



A private exploration and production company for oil and gas

HYDROCARBONS # 26

APPROVED PROCEDURES FROM A PRIVATE REFINERY OF KAZAKHSTAN

TANK TO TANK

1. Refinery will issue official SCO to SFTG Associates with the following terms.
2. Buyer issues ICPO containing the seller's procedure with banking details and scanned copy of buyer's passport along with (TSA) Tank Storage Agreement (TSA) from buyer's Logistic Company.
3. Seller issues Commercial Invoice (CI) for the available products in Tank at the Port, for Buyer's review and endorsement and return for legalization on seller's expenses.
4. The Seller's verify the Tank Storage Agreement (TSA) provided by the buyer. Upon successful verification and approval of the authenticity and availability of the Storage Facility reserve in favor of the buyer. Buyer submit their valid TSR and the seller verify the TSR, upon successful verification of TSR, the refinery releases the below POP documents directly to end buyer's secure email.
 - a. Copy of Legalized Commercial Invoice.
 - b. Copy of Commitment to Supply.
 - c. Copy of Injection Report
 - d. Copy of Fresh SGS (Not Older Than 48 hrs.)
 - e. Copy of ATS -Authorization to Sell & Collect.
 - f. Copy of Authorization to Verify (ATV)
 - g. Copy of Dip Test Authorization (DTA)
 - h. Copy of Commitment Letter to Supply
 - i. Copy of Export license.
 - j. Copy of Statement of Product Availability
 - k. Copy of Tank Storage Receipt (TSR) with barcode and GPS Coordinate.
5. The Buyer Conducts Dip Test in the product in the seller's storage tanks.
6. Buyer provides Authority to Inject (ATI) from its Logistic Company to enable seller to commence Injection of Product into the Buyer's Tank.

7. Within Twenty-Four (24) Hours upon completion of the Injection, buyer will make payment for the total cost of the product injected into buyer's tank by TT wire transfer to seller's nominated bank account.
8. Buyer lifts products and Seller and Buyer consider and sign further contracts after successful Transaction.

TANK TO VESSEL

1. Buyer issues ICPO along the following documents, Buyer's Company Certificate of Page 2 of 2 Registration or Company's Profile with Buyer's CPA in accordance with Seller's delivery transaction terms.
2. Seller issues Commercial Invoice and Tank to Vessel Injection Agreement (TVIA) to be countersigned by the Buyer and its Logistics Company
3. Upon receipt sign Commercial Invoice and Tank to Vessel Injection Agreement by Buyer and endorsed by its logistics Company, Seller provides the following documents for Buyer to verify the product in Seller's Tank.
 - a. Fresh SGS Report.
 - b. Tank Storage Receipt.
 - c. Authorization to Verify.
 - d. Dip Test Authorization Letter.
 - e. Authorization to Sell & Collect.
 - f. Certificate of Allocation Conformity
 - g. Statement of Product Availability
4. NCND & FEE PROTECTION AGREEMENT is signed. Buyer proceeds to conduct Dip Test Inspection of the Product in Seller's Tank at Buyer's own expense. Upon Successful Q&Q Dip Test on the product, SGS issues the inspection report certificate to Buyer and copy to the seller's company.
5. Buyer makes the payment for the Total Value of the Product in the Tanks as per SGS Q&Q Report through the means of MT103-TT and upon 48 Hours after seller confirms buyer's payment, seller provides full POP documents and export document and immediately proceeds to transfer title ownership of the product to buyer. Buyer begins lifting the product to its Storage tank.
6. Seller releases payment within 48 hours to all intermediaries involved in the transaction, and subsequently monthly shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

7. Upon successful trial lift, the Seller and Buyer shall extend a term agreement for monthly deliveries of the Product on the basis of SBLC.

CIF TRANSACTION PROCEDURE -1 LC TYPE

1. Buyer issues purchase order upon receipt in acceptance of seller's soft offer.
2. Seller issues Draft sales and purchase agreement contract for buyer's review and signing,
3. Seller send partial POP to Buyer via email:
 - a. Statement of Availability of Product.
 - b. Commitment to Supply
 - c. Product Passport
 - d. Company Registration Certificate
 - e. Product Allocation Export License
4. Seller appoints and signs charter Party Agreement with the buyer and shipping company. Buyer and Seller pay to the shipping company for transporting of the product to buyer's final discharge port.
5. Seller swift the full POP and 2% Performance Bond to buyer's bank and buyer's bank swift in return the Irrevocable-Non-Transferable Documentary Letter of Credit to the Seller's bank.
6. Shipment commences as scheduled in the contract and upon arrival of the cargo at the discharge port and after SGS/Q&Q or Equivalent inspection immediately buyer's bank release the total value of the Shipping to Seller's bank within 48hours (two banking days) by MT103.
7. Buyer/Seller pays all intermediaries involved in the transaction as per IMFPA within 48 hours.

