

NO MARK UP ALLOWED | DIRECT REFINERY OFFER

ORIGIN: NETHERLANDS, SWEDEN, DENMARK, KAZAKHSTAN & NORWAY.

FOB ROTTERDAM | HOUSTON | JURONG | FUJAIRAH | QINGDAO
(China)

REFINERY TRANSACTION PROCEDURES

COMMODITY: DIESEL EN590, (10PPM)

FOB PRICE \$530 – \$510 PER MT

FOB TRAIL | SPOT QUANTITY: UPTO 400000 MT

CONTRACT QUANTITY : UPTO 500,000 MT PER MONTH FOR 12 MONTHS

COMMISSION: \$ 4.00 PER MT O P E N FOR BUYER MANDATE GROUP
\$ 3.00 PER MT CLOSED FACILITATOR GROUP
\$ 3.00 PER MT CLOSED CONSULTANT GROUP

COMMODITY: AVIATION KEROSENE GRADE 54 JET FUEL A1

FOB PRICE: \$85 – \$81 PER BBL

FOB TRAIL | SPOT QUANTITY: UPTO 2,000.000 BBLS

CONTRACT QUANTITY UPTO 10,000.000 BBLS PER MONTH FOR 12 MONTHS

COMMISSION: \$0.75 PER BARREL OPEN FOR BUYER MANDATE
\$ 0.50 PER BARREL CLOSED FOR FACILITATOR GROUP
\$ 0.75 PER BARREL CLOSED FOR CONSULTANT GROUPS

COMMODITY: VIRGIN FUEL OIL D6

FOB PRICE \$0.90 – \$0.86 PER GAL

FOB TRAIL | SPOT QUANTITY: UPTO 400,000.000 GALLONS

CONTRACT QUANTITY UPTO 800,000.000 GALLONS PER MONTH FOR 12 MONTHS

COMMISSION: \$0.005 PER BARREL OPEN FOR BUYER MANDATE
\$0.005 PER BARREL CLOSED FOR FACILITATOR GROUP
\$0.01 PER BARREL CLOSED FOR CONSULTANT GROUP

NOTE: SELLER RECOMMENDS A FACE TO FACE MEETING **(TTM)** FOR HANDLING POP DOCUMENTS.

TRANSACTIONAL PROCEDURES



TANK TO TANK (TTT/SGS) PROCEDURE 1

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1, Buyer sends ICPO & TSA

2, Seller issues CI to buyer

3, Buyer returns signed CI to seller

4, Seller issues fresh SGS report of less than 48 hours to the buyer's tank farm for verification.

5, Upon successful verification of the SGS report, the buyer issues a fresh 5days TSR. This process facilitates for the buyer to obtain full POP and the seamless injection of the SGS verified product into the buyer's tank.

6, Buyer conducts a Dip Test in the seller's tank. Upon successful completion, the seller promptly provides the full POP documents to the buyer.

7, Seller injects the product into the buyer's leased tank and provides a successful injection report to the buyer.

8, Seller signs NCNDA/IMFPA

9, Buyer makes 100% payment via MT103 T/T within 48hours to seller's nominated bank account. Seller transfers title in favor of buyer. Seller pays intermediaries. Subsequently monthly contract continues.

CHANGE OF SUPPLIER'S NAME ON TSR, TANK TO TANK (TTT) PROCEDURE 2

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1. Buyer issues **ICPO + TSA + TSR + GUARANTEE LETTER** assuring to make a change of name within 48 hours of receiving seller's **Product Availability and Assurance Letter** including an **ICC Warning Notice** to supply product to the buyer.

2. Seller issues Commercial Invoice (CI), Buyer signs and returns the Commercial Invoice to Seller within 24 hours.

3. Seller shall issue a **Product Availability and Assurance Letter**, including an **ICC Warning Notice**, confirming the Seller's commitment and readiness to supply the product to the Buyer.

4. Buyer makes **Change of Supplier's Name on TSR** from previous supplier to new supplier's name as indicated in the CI.

