FOB TTT ROTTERDAM HOUSTON & FUJAIRAH PORTS

TRANSACTION PROCEDURE # 1
We can deliver any Tier 2 Tank Farm.

To begin the negotiation process, a Non-Disclosure and Non-Circumvention Agreement (NCNDA) must be signed between the buyer and the sales office, including the facilitators, and send the buyer CIS in advance to the seller's office.

1. Buyer issues ICPO addressed to seller's representative with seller's procedure incorporated on it, buyer's company details, KYC banking details, passport copy with letter confirming readiness, willingness and capability to carry out the transaction, and a valid TSA from Buyer's logistic company.

2. Seller receives and verifies the buyer's ICPO with other buyer's details (CIS) When satisfied with the verifications, seller issues commercial invoice (CI) for the product in seller's tank in port terminal for buyer's review and endorsement.

3. Buyer reviews, signs and returns the commercial invoice (CI) to seller.

4. The seller verifies the tank storage agreement (TSA) and issue a delegate appointment form for signing. (ANNEX 1)

5. Seller releases the below pop documents directly to end buyer's secure email via courier or bank.

   A. -Legalized Commercial Invoice.
   B. -Commitment to Supply.
   C. -Fresh SGS (not older than 48 hrs.)
   D. -ATSC-Authorization to Sell & Collect

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E. -Authorization To Verify (ATV)
F. -DIP Test Authorization (DTA)
G. -Commitment Letter to Supply
H. -Export License.
I. -Statement of Product Availability.
J. -Tank Storage Receipt (TSR) with barcode and GPS coordinate
K. -NCNDA/IMFPA6. The buyer conducts a dip test in the product in the seller's reservoir.

6. The buyer conducts a dip test in the product in the seller's reservoir.

7. Buyer provide authority to inject (ATI) from its logistic company to enable seller to commence.

8. Buyer makes payment for the total value of product injected into the tanks by MT103/TT.

8. Seller pays all intermediaries involved in the transaction. Upon satisfaction, buyer, both buyer and seller.

ANNEX 1

DELEGATE APPOINTMENT FORM

DATE ISSUED: XX -XX-2025 VALIDITY: XX-XX-2025

COMMERCIAL INVOICE №: XXX XXX-EN590/JETA1-XXXXX TRANSACTION CODE: XXX-XXXXX/XX/ EN590/JETA1/XXXXX DELEGATE REF: XXXXX

Re: INSPECTION OF STORAGE FACILITIES

(“SELLER”) hereby confirm our readiness to (“BUYER COMPANY NAME”) to issue SGS to buyer and to schedule INSPECTION OF STORAGE FACILITIES for (“PRODUCT QUANTITY”) OF (“PRODUCT”) to (“BUYER STORAGE COMPANY NAME”) tank storage and also complete this form to enable our authorized delegates at the port of Houston to inspect the storage facilities. (“SELLER”) needs the following information’ from ("BUYER TANK STORAGE NAME”)

Authorized Representative: ___________________________

Full Legal Company Name: ____________________________

Address of Company: _________________________________

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Registration or Tax ID: ________________________________

Legal Representative: ________________________________

TANK REF NUMBER: __________________________________

(ISPS) CODE: ____

*Information must be fill by ("BUYER TANK STORAGE NAME”) These steps must be completed in order to meet with ("BUYER TANK STORAGE NAME”) at their legal address: (Please give below the details contact of the representative we are to meet for the inspection of TANK).

BEST REGARDS, REPRESENTED BY:

____

TITLE: GENERAL DIRECTOR

(“SELLER”) _______________________________________

DOCUMENTS: CHECK LIST TO START:

✓ NCNDA between the buyer, the facilitator and intermediaries (if applicable).

✓ BUYER’S CIS/KYC

✓ ICPO + TSA.

✓ FOR JV: JV AGREEMENT + COMMERCIAL TANK LINKAGE

✓ DELEGATE FORM SIGNED BY THE TANK FARM MANAGER

DELEGATE FORM EXPLANATION

Oil and gas spot market transactions (specifically in FOB Tank-to-Tank procedures), the "delegate form" is not a standard, singular industry-wide document

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. Instead, the concept refers to several specific Delegation of Authority (DA) or Authorization documents that grant a representative (the "delegate") permission to act on behalf of the principal company (buyer or seller) or to perform specific actions related to the product or storage tanks.

The primary documents involved in this context are usually
the Unconditional Dip Test Authorization (UDTA) and the Authorization to Verify (ATV).

Explanation of Relevant "Delegate" Documents

The documents provided by a seller to a buyer's tank farm (or its representatives) are primarily about granting access and authority to verify the product before payment is made.

Unconditional Dip Test Authorization (UDTA): This is a formal, notarized letter on the seller's or tank leaseholder's letterhead that explicitly permits the buyer (or their nominated inspection agent, like SGS) to conduct a physical quality and quantity (Q&Q) inspection (a "dip test") of the product in the specified storage tanks.

Authorization to Verify (ATV): This document gives the buyer's representative the authority to physically verify the existence of the product in the seller's tank farm, often by contacting the terminal directly via email or phone call.

Authorization to Sell and Collect (ATSC): This document confirms the seller's legal authority to sell and allows the buyer to collect the product once payment and title transfer are complete.