NOTE: In this procedure the client has to pay 50% of the freight.

**CIF STANDARD PROCEDURE
FULL BACKED BY THE BANK**

1. Buyer issues Irrevocable Corporate Purchase Order (ICPO) in Sellers name along with Company import licenses, and along with buyer's representative passport copy.
2. Seller issues SPA to Buyer. Within 48 hours Buyer signs seals and returns the SPA to seller, Seller gives Partial proof of products, PPOP authentication/approval legalized by the authority Ministry of energy.
3. Seller notarizes the contract, at its own expenses and submits Partial Proof of Product (via email) as follows:
 - a. Refinery Commitment to Supply
 - b. Product Passport
 - c. Certificate of Origin
 - d. Export License
 - e. Proforma invoice for the first value month
 - f. Statement Of Availability of Product
4. Within 8 banking days, Buyer's bank sends Irrevocable Operative SBLC via MT760 or DLC via MT700 according to seller's fiduciary bank verbiage to seller nominated fiduciary offshore bank account for first month shipment. Should buyer fail to issue payment instrument within 8 banking days, buyer will make cash deposit of \$430,000 USD or its equivalent by TT wire transfer for security guarantee to enable seller charter vessel, pay cost insurance, export duty taxes, custom clearance and commence shipment, and this payment will be deducted from the total cost of product after inspection at discharge port, or legal action will be taken against buyer for default of transaction.
5. Seller's Bank issues Full POP Documents to the Buyer's Bank alongside with 2% Performance Bond (PB 2%).
 - a. Copy of license to export.
 - b. Copy of Approval to Export.
 - c. Copy of statement of availability of the product.
 - d. Copy of the refinery commitment to produce the product.
 - e. Copy of Transnet contract to transport the product to the loading port.
 - f. Copy of the port storage agreement.
 - g. Copy of the charter party agreement to transport the product to discharge port.
 - h. Copy of Vessel Questionnaire 88.
 - i. Copy of Bill of Lading.
 - j. SGS Report at loading port.
 - k. Dip test Authorization (DTA) & ATB.
 - l. NOR /ETA.
 - m. Certificate of Ownership Transfer.
 - n. Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy

6. All parties finalized the signing of the NCNDA/IMFPA. The buyer will be invited by the seller to witness the loading of the product (At Buyers Cost, Maximum of Five Personals/Representatives, Optional).
7. Seller clears vessels from the commercial's terminal, the buyer confirms shipping documents with ship master while seller effects delivery to buyer destination according to the contract schedule.
8. Upon the arrival of cargo at the discharge port, and after SGS/Q&Q at discharge port buyer's bank release to seller's bank payment by TT/MT103 within 7 (Seven) banking days. Seller release payment to all intermediaries as per signed NCNDA IMFPA within 48 hours of receiving the payment for the product from the Buyer's bank.

NOTE: This procedure is using letter of credit payment

REFINERY APPROVED CIF (ASWP) PROCEDURES (A)

1. Buyer sends ICPO with full banking details, CP, Passport Copy and Company registration.
2. Seller issues Draft Contract to Buyer and shall be open for amendment.
3. Buyer reviews and endorses the final agreed Contract, and return to Supplier on PDF format.
4. Seller legalizes & notarizes the signed contract with the ministry of Energy appropriate quarters, and release the approved contract to buyer for both parties to lodge with their respective Banks .
 - Approval to Export
 - Statement availability of the product.
 - Commitment to supply.
 - Certificate of Origin Product.
 - Passport-Dip Test Analysis.
5. Buyer's Bank in accordance with Refinery Verbiage shall issue SBLC – MT760 / DLC-MT700 within Seven (7) Banking Days for first shipment's value to Refinery Financial Bank account to enable Refinery Commence loading of product with the Shipping Company.
6. If Buyer fails to issue SBLC – MT760 / DLC-MT700 within Seven (7) Banking Days, as an Alternative Provision Buyer pays 3% of Product value for Security Guarantee to

Refinery Fiduciary Bank account via MT103/TT within 72 hours, which will be deducted from the Product's Invoice value at destination Port.

7. After Confirmation by Refinery Bank of any above (5 or 6), Refinery at own expense, Charters with Shipping Company and alert Buyer on Shipment Schedule accompanied with submission of Charter Party Agreement (CPA) and nominated Vessel details to Buyer.
8. Refinery Bank responds with contractual operative 2% PB and full POP to Buyer's Bank within Seventy -
Two (72) hours If Buyer's Instrument confirmed by Refinery Bank
 - a. Tank Storage Receipt (TSR)
 - b. Fresh SGS Report at the Loading Port
 - c. Copy of preformat invoice
 - d. Bill of Lading (BL)
 - e. Vessel Q88
 - f. Cargo Manifest
 - g. Vessel Details
 - h. Ullag Report.
9. Shipment Commences as Inspection to ascertain Quality and Quantity Scheduled in the Contract.
10. Upon the arrival of the cargo at Destination Port and upon Inspection on the goods in Buyer's Storage, Buyer releases the 100%/97% Product value Payment via MT-103 TT to Refinery Bank within 5~7 Banking Days after a Successful SGS Quality Survey.
11. Seller releases payment to Refinery side / Buyer side intermediaries involve as per the signed NCNDA/IMFPA and subsequently monthly shipment continues.