5. Seller provides buyer with FULL POP Documents:

- Fresh SGS Report less than 48 hours
- Dip Test Authorization-Unconditional
- Injection Report
- Storage Receipt with GPS Coordinates
- Tank Farm Bar-code Information
- Letter of Commitment to Supply.
- Registration Certificate & Export License Copy
- Authority to Sell & Collect (ATSC)
- Endorsed Injection Schedule by the buyer & buyer Tank Farm
- ATV – For Physical Verification
- Irrevocable Commitment to Supply for Spot and 12 months Contract
- Injection Schedule signed by buyer & buyer's tank farm

6. Seller issues NCNDA /IMFPA to Intermediaries for further processing.

7. Buyer conducts Dip-Test in seller's tank; via SGS on buyer's cost seller inject the fuel into buyer's tank and buyer makes payment based on Q&Q by MT103 wire transfer / TT according to the final Commercial Invoice.

8. Seller transfers the title of ownership as per Buyer's instruction. Buyer lifts the product.

9. Seller pays all intermediaries involved in the transaction and subsequently monthly contract shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

TANK TO TANK PROCEDURE (DIP AND PAY) 3

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1. Buyer issues ICPO and TSA for seller's verification.
2. The Seller issues the Commercial Invoice, which the Buyer signs and returns to the Seller.
3. The Seller covers the Buyer's tank lease for **3 days** to facilitate the tank-to-tank injection. The Buyer pays their Tank Farm Company for **3 days** after receiving payment from the Seller. Note: If the Buyer has an existing TSR or provides one after signing the Commercial Invoice, joint payment for the tanks is not required.
4. Seller provides buyer with FULL POP Documents:
 - Fresh SGS Report less than 48 hours
 - Dip Test Authorization-Unconditional
 - Injection Report
 - Storage Receipt with GPS Coordinates
 - Tank Farm Bar-code Information
 - Letter of Commitment to Supply.
 - Registration Certificate & Export License Copy
 - Authority to Sell & Collect (ATSC)
 - Endorsed Injection Schedule by the buyer & buyer Tank Farm
 - ATV – For Physical Verification
 - Irrevocable Commitment to Supply for Spot and 12 months Contract
 - Injection Schedule signed by buyer & buyer's tank farm
5. Seller issues NCNDA /IMFPA to Intermediaries for further processing.
6. Buyer conducts Dip-Test in seller's tank; via SGS on buyer's cost seller inject the fuel into buyer's tank and buyer makes payment based on Q&Q by MT103 wire transfer / TT according to the final Commercial Invoice.
7. Seller transfers the title of ownership as per Buyer's instruction. Buyer lifts the product.
8. Seller pays all intermediaries involved in the transaction and subsequently monthly contract shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

TANK TAKE OVER (TTO) PROCEDURE 4

FOB: ROTTERDAM/HOUSTON/FUJAIKRAH/JURONG/CHINA PORTS.

1. Buyer issues ICPO along with Buyer's POF and CIS and signs ICC Warning Letter.
2. Seller issues Commercial Invoice (CI). Buyer signs and returns the Commercial Invoice and ICC Warning Letter to Seller within 24 hrs.
3. Seller provides the following PPOP documents to Buyer:
 - (a) TSR – (Tank Storage Receipt)
 - (b) Certificate of Product Origin
 - (c) Statement of Product Availability
 - (d) Commitment Letter to Supply the Product
 - (e) Authorization to Sell and Collect (ATSC) to Verify the existence of product via email or phone call.
 - (f) Three (3) days Tank Extension Invoice issued by Seller's Tank Farm
4. Buyer pays Seller's Tank Farm. Buyer pays Seller's Tank Farm in USDT or via MT 103 / TT (Buyer must complete and pay within 2 working days upon receipt of the invoice issued by Seller's Tank Farm to extend the Seller's Tank for 3 days) to enable Seller to conduct DIP TEST at Seller's cost.
5. Seller issues the following POP documents to Buyer:
 - (a) TSR (updated)
 - (b) Unconditional Dip Test Authorization
 - (c) Fresh SGS Report less than 48 hours
 - (d) Product Passport Analysis
 - (e) Company Certificate
 - (f) Export License.
6. Buyer takes over Seller's Tank and performs 2nd Dip Test at Buyer's cost, and upon satisfactory SGS inspection result, Buyer pays Seller via MT103 or TT of the total product value.
7. Seller transfers the product title of ownership to Buyer's name.
8. Seller issues the Sales and Purchase Agreement to Buyer for roll over to contract of 12 months.
9. Seller pays all the intermediaries involved in the transaction and subsequently monthly shipments continue as per terms and conditions of the Sales and Purchase Agreement between Buyer and Seller.

