



## Product Request – Supplier 2

Welcome to **Laila Mas Energy** – Part of the Laila Mas Group Family  
Please fill out the form below, and our team will contact you shortly  
by providing the Full Corporate Offer (FCO)

### 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 / Representing a Buyer

I am a Licensed Trading Company / Brokerage

I am an Agent / Intermediary



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**www.LailaMasEnergy.com**



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



### Which products interest you?

Diesel Fuel EN590 - 10 ppm  
D6 Virgin Fuel Oil  
Jet Fuel A1  
AGO - Automotive Gas Oil

LCO - Light Cycle Oil  
ESPO  
Petroleum Coke  
UREA 46% Prilled & Granular

### What is your shipping term?

FOB (Free on Board)  
CIF (Cost, Insurance & Freight)

### What is your delivery port?

Any Safe Port

### What type of order do you require?

Spot Deal  
Annual Contract  
Trial Shipment followed by Annual Contract

### Which ports interest you?

Fujairah  
Rotterdam  
Houston  
Jurong

### Spot / Trial Shipment Quantity

MT,BBL,GAL.... etc

### Monthly Contract Quantity

MT,BBL,GAL.... etc

### What financial instrument can the Buyer provide?

SBLC MT 760  
LC / DLC MT 700  
TT MT 103

Escrow Payment  
No Financial Instrument

### Target Price ( USD )

Net Price      Gross Price

### Can the Buyer provide Proof of Funds Upfront?

Yes      No



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## OPTION 1 - TRANSACTION PROCEDURE FOB

Tank To Tank ( TTT )

1. Buyer issues ICPO.
2. Seller issues Commercial Invoice.
3. Buyer signs and returns to Seller the signed Commercial Invoice together with TSA for the available quantity required.
4. Seller issues to the Buyer below documents:
  - **DIP TEST AUTHORIZATION (DTA)**
  - ALLOCATION CERTIFICATE
  - PRODUCT ANALYSIS REPORT
5. **The buyer is expected to complete and sign the DTA along with their storage company (tank farm).**
6. **After signing DTA, Buyer gives seller their TSR.** Seller's Tank approves signed DTA along with FRESH SGS Report to buyer to conduct dip test in Seller's tank. Seller will provide the below documents to buyer,
  - FRESH SGS REPORT WITHIN 48 HOURS
  - AUTHORIZATION TO SELL (ATSC)
  - INJECTION REPORT
  - TANK STORAGE RECEIPT (TSR)
  - AUTHORIZATION TO VERIFY PHYSICALLY THE PRODUCT IN SELLER TANK
7. All Parties involved in the transaction signs the NCNDA/IMFPA.
8. After Buyer conducts the dip test, Seller transfers ownership title to the Buyer's Company name, Buyer then makes full payment of the total product by MT103 and the product will be transferred to buyer's tank within 24hrs - 48hrs of confirmation of the buyer's payment by the seller.
9. The Seller pays commission to all the intermediaries within 24 hours as structured in NCNDA/IMFPA and contract.



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## OPTION 2 - TRANSACTION PROCEDURE CIF

### Security Deposit Against PB

1. Buyer issues ICPO upon receipt of Full Corporate offer.
2. Seller issues Draft Sales and purchase Agreement to buyer, Buyer returns signed contract to Seller.
3. Seller reviews signed contract acknowledged and legalize it through the ministry of energy the Cost of legalization shall be borne by the Seller.
4. The Below Notarized listed PPOP by the Export Control Department is released for Buyer confirmation.
  - Refinery Commitment to Supply
  - Certificate of Origin
  - Company registration certificate
  - Quality and Quantity Report (Product Passport).
  - Statement of Product Availability
  - Authorization to Sell and collect
5. **Buyer pays 1% security guarantee deposit of total product cost to secure the product allocation which would be deducted from the first shipment. Within 24hrs of Guarantee Deposit Confirmation, Seller Sign CPA and release full POP document and 1% Performance Bond to Buyer's Bank. All Parties involved sign the NCNDA/IMFPA.**
  - Ship Certificates
  - Cargo Declaration
  - Fresh SGS Report
  - Charter Party Agreement
  - Ownership Certificate
  - Title Transfer Affidavit
  - Product Allocation Certificate
  - Ullage Report
  - Notice of Readiness
  - Customs Declaration Certificate
6. Shipment commences as per contract schedule
7. Within 72 hours of Vessel arrival, buyer release payment via MT103 after CIQ/SGS at destination port
8. Seller pays the commission to all intermediaries involved in the transaction within 24 hours after confirmation of buyer's payment and seller transfers title to buyer.



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

**Signature & Stamp**

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**THANK YOU**

**END OF DOCUMENT**

Product Request → Official LOI + NCNDA → Official FCO + Supplier Information

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

Follow the Agreed Procedure



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