NOTE: This procedure is using letter of credit payment

PRICES

June 2024

COMMISSIONS WILL BE PAID BY THE SELLER

FUEL TYPE	QUANT UP TO BY BUYER	UNITS	SALE SPECIFICATION	U.S. DOLAR FINAL PRICE	
				GROSS PRICE	
				FOB	CIF
JET- A1	4,000,000	BARREL	12 MONTH CONTRACT	\$86	\$96
EN590	500,000	METRIC TONS	12 MONTH CONTRACT	\$490	\$520
D6	2,000,000	GALLON	12 MONTH CONTRACT	\$0.80	\$0.90

NOTE 1: **FOB** Rotterdam, Houston, Fujairah.

U.S. DOLAR PER BARRIL COMMISIONS:

Regular sale \$1.00 Refinery team
 \$1.00 Buyer Team

U.S. DOLAR PER METRIC TON COMMISIONS:

Regular sale \$5.00 Refinery team
 \$5.00 Buyer Team

U.S. DOLAR PER GALLON COMMISIONS:

Regular sale \$0.01 Refinery team
 \$0.01 Buyer Team

NOTE 2: The client must share a duly completed and signed ICPO. You must also share the documents that describe the procedure attached here to beg the legal process of buying and selling the request material.

June 2024

GASOLINE COST, INSURANCE AND FREIGHT (CIF) PROCEDURE

1. Buyer issue ICPO and Seller issues Draft Contract (open for any amendments) and NCNDA to Buyer. Buyer signs, seals and returns the Draft Contract and NCNDA to Seller for final endorsement.
2. Seller gives Partial proof of products:
 - a. Seller Irrevocable Commitment to Supply.
 - b. Statement of availability of product.
 - c. Certificate of origin.
 - d. Commercial invoice for the first value shipment.
3. Within 3 banking days, Buyer's bank sends Irrevocable Operative SBLC via MT760 according to seller's fiduciary bank verbiage to seller nominated fiduciary offshore bank account for first month shipment, should buyer fail to issue payment instrument within 10 banking days, buyer will make cash deposit of \$320,000 USD by TT wire transfer for security guarantee to enable seller charter vessel and commence shipment, and this payment will be deducted from the total cost of product after inspection at discharge port, or legal action will be taken against buyer for default.
4. Seller's Bank Issues Full POP Documents to the Buyer's Bank alongside with 2% Performance Bond (PB 2%).
 - a. Copy of license to export
 - b. Copy of Approval to Export
 - c. Copy of statement of availability of the product.
 - d. Copy of the refinery commitment to produce the product.
 - e. Copy of contract to transport the product to the loading port.
 - f. Copy of the port storage agreement.
 - g. Copy of the charter party agreement to transport the product to discharge port.
 - h. Copy of Vessel Questionnaire 88.
 - i. Copy of Bill of Lading.
 - j. SGS Report at loading port.
 - k. Dip test Authorization (DTA) & ATB

- l. NOR /ETA.
 - m. Certificate of Ownership Transfer.
 - n. Certificate of Ownership Transfer.
 - o. Allocation Transaction Passport Code Certificate (ATPCC) by Ministry of Energy.
5. Shipment commences as per signed contract delivery schedule and the shipment should arrive At Buyer's discharge port within 5-24 days. The SGS inspection will be borne by the Seller at the loading seaport and Buyer at the unloading seaport.
 6. Buyer releases payment to Seller by TT/MT103 upon receipt of the shipping documents and confirmation of the Q&Q by SGS/CIQ at destination port.

PRICE

COMMISSIONS WILL BE PAID BY THE SELLER

FUEL TYPE	QUANT	UNITS	SALE SPECIFICATION	U.S. DOLAR FINAL PRICE	
				GROSS PRICE	
				FOB	CIF
GAS OIL 87/89 OCT	50,000	METRIC TONS	12 MONTHS CONTRACT	-	\$640

NOTE: Houston

U.S. DOLAR PER METRIC TON COMMISSIONS:

Regular sale \$5.00 Refinery team
 \$5.00 Buyer Team

NOTE 2: The client must share a duly completed and signed ICPO.
 You must also share the documents that describe the procedure attached here to begin the legal process of buying and selling the request material.