Kindly scroll down to **page 7** where the **TTO-2 Procedure** is clearly outlined for your reference and review.

TTM AT SELLER'S STORAGE TANK FACILITY PROCEDURE 5

TTT ROTTERDAM/HOUSTON/FUJAIRAH/JURONG/CHINA PORTS, NON-NEGOTIABLE:

1. Buyer submits an ICPO along with TSA, for the seller's Verification and Registration with the Port Authorities.
2. The seller issues a draft Commercial Invoice (CI) to the buyer.
3. The buyer signs and returns the CI to the seller.
4. The seller issues **DTA** to Buyer on behalf of Seller's storage tank. This DTA is to be completed by the buyer's nominated storage tank company as a formal confirmation of the buyer's legitimate commitment and operational readiness before having **TTM in Seller's Storage tank facility**.
5. Buyer returns the **DTA** from the buyer's nominated Logistics Company. This enables the buyer and buyer's team to conduct a **TTM and Dip Test at the Seller's Storage Tank**.
6. Upon approval of the DTA by the buyer's logistics company, the meeting is scheduled for a specific date and time. The meeting agenda includes:
 - a. Verification of identification documents for all attendees.
 - b. Presentation of Proof of Funds (POF) by the buyer.
 - c. Presentation of hardcopy of **All Proof of Product (POP)** documents and SGS certification by the seller within 48 hours of fresh inspection.
7. After a successful meeting, Seller issues **NCNDA/IMFPA** to Intermediaries for further processing.
8. The seller injects the product into the buyer's storage tank.
9. The buyer makes the full payment for the confirmed product as indicated in the CI.
10. The seller transfers ownership of the product to the buyer as per the buyer's instructions. The buyer lifts the product.
11. The seller pays all intermediaries involved in the transaction. Subsequently, monthly contract proceeds as outlined in the terms and conditions of the sales and purchase agreement between the buyer and seller.

SPECIAL TANK TAKE OVER (TTO) PROCEDURE 6

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1. Buyer issues ICPO, CIS and NCNDA & ICC Warning Letter.
2. Seller issues Commercial Invoice (CI), Buyer signs and returns the Commercial Invoice to Seller within 24 hrs.
3. Seller provides TSR as proof of product availability in seller's tank with full details including Terminal, Barcode & GPS Coordinates of the Seller's Tank.
4. Buyer contacts the seller's tank farm to sign an MOU for the takeover of the tank(s) containing the seller's product as specified in the signed CI on an agreement for buyer to pay 3 (THREE) day tank lease payment to the tank farm before Dip Test and a total refund within 48hours if the SGS result fails to match the specification as indicated in the signed CI with seller.
5. With confirmation of the successful and satisfied SGS result directly by buyer, Seller issues all the POP documents to Buyer.
6. Buyer takes over Seller's Tank, Pays tank farm for more days extension, Pays Seller via MT103 or TT of the total product value.
7. Seller transfers the product title of ownership to Buyer's name.
8. Seller issues the Sales and Purchase Agreement to Buyer for roll over to contract of 12 months.

