificate (Certificate of Incorporation).
 - j) Copy of Statement of Product Availability.
 - k) Copy of Tank Storage Receipt (TSR) with barcode and GPS Coordinate.
 - l) Copy of NCNDA/IMFPA
4. The Buyer Conducts Dip Test in the product in the seller's reservoir.
5. Buyer provides Authority to Inject (ATI) from its Logistic Company to enable seller commence Injection of Product into the Buyer's Tank.
6. Within Twenty-Four (24) Hours upon completion of the Injection, buyer make payment for the total cost of the product injected into buyer's tank by TT wire transfer to seller's nominated bank account.
7. Buyer lifts products and all intermediaries are paid, Seller and Buyer consider and signs further contracts after successful Transaction

TRANSACTION PROCEDURE: FOB CI DIP & PAY

1. Buyer issues ICPO, Company Registration Certificate and Data page of buyer's Passport copy.
2. Seller receives buyer's ICPO. Seller issues Commercial Invoice (CI) for the total product in seller's leased tank in port terminal for buyer's endorsement.
3. Buyer endorsed seller's Commercial Invoice (CI) and return CI, along with buyer's own/leased Tank Storage Agreement (TSA) from buyer's Logistic Company as a proof of buyer's availability of storage facility.
4. Seller acknowledged the endorsed CI as well verifies buyer's TSA. if well satisfied, Seller issues to buyer the following PPOP documents;
 - a) Copy of DIP-TEST AUTHORIZATION - D.T.A. to buyer, to be endorsed by Buyer Tank farm.
 - b) Copy of Legalized Commercial Invoice.
 - c) Copy of Export License
 - d) Copy of Guarantee Letter to Supply
 - e) Copy of Statement of Availability of Product

5. Buyer sends copy of endorsed DTA to Seller within 48hrs. Upon receipt of endorsed DTA, seller issues the following PPOP documents to the buyer and NCNDA & IMFPA will be signed and endorsed for the protection of all intermediaries involved in the transaction:
 - a) Copy of Certificate of Origin;
 - b) Copy of Commitment to Supply;
 - c) Copy of Authorization to Verify
 - d) Copy of Authorization to Sell and Collect
 - e) Copy of Accreditation certificate
 - f) Copy of Product Allocation Certificate
 - g) Copy of Product Passport
 - h) Copy of Fresh SGS Report
 - i) Copy of Injection Report
 - j) Copy of Tank Storage Receipt/Reservoir Receipt
 - k) Copy of GPS coordinates/ location of Seller tanks at loading port including tank details, tank farm contact person and telephone number.
 - l) Copy of NCNDA & IMFPA document.
6. Buyer immediately orders his SGS inspection team to proceed for the dip test on the product in the tank at buyer's expense.
7. Upon successful and satisfactory Q&Q test. Buyer provides his TSR and ATI to enable seller inject the product into the buyer's tank.
8. Buyer pays for the total cost of the product in the tank or injected into the buyer's tank via MT103 to seller's nominated bank account.
9. Within 24hours upon receipt of the payment, seller pays commission to mandates / intermediaries that are involve in the deal.
10. Seller issues title change/transfer of product to buyer and buyer fully take over the tank and the product.

TRANSACTION PROCEDURES FOB (TANK TO VESSEL)

