



To All Buyers/Buyer Mandate
ISSUED DATE: 05.01.2026

Rules of Engagement

These Rules of Engagement are set forth to ensure that the principal buyer has direct communication with the seller (refinery) and to prevent unnecessary circulation of the refinery's offers. The refinery has agreed to abide by these rules to facilitate a secure and efficient transaction process. This policy accelerates the transaction process.

1. Acceptance of Price and Procedures

Both the principal buyer and the refinery must agree upon the pricing and procedures outlined in the initial offer. This agreement is essential for moving forward in the transaction.

2. Submission of KYC/CIS

A Know Your Customer (KYC) and Customer Identification Statement (CIS) must be prepared and sent to LGII (Authorized Mandate). This step is crucial for verifying the identity of the parties involved and complying with regulatory requirements.

3. Instructions for ICPO

Upon receipt of the KYC/CIS, the mandate will provide the principal buyer with the necessary instructions for issuing the Irrevocable Corporate Purchase Order (ICPO). This order formalizes the intent to purchase and is a critical document in the transaction.

4. Confidentiality Assurance

Both parties agree to keep the refinery's offer and any sensitive information confidential. The circulation of any offers or details beyond the parties directly involved in the transaction is strictly prohibited.

5. Direct Communication

All communications regarding the transaction must occur through the agreed channels to ensure clarity and accountability. The principal buyer should have direct contact with the seller (refinery) once the KYC/CIS is validated.

Conclusion

By adhering to these Rules of Engagement, all parties can ensure a smooth and secure transaction process while protecting sensitive information. Compliance with the terms outlined above is mandatory for all transactions.



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WE LOOK FORWARD TO A SUCCESSFUL BUSINESS RELATIONSHIP WITH YOUR ESTEEMED COMPANY.

We AP EXPRESS TRUST LLC hereby with full corporate responsibility and with power vested in its office, accept, confirm and agree to abide by this agreement.



Sincerely,
Elizabeth Chagas Memoria
Managing Director,
AP EXPRESS TRUST LLC