



## Petroleum Product Request - CIF

Welcome to **Laila Mas Energy**

Please fill out the form below, and our team will contact you shortly with the FCO

The buyer must first provide a complete CIS/KYC package for due diligence review

### Date

Day    Month    Year

**Company Name**

**Name Surname**

**Commercial Registry No.**

**Country**

**Phone Number**

**Email**

**Address**

**Website**

### Role of Applicant

I am a Buyer

I am a Mandate - Please attach the LOA with your request.



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**Info@LailaMasEnergy.com**



**www.LailaMasEnergy.com**



**Jordan - Amman  
Al-Madinah Al-Munawarah St.  
Al-Mammlaka Complex. 241 - 5th floor**



## Transaction on CIF terms

No trial shipments; only annual contracts will be considered

(POF) must be provided confirming the financial suitability of the buyer

The buyer must first provide a complete CIS/KYC package for due diligence review

### Please select the product(s) you are interested in for this transaction only:

Crude Oil: API 34-34.8, Sulphur 0.294-0.535 MOQ: 1M barrels

REBCO Blended Crude MOQ: 1M barrels

Jet Fuel: (Global Standards) MOQ: 1M barrels

EN590 5, 10, 50 PPM MOQ: 100,000 Metric Tons

ULSD Diesel; (Street Legal) MOQ: 50,000 Metric Tons

Gasoline: (87-93 Octane) MOQ: 100,000 Metric Tons

LNG, LPG (bulk or T75s) MOQ: 100,000 Metric Tons

Light Cycle Oil (LCO) MOQ: 100,000 Metric Tons

Bitumen (used for asphalt) MOQ: 50,000 Metric Tons

Urea (used for fertilizer) MOQ: 50,000 Metric Tons

Pet Coke (various grades) MOQ: 100,000 Metric Tons

Naphtha MOQ: 100,000 Metric Tons

### What is your delivery port?

### Quantity:



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## OPTION 1 - CIF TRANSACTION PROCEDURE

The seller is a TITLEHOLDER with wholesale contracts with multiple refineries.

1. Buyer sends a Letter of Interest (LOI) on their letterhead. All intermediary parties must be disclosed in the LOI.

2. When we receive an LOI Seller office staff will:

- Confirm the business entity is in good standing.
- Contact the LOI Signatory to arrange an introductory call.
- Brokers can attend this call.

3. Proof of Funds (POF) is needed as Seller is the TITLEHOLDER to the products we deliver. We need confirmation that the Buyer can:

- Send payment via MT103 [bank wire] AFTER we deliver.
- Issue a Collateral Instrument (SBLC) from an approved bank.

### 4. POF Option One:

Documents/data must be less than <60 days old:

- Bank Statement, Banker Signed Tear Sheet, Bank Capacity Letter (BCL), Banker to Client Email, Bank to Seller's office Email or other acceptable supporting documents.
- A 'Banker signed' Ready Willing and Able (RWA) Letter to issue a Stand By Letter of Credit (SBLC) on behalf of the Buyer. Suggested RWA Letter verbiage can be provided.

5. The Buyer can send their POF documents to:

- One of the Seller's offices.
- Seller's USA Attorney.

### 6. POF Option Two:

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The Buyer sends our office an Authorization to Verify (ATV) document.

- We can provide an ATV template.
- CPI's Banker will validate the Buyer's capacity to issue an SBLC.

7. When the POF is verified, Seller issues a Formal Corporate Offer (FCO) to the BUYER.

- Specific prices, volume, banking coordinates, load/discharge ports, delivery timeline, product specifications, etc. are in this document
- FCO's are NOT given to 3rd parties.
- Seller's prices are **MORE than 10% BELOW PLATT**.
- Brokers receive a Fee Protection Agreement (FPA) lodged with our USA attorney who remits payment if closure occurs.

**When the FCO is signed as accepted by Buyer:**

8. We issue the Sale Purchase Agreement. (SPA) to the BUYER.

- This SPA has price, index discount, volume, load/discharge ports, delivery timeline, product specifications, banking coordinates and other tacit data. Delivery timeline depends on the Product, Amount, Load/discharge ports, and vessel availability.
- The SPA is NOT given to brokers.

**9. When the Buyer signs and returns the SPA:**

The product is [Refinery] committed.

- The SPA is registered with Seller's office, Refinery Corporate offices and our Banker.
- The Buyer's Banker transmits the Bank Instrument after SPA signing.
- Our Banker reverts with a 2% Performance Bond

10. When the Bank Instrument is [Banker] validated, we LOAD a vessel at OUR expense to deliver the product per the Sale Purchase Agreement. Product, Loading, Shipping and



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Insurance Documents are sent to the Buyer (which can be Buyer validated).