TANK TO VESSEL (TTV) PROCEDURE :1

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1. Buyer issues ICPO and CPA for seller's verification.
2. The Seller issues the Commercial Invoice, which the Buyer signs and returns to the Seller.
3. The Seller and Buyer equally share the **Q88 cost (50/50)**, payable to the Buyer's nominated shipping company. This payment is secured by an MOU among the Seller, Buyer, and Shipper, ensuring refunds to both parties if either fails to proceed with the allocation.
4. Within 48 hours of receiving the Q88 from the Buyer's shipping company, the Seller will release the following Proof of Product (POP) documents:
 - a. Tank Storage Receipt (TSR) with full info including Terminal, Barcode & GPS
 - b. Injection report.
 - c. Fresh SGS Report less than 48 hours
 - d. Unconditional DTA on buyer's name
 - e. Authorization to verify (ATV)
 - f. Authorization to Sell and Collect fund (ATSC)
 - g. Commitment to Supply. (CTS)
 - h. Product passport and analytical report (PP)
 - i. Certificate of origin (COO)
 - j. Attestation of allocation (AOA)
 - k. Legalized commercial invoice.
5. Buyer verifies and confirms POP as above & orders SGS to conduct Dip Test of the product in the seller tanks.
6. Upon successful Dip Test, Seller issues the full injection schedule to the Buyer.
7. The Buyer shall make the total payment via MT 103, covering the product cost and the seller's initial 50% share of the Q88 payment, upon a successful Dip Test at the Seller's tank. Payment must be completed within 48 hours, or the Buyer will be responsible for the daily tank extension costs.
8. Seller transfers to the Buyer TITLE OF OWNERSHIP CERTIFICATE and all other export documents.
9. Seller pays all the intermediaries involved in the transaction and subsequently monthly contract shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

TANK TO VESSEL (TTV) PROCEDURE: 2

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1. Buyer submits ICPO, CPA, on receipt of Seller Full Corporate offer.
2. Seller releases Commercial Invoice (CI), buyer sign and return back to seller along with IMFPA/NCNDA.
3. Seller issue TTVIA to be endorsed by buyer and buyer's Shipping Company (Buyer financially responsibility to get endorsement by their Shipping company on TTVIA).
4. Seller within 72 Hours upon receipt of the endorsed TTVIA releases the following POP's:
 - a. Tank Storage Receipt (TSR) with full info including Terminal, Barcode & GPS
 - b. Injection report.
 - c. Fresh SGS Report less than 48 hours
 - d. Unconditional DTA on buyer's name
 - e. Authorization to verify (ATV)
 - f. Authorization to Sell and Collect fund (ATSC)
 - g. Commitment to Supply. (CTS)
 - h. Product passport and analytical report (PP)
 - i. Certificate of origin (COO)
 - j. Attestation of allocation (AOA)
 - k. Legalized commercial invoice.
5. Buyer verifies and confirms POP as above & orders SGS to conduct Dip Test of the product in the seller tanks.
6. Upon successful Dip Test, Seller issues the full injection schedule to the Buyer.
7. Buyer pays total cost of the product via MT 103, against successful Dip Test at seller's tank, within 48 hours or buyer will be responsible for each day's tank extension cost.
8. Seller transfers to the Buyer TITLE OF OWNERSHIP CERTIFICATE and all other export documents.
9. Seller pays all the intermediaries involved in the transaction and subsequently monthly contract shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

TANK TO VESSEL (TTV) PROCEDURE 3:

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

1. Buyer issues ICPO with CPA for seller's verification along with buyer international passport copy (data page) to seller.
2. Seller issues commercial invoice (CI) for the available quantity in the seller's storage reservoir to buyer, buyer signs and returns the CI to seller, and then seller returns the signed commercial invoice & inspection letter to inspect buyer vessel before releasing the full PPOP document with fresh SGS report.
3. Seller issues the partial pop documents as below and sends to buyer,
 - a. fresh SGS (not older than 48 hours)
 - b. certificate of origin
 - c. authorization to verify (ATV)
 - d. unconditional DTA
 - e. commitment to supply
 - f. tank storage receipt (TSR)
 - g. ATSC
 - h. Injection report.
4. Buyer conducts inspection by SGS on buyer's expense,
5. Seller issues NCNDA /IMFPA to Intermediaries for further processing.
6. Upon successful dip test of the product, seller commences injection to buyer's tank or vessel.
7. Buyer makes payment of the product via MT103.
8. Seller transfer title.
9. Seller pays all the intermediaries involved in the transaction and subsequently monthly contract shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

TANK TO VESSEL (TTV/SGS) PROCEDURE 4

FOB: ROTTERDAM, HOUSTON, FUJAIRAH, JURONG, CHINA PORTS.