1. Buyer issues Purchase Order (ICPO), Charter Party Agreement "CPA", Company Registration Certificates and Passport Copy
2. Seller issues Draft Contract SPA to the Buyer with the following documents.
 - a) Inter Terminal Transfer Operation/ Tanks to Vessel Injection (ITT Protocols);
 - b) Quality Report (Product Passport);
 - c) Statement of availability.
 - d) Commitment to Supply;
 - e) Authorization to Verify – ATV;
 - f) Inter Terminal Transfer Operation Invoice
3. Upon return of the fully completed and signed SPA/ITT Protocols by Buyer and its logistic company, Buyer is solely responsible for the ITT Protocols (Inter Terminal Transfer Operation) cost to the Seller logistics company handling the operation securing a legitimate approval for the Transfer of Ownership Title/Allocation to Buyer's COMPANY name.
4. Seller undertakes Inter Terminal Transfer Service and issues the bellowed proof of product document (POP) to Buyer:
 - a) Commercial Invoice showing full price calculation, quantities, API gravity, full amount, and payment value date - 1 original;
 - b) Copy of Certificate of Quantity and Quantity issued by SGS Company;
 - c) Certificate of Origin - 1 original;
 - d) Copy of Report of Barge Loading or Discharge- 1 original;
 - e) Copy of waybill of lading / Transit Declaration- 1 original;
 - f) Consignment Note/Delivery Receipt;
 - g) Master's tank's storage receipt issued by terminal/load port installation;
 - h) Injection report showing Time – Sheet countersigned by Terminal Installation master's or agents on behalf of the master;
 - i) Dip Test Authorization-Letter with full Control Tower Details;
 - j) Notice of the Buyer vessel Arrival in the loading terminal to commence injection;
 - k) Title Transfer Affidavit/ Product Allocation Transaction Passport Code Certificate (AT PCC);
5. Buyer acknowledge and endorse DTA/CI send a copy to terminal master and Seller for dip test analysis schedule date, Terminal Master's shall endorse a copy of DTA approving dip test schedule date and attach

with a copy of Notice of Buyer vessel arrival in the exact receipt location or loading terminal location to commence dip test and injection of the product

6. Buyer conducts its own DIP TEST and Buyer provides its Vessel information (Q88) and Vessel schedule OPL post.
7. Upon receipt and confirmation of the Good's inspection of its Quantity & Quality condition in each tank by Buyer, Buyer issues an MT103 of the product value within 24 hours upon completion of successful DIP TEST within 10 calendar days after Buyer receipt of the Good's inspection of its quality/quantity inspection.
8. Fuel is transferred to Buyer's vessel; Seller and Buyer extend the annual contract for 1 year and subsequently monthly shipment continues as per terms and conditions of the sales and purchase agreement contract between Buyer and Seller.

PROCEDURE TITLE TAKE OVER (TTO)/ SHIP TO SHIP (STS)

1. Buyer issues Irrevocable Corporate Purchase Order ICPO with seller procedures.
 2. Seller issues original MOU for Buyer's review and endorsement.
3. Upon the receipt of countersign MOU from Buyer, Seller emails to Buyer the listed below PPOP and Shipping documents:
- a) Copy of Certificate of Origin
 - b) Copy of Company License to Export
 - c) Copy of Product Passport (Analysis Result)
 - d) Copy of Ullage Report
 - e) Copy of Cargo Manifest
 - f) Copy of Bill of Lading
 - g) Copy of Vessel's Q88
 - h) Copy of E.T.A (Estimated Time of Arrival) of Vessel
 - i) Copy of Invoice for Title Transfer of (\$520,000 USD) Five Hundred and Twenty Thousand United States Dollars
4. Upon receipt of the above documents, Buyer verifies the availability of the product currently on the sea and within 24 hours makes payment for Title Transfer of (\$520,000 USD) Five Hundred and Twenty Thousand United States Dollars for the consignment by T/T payable directly to the Refinery.
5. Upon confirmation of the above Title Transfer Payment, Seller Orders for Re-route to buyer's desired port, issues the ACT of TRANSFER in Buyers Name, Title of Ownership Certificate to be followed by all Export Documentation will be sent to the buyer alongside the SGS Report at the loading Port.
6. Vessel arrives the Discharge Port, the Vessel Captain hands over all the Original POP documents to Buyer.
7. Buyer carries out the CIQ/SGS inspection and upon successful inspection, T/T Wire Transfer the total contract, Seller within 24hours release payments to all intermediaries by T/T Wire Transfer
- TRANSACTION PROCEDURES CIF (BANK GUARANTEE BASIS)
1. Buyer Company Issues Irrevocable Corporate Purchase Order (ICPO) on its official company letterhead with letter of acknowledgement, scanned copies of the buyer's company registration and international passport number of buyer to the seller.
 2. Seller Company Issue Draft Contract / Sales & Purchase Agreement (SPA Open for amendment if any).
 3. Buyer within three (3) working days' signs SPA and returns to seller. Seller registers and legalizes contract officially with the appropriate authorities to facilitate booking of allocation and securing a legitimate approval for the Transfer of Ownership Title/Allocation to buyer's Company name at seller's expense.
 4. Seller releases to the Buyer the Partial POP Documents below.
 - a) Copy of Tax Registration Certificate (Certificate of Incorporation),
 - b) Copy of Certificate of origin
 - c) Copy of Product Passport,
 - d) Copy of Refinery commitment to supply
 - e) Copy of Statement of availability of product.
 - f) Copy of Proforma Invoice

