



Petroleum Product Request - FOB

Welcome to **Laila Mas Energy**

(officially authorized by the seller's mandate for marketing purposes)

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

The ICPO must be issued by the purchasing company itself. No third-party buyers, assignments, joint ventures, mandates, or end-buyer representation will be accepted

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





Transaction on FOB terms

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

Diesel EN590 -10 ppm Jet A1 D6

Type of Deal :

Spot Deal
 Annual Contract

FOB – Port (this transaction only):

Rotterdam Houston
 Fujairah Jurong
 China

Quantity - EN590

Trial MT,BBL,GAL.... Monthly MT,BBL,GAL....

Quantity - Jet A1

Trial MT,BBL,GAL.... Monthly MT,BBL,GAL....

Quantity - D6

Trial MT,BBL,GAL.... Monthly MT,BBL,GAL....

Can the Buyer provide Proof of Funds Upfront?

Yes No



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OPTION 1 - FOB TRANSACTION PROCEDURE

Tank To Tank (TTT)

1. The Buyer issues ICPO and the Tank Storage Agreement (TSA), along with the Company Profile (CP) and a copy of his international passport (Data Page).
2. The Seller responds by issuing a Commercial Invoice (CI) for the available quantity in the Seller's Storage Tank, the Buyer reviews, signs, and returns the CI to the Seller for countersignature and final approval.
3. The Buyer shall provide a signed letter from their Tank Farm and/or logistics company (**Tank Storage Confirmation Letter**), confirming secured storage capacity and readiness, for the purpose of enabling the Seller to discharge the products.

Note: This requirement is flexible and at the Buyer's discretion. The Buyer may either submit a valid Tank Storage Receipt (TSR) issued by their storage facility provider, or issue an Authorization to Verify (ATV) through their tank farm on behalf of the Buyer's company. The ATV should be addressed to the Seller's company and its authorized representatives to facilitate the physical verification and assessment of the terminal.

4. The Seller responds promptly by issuing the Partial Proof of Product (POP) documents, including but not limited to:

- Fresh SGS (not older than 24 hours).
- Unconditional DTA (Dip Test Authorization).
- Certificate of Origin.
- Tank Storage Receipt (TSR).
- ATSC – Authorization to Sell & Collect.
- Injection Report.
- NCNDA/IMFPA.



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5. Upon receipt of POP documents, the Buyer reviews and confirms acceptance before conducting the Dip Test.
6. The Buyer conducts a Dip Test at the Seller's Reservoir and communicates Tank Details to the Seller. The Seller proceeds with the injection of the product into the Buyer's Tank.
7. Within Twenty-Four (24) hours, Buyer issues 100% TT wire transfer payment to the Seller.
8. The Seller transfers the title ownership to the Buyer.
9. The Seller pays commissions to all intermediaries involved in the transaction within 24 hours, as per the signed NCNDA/IMFPA. The Seller extends a twelve (12) month Sales and Purchase Agreement (SPA) to the Buyer for review and subsequent execution.



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OPTION 2 - FOB TRANSACTION PROCEDURE

Tank To Vessel (TTV)

1. The Buyer issues ICPO and the Charter Party Agreement (CPA), along with the Company Profile (CP) and a copy of his international passport (Data Page).
2. The Seller issues Commercial Invoice (CI) to the Buyer.
3. Buyer countersigns the Commercial Invoice (CI) and returns it to the Seller along with NCNDA/IMFPA duly signed by all Buyer groups with commission structures.
4. The Seller issues **TTVIA** (Tank-to-Vessel Injection Agreement) to be signed by the Buyer's Logistics Company.
5. Upon receipt of the signed Commercial Invoice and TTVIA, the Seller provides the Buyer with the following partial Proof of Product (POP) documents for verification of product availability:
 - Commitment Letter to Supply.
 - Authorization to Verify (ATV) the Product in the Seller's Tanks.
 - Certificate of Origin.
 - Product Passport (Q&Q Certificate).
 - Statement of Product Availability.
 - Tank Storage Receipt (TSR) with GPS Coordinates.
 - Fresh SGS (Q&Q) Report (max 72 hours).
 - Dip Test Authorization (DTA).
6. The Buyer shall either verify and accept the SGS **or** conduct a Dip Test of the product at the Seller's storage facility at the Buyer's expense.
7. Upon completion of the verification process (either SGS acceptance or Dip Test), the Seller provides the following additional documents:



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- Injection Report.
- Authorization to Sell and Collect (ATSC).
- Endorsed NCNDA/IMFPA.