- 1, Buyer sends ICPO & CPA
- 2, Seller issues CI to buyer
- 3, Buyer returns signed CI to seller
- 4, Seller issues fresh SGS report of less than 48 hours to buyers Shipping Company to verify.
- 5, Upon a successful verification of the SGS report, the buyer issues fresh Q88 to seller.
- 6, Seller upon receipt of the buyer's fresh Q88, releases the following POP's:
 - a. Seller's Tank Storage Receipt (TSR) with full info including Terminal, Barcode & GPS
 - b. Injection report
 - c. Unconditional UDTA on buyer's name
 - d. Authorization to verify (ATV)
 - e. Authorization to Sell and Collect fund (ATSC)
 - f. Commitment to Supply. (CTS)
 - g. Product passport and analytical report (PP)
 - h. Certificate of origin (COO)
 - I. Attestation of allocation (AOA)
 - J. Legalized commercial invoice.
- 7, Buyer verifies and confirms POP as above & orders SGS to conduct Dip Test of the product in the seller tank/s.
- 8, Upon satisfactory result of the dip test, Seller's storage company issue to buyer, the Notice of Readiness (NOR) to inject the product into buyer's vessel.
- 9, Buyer make available the Vessel for the injection process to commence as schedule. Seller signs NCNDA/IMFPA.
- 10, After Successful injection, Buyer pays total cost of the product via MT 103, T/T, USDT as agreed.
- 11, Seller transfers to the Buyer TITLE OF OWNERSHIP CERTIFICATE and all other export documents.
- 12, Seller pays all the intermediaries involved in the transaction and subsequently monthly contract shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

NON-NEGOTIABLE ONWARD PROCEDURE

Thank you for your communication.

To proceed with issuing the **FINAL OFFER cum SCO** with the buyer's confirmed selections, kindly provide us with the following details from the Buyer's side:

1. **Commodity** – confirmation of each required product.
2. **Trial Quantity** – per commodity.
3. **Yearly Contract Quantity** – per commodity.
4. **FOB Port** – confirmed port of loading/s
5. **Buyer's Chosen Procedure** – from the Refinery SCO.

In addition, we will process the following supporting documents:

- **ICC NCNDA** – duly executed for non-circumvention and non-disclosure.
- **Template of the CIS** – of the end buyer for our compliance records.

Important Advisory:

It is highly recommended that a copy of the **TSA/CPA** be shared **prior to submission for refinery review and approval**, since in certain cases refineries have blacklisted service providers for professional misconduct. This precaution will avoid unnecessary delays or complications in the approval process.

Once we receive the above confirmations and copy of **TSA/CPA** we will finalize and issue the **Offer cum SCO** reflecting the buyer's selections, quantities, port, and agreed transactional procedure.

Once the following three documents — **Final Offer, NCNDA, CIS**— are received back from you in duly compliant form, we will provide the name for the ICPO. The End Buyer will then be required to email us the **compliant ICPO**, together with the supporting documents as stipulated under **Seller's Transactional Procedure, Point No. 1**.

Thank you for your cooperation, and we look forward to your prompt response.

Kindly note:

Nominated Logistics Company

The Buyer hereby affirms and testifies that the logistics company nominated by the Buyer for the execution of the transaction is a trusted and duly verified partner. The Buyer further covenants and commits that the said nominated logistics company shall remain solely responsible for the logistics operations for the entire duration of the contract and shall not be substituted, replaced, or altered without the prior written consent of the Seller.



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