5 Buyer issues their financial guarantee in the form of (SBLC MT760 / DLC MT700) to cover the first shipment to seller's fiduciary bank within Five (5) working days

6 If buyer fails to issue her bank guarantee (SBLC MT760 / DLC MT700) within Five (5) working days, in alternative shall make security guarantee deposit of (\$320,000 USD) Three Hundred and Twenty Thousand United States Dollars Only via MT103 TT Wire Transfer to seller's fiduciary account to enable seller secure the service of the vessel to transport the product to the buyer's desired port

Note: Fee made by buyer will be deducted when making payment for the total cost of the product at the discharge port after a successful CIQ/SGS test at the discharge port.

7 On confirmation of the above clause, Seller's bank releases 2% PB, copies of POP and Shipping documents to buyer Company.

- a) Copy of export license, issued by the ministry of Petroleum and 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.
- e) Copy of Transnet contract to transport the Product to the Port.
- f) Copy of the Port Storage agreement/ Insurance.
- g) Copy of charter party agreement.
- h) Copy of Customs clearance certificate.
- i) Copy of the tank receipt issued by the storage facilitator.
- j) Copy of SGS Report.

8 Shipment commences as per contract and upon arrival of the vessel tanker at the discharge port, buyer conducts SGS or CIQ Inspection.

9 Buyer makes operative payment for the full shipment via T/T Wire or MT103.

10 Seller will release payments to the intermediaries involved within 48 hours of receiving the full Payment for the product from the Buyer's bank After successful delivery of the first monthly shipment of the Product,

11 Buyer transfers the full amount of the following month delivery to maintain the Standby Letter of Credit 100% SBLC MT760 and contract continues for subsequent Eleven (11) months subject to this Contract TRANSACTION PROCEDURES FOR CIF DELIVERY (CPA)

1. Buyer Company Issues Irrevocable Corporate Purchase Order (ICPO) on its official company letterhead and Data page of Buyer's Passport.
2. Seller Company Issue Draft Contract / Sales & Purchase Agreement (SPA Open for amendments if any). Both parties sign and seal the present contract and exchange the copies electronically.
3. Seller Company sends hard copy of the notarized and insured POP documents along with the legalized Contract to buyer Company. The Partial POP documents to be send along with the legalized Contract include:
 - a) Copy of Certificate of Origin.
 - b) Copy of Company Registration Certificate.
 - c) Copy of Statement of Product Availability.
 - d) Copy of Product Quality Passport (Dip Test Analysis).
 - e) Copy of Refinery Commitment to Produce / Supply.
 - f) Copy of Refinery Legalized Draft Contract.

4 Seller Company appoints a tested/reliable shipping and World-Renowned Logistic Company. Both end seller and end buyer will sign the Charter Party Agreement (CPA) together with the Shipping and Logistic Company (A three parties CPA). Seller/Buyer negotiates and arranges for the Chartered Freight Cost with the appointed Shipping Company for the transportation of the product to the buyer's designated discharge port.

Note: Fee made by buyer will be deducted when making payment for the total cost of the product at the discharge port after a successful CIQ/SGS test at the discharge port.

- 5 Seller Company releases full copies of POP and Shipping documents to Buyer Company.
- a) Copy of the Charter Party Agreement to transport the product to discharge port.
 - b) Copy of Shipping Schedule Document.
 - c) Copy of Product Analysis Report.
 - d) Copy of Certificate of Origin.
 - e) Copy of Bill of Lading C
 - f) Copy of Tank Receipt.
 - g) Copy of Vessel Q88.
 - h) Copy of SGS Report.
 - i) Copy of Certificate of Product.
- 6 Shipment commences as per contract and upon arrival of the vessel tanker at the discharge port, buyer conducts SGS or CIQ Inspection.
- 7 Payment will be made for the product by the buyer's Bank via T/T MT103 Wire Transfer to the seller's bank after the CIQ/SGS Inspection at port of discharge and the delivery to the buyer's bank of all documents required by the contract.
- 8 Seller within 24hours releases the commission of the intermediaries immediately.**

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