8. Buyer confirms the results of Dip Test, SGS report, and POP documents.

9. Upon successful verification of the product, the Buyer confirms readiness of the nominated vessel. In case of delay from the Buyer's side, any required extension of the Seller's tank storage shall be for the Buyer's account.

10. The Seller coordinates with the loading port to arrange the laycan schedule for the vessel. The vessel berths and proceeds with loading as per port authorization call signs.

Note: This should be done as soon as possible upon vessel arrival, preferably within 1–3 days.

11. The Seller injects the product into the Buyer's vessel.

12. The Buyer's appointed testing company boards the vessel to conduct a fresh Q&Q inspection. Test results will be available within 24 hours.

13. Upon positive Q&Q results, the Buyer releases full payment for the product as per the Commercial Invoice via MT103/TT to the Seller's nominated bank account within 2–3 banking days. Upon receipt of payment, the Seller transfers title of the product to the Buyer.

14. The Seller pays commissions to all intermediaries involved in the transaction within 24 hours, as per the signed NCNDA/IMFPA. The Seller extends a twelve (12) month Sales and Purchase Agreement (SPA) to the Buyer for review and subsequent execution.



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OPTION 3 - (TTM) TRANSACTION PROCEDURE

FOB (Russian ports only) – Tank to Vessel (TTV)

Loading ports: Ports:Ust-Luga (Baltic Sea) and Novorossiysk (Black Sea)

1. Buyer issues an ICPO containing the seller's working procedures, banking details, a copy of the passport data page, the company registration certificate, KYC, along with the CPA.

2. Seller sends a contract agreement SPA to the buyer indicating the available quantity of the product. The Buyer signs and returns the SPA Contract.

3. **The Buyer issues a BCL** via MT-199 or MT-799 bank to bank within 5 to 8 days after signing SPA, for the Seller to confirm the buyer's financial capability to make the purchase.

In the event that the Buyer's MT-199 or MT-799 is not issued or received within the specified time period, they will effect payment in the amount of USD 250,000 via MT103, as a Procurement Guarantee (PG)- This Procurement Guarantee payment serves as confirmation to the buyer's financial capacity to complete the purchase. The amount for the (PG) will be deducted from the product total value.

4. Upon receipt of the Procurement Guarantee (as confirmation of financial capability or payment of the specified amount), **the Seller shall arrange the Top Table Meeting (TTM)** via an invitation letter and provide the Buyer with the following:

- Authorization Letter and access to the Seller's product.
- Physical inspection.
- Dip test and product lifting.

5. Upon confirmation of product availability, the Seller shall provide the Buyer with the Proof of Product (POP) documents as follows:

- NCNDA/IMFPA - All intermediaries must sign it.
- Fresh SGS report or equivalent not older than 48-72 hours.



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- Product Certificate of Quality.
- Product Injection report.
- Tank Storage Receipt.
- Authorization to sell and collect certificate.
- Port clearance authorization.
- Product certificate of origin.
- Proforma invoice for product total value.

6. The Buyer provides Q88 with notice of readiness. The transfer of product into the buyer's nominated vessel will commence.

7. Upon completion of the product injection, The Buyer makes the full payment of the total product value, via wire transfer (MT103/TT), to the Seller within 1-2 banking days and confirmation of the product payment.

8. The Seller pays commission within 48-hours by Swift MT103 to all intermediaries as signed in the NCNDA/IMPFA.

9. The Seller and the Buyer deal on monthly basis as per the signed draft Contract.

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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

THANK YOU

END OF DOCUMENT

Product Request OR Official LOI →

Official FCO →

TSA or CPA to Us (for review and approval) →

Marketing Authorization + 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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