- Charter Party Agreement (CPA).
- Vessel Questionnaire (Q88).
- Commercial Invoice (aka: Commitment to Supply).
- Notice of Readiness (aka: ETA to destination issued by CPA).
- Statement of Product Availability (Certificate of Origin).
- Bill of Lading (aka: Cargo Manifest).
- Ullage Report.
- Inspection Report (SGS, Intertek, Saybolt, etc.).
- Certificate of Quality (aka: Specifications Sheet).
- Vessel/Product Insurance Policy (Lloyds).
- CPI/Seller Signatory's signature will be on many of these documents.

11. The Buyer gets [wet signature] HARD COPY DOCUMENTS via Courier directly from the Refinery corporate offices.

- The Buyer can track and/or communicate with the vessel at their convenience.
- It is the Buyer's Responsibility to arrange Target Shore Tanks or vessel transfer.

12. Per normal shipping protocols our Shipper contacts the Buyer and target Harbormaster within a 48-hour arrival date/time.

- I issue the Authorization to Board (ATB) and Dip test Authorization (DTA).
- Customs will accompany the Buyer per local rules.

13. Certificate of TITLE Transfer is issued when payment is made.

- Seller Signatory's Signature will Pass Title.
- Shore tanks are injected at harbormaster direction.

**Please Note:**

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Payment is made AFTER DELIVERY to the target port (or vessel). We deliver at OUR expense and there are NO UPFRONT FEES.

These procedures have been used with other major Refiners we've dealt and work with.

- Seller has a corporate office in Shanghai and is also based in the U.S.
- No trial shipments; only annual contracts will be considered.
- POF must be provided confirming the financial suitability of the buyer.
- They will purchase the product, lease, load, inject, launch, and deliver the vessel at their expense, with coverage from a vessel policy underwritten by LLOYD'S of London. This policy guarantees delivery to the buyer.
- Seller requires contract collateral in the form of a Standby Letter of Credit from an acceptable bank. The SBLC is held by the seller's attorney or Asset Manager for buyer protection. The SBLC is not divided or transferred and is returned at contract end.
- The SBLC amount is 110% of the monthly contract cargo value using standard ICC 600 or URDG 758 verbiage.
- The SBLC is NOT used for monthly payments.

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## OPTION 2 - CIF TRANSACTION PROCEDURE - Only EN590

The contract will be executed by a company directly authorized by the refinery

**Price:** Platts -150/-140

1. Seller makes Offer to Buyer, without prejudice.
2. Buyer accepts the Offer and advises his Bank.
3. Seller prepares a Sale and Purchase Agreement ("SPA") and submits same to Buyer.
4. Buyer, after due approval of the draft may make amendment (s), and both Seller and Buyer accept a final draft.
5. The accepted SPA is signed by both Parties.
6. Seller issues his Proforma Invoice ("PI") to Buyer
7. Buyer issues his Financial Guarantee in the form of a Bank Guarantee it; or acceptable Guarantees in favor of Seller.
8. Seller confirms receipt of the Financial Guarantee.
9. Upon mutual acceptance, Seller proceeds with clearance and shipment of the cargo in a term that will be stated in the SPA.
10. Seller advises the ship readiness.
11. Buyer submit his NOR/ETA/MATB Format and copy of the Agreement for Leased Tank Facilities in PORT OF AGREEMENT.
12. Seller sends from the Ship Domain and signed by the Master of the Ship the Notice of Readiness and ETA PORT (TO BE ADVISED BY BUYER)
13. Buyer and the Depot Manager acknowledge receipt of the NOR.
14. Seller causes the Ship Captain to send the Notice of Arrival (NOA)
15. Buyer confirms and position his Inspection team, and Shipping Agents in readiness for Quality and Quantity Surveys



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16. Q & Q is carried out and both Parties have the results.
17. Buyer and Seller agree to the results, and the ship proceeds to discharge.
18. Payment by Buyer is made to Seller's nominated account by SWIFT MT 103.
19. Delivery and Discharge processes shall be stated in the SPA.
20. Performing Vessel (Ship): TO BE NOMINATED BY SELLER.



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**Any additional requirements from the buyer, if any**

The Buyer confirms that this document reflects its intent to source the above-mentioned product and is non-binding, issued for initial discussion purposes only, without any commitment to purchase.

Signature & Stamp

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**THANK YOU**

**END OF DOCUMENT**

Product Request + buyer's CIS/KYC

Official LOI → Official FCO →

Supplier Information →

Draft ICPO to Us (for Review) → ICPO to Supplier →

Follow the Agreed Procedure

**Last Updated: Sunday, June 07, 2026**



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