Role in Oil and Gas Transactions

These authorization documents are crucial steps in a typical FOB (Free On Board) transaction procedure, which follows a general sequence to ensure security and verification for both parties.
Initial Agreements: The buyer issues an Irrevocable Corporate Purchase Order (ICPO) and a Tank Storage Agreement (TSA) or Charter Party Agreement (CPA). The seller responds with a Commercial Invoice (CI) and potentially partial Proof of Product (POP) documents.

Authorization Issuance: The seller issues the UDTA, ATV, and ATSC to the buyer, allowing the buyer to confirm the product's details and existence.

Verification: The buyer or their assigned delegate (e.g., SGS inspector) uses the UDTA to perform a dip test in the seller's tank. A fresh SGS report is generated from this inspection.

1. Injection/Transfer: Following a successful dip test and upon the buyer providing their own verifiable Tank Storage Receipt (TSR), the product is injected from the seller's tank into the buyer's storage tank or vessel.

2. Payment and Title Transfer: The buyer makes the full payment via swift transfer (MT103), and the seller transfers the legal title and all necessary export documents to the buyer.

In summary, the "delegate form" acts as a form of Power of Attorney or explicit permission within the transaction, allowing a third party or the buyer themselves to interact directly with the storage facility to verify the product before committing funds, thus mitigating a major risk in petroleum transactions.

TANK EXTENSION (TAKE OVER) PROCEDURE FOR FOB ROTTERDAM / HOUSTON TRANSACTIONS

TRANSACTION PROCEDURE # 2

1. Seller issues this SCO Via official Mandate, Buyer issues ICPO including PASSPORT DETAILS, CIS, Company Registration, passport, bank details.

2. Seller issues a Commercial Invoice (CI) for the available Quantity in the Storage Tank in Rotterdam / Houston.

3. Upon signing of COMMERCIAL INVOICE, Seller issues the POP documents as listed below:

   TSA including KVK registration number

   Commitment to supply letter

   Product passport

   Certificate of Origin

   ATV including tank reference number

   Guarantee letter of product

4. Upon verification and approval of the PPOP, buyers lease seller tanks for Three (3) days.

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5. Seller Schedule/Program the Injection and then issues Buyer the following documents:

UNCONDITIONAL DIP TEST AUTHORIZATION (DTA)

24 HOURS FRESH SGS REPORT INSPECTED IN ROTTERDAM / HOUSTON

Tank Storage Receipt (TSR) with GPS COORDINATES

AUTHORIZATION TO VERIFY (ATV)

INJECTION REPORT SHORE TANK ROTTERDAM / HOUSTON

AUTHORIZATION TO SELL & COLLECT (ATSC)

6. Buyer upon verification and confirmation of the product and the PPOP and POP Documents, orders SGS to conduct the DIP TEST in the Buyers Tank leased by seller and Buyer.

7. Upon successful DIP TEST, Seller issues Buyer Tittle of Ownership Certificate to be followed by all Export Documentation.

8. Buyer makes payment by MT103 or TT Wire Transfer for the total product and lifts the product and Seller pays all intermediaries involve in the transaction according to NCNDA / IMFPA.

C.I.F. COST, INSURANCE, FREIGHT PROCEDURE

1. Buyer issues ICPO with CIS, passport details and company registration.

2. Seller issues draft sales and purchase agreement SPA contract for buyer's review and signing.

3. Buyer signs the sales and purchase agreement contract and send it back to the seller.

4. Seller registers and legalizes the signed sales and purchase agreement contract.

5. Seller sends legalized contract and below partial pop documents to buyer as listed below:

•-Commitment to Supply.

•-Certificate of Origin.

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- •-Product Passport
- •-Certificate of incorporation.
- •-Statement of Availability of the Product.

6. Buyer issues their financial guarantee (SBLC MT760 or DLC MT700) to cover the first shipment, to Seller's Bank in 7 working days.

7. If buyer fails to issue SBLC or DLC n 7 working days, in alternative buyer shall make guarantee deposit of 2% TT wire of the total Value of the contract to seller's fiduciary bank account as performance to secure the allocation which will be deducted from the first shipment.

8. Upon confirmation of buyer's SBLC/DLC or guarantee deposit of 2% TT wire to Seller's bank, Seller will issue 2% Performance Bond, full pop and shipping documents via swift bank to bank as shown below:

- •Allocation Title Ownership Certificate.
- •Product Allocation Export Permit.
- •Transneft Contract to Transport the Product to the Loading Port.
- •Charter Party Agreement to Transport the Product to Discharge Port.
- •Port Storage Agreement.
- •Tank Storage Receipt.
- •SGS Quality and Quantity Certificate.
- •Vessel Questionnaire 88.
- •Bill of Landing.

9. Shipment commences and upon arrival of the vessel tanker at the discharge port, Buyer conducts SGS inspection and makes operative SBLC/DLC or makes payment for the full shipment via TT wire or MT103.

10. Seller pays commission to all intermediaries and agents/ mandates.

PRICES: Origin Kazakhstan

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# 52	PRODUCT	Measure	Net price	Commissions TO ALL	FINAL COST GROSS PRICE	MOQ	MAX QUANTITY
FOB	EN 590 10 ppm	MT	$475.00	$ 20.00	$ 495.00	200,000	500,000
CIF	EN 590 10 ppm	MT	$485.00	$ 20.00	$ 505.00	200,000	500,000
FOB	JET Fuel A 1	BBL	$ 75.00	$ 4.00	$ 79.00	500,000	2,000,000
CIF	JET Fuel A 1	BBL	$ 76.00	$ 4.00	$ 80.00	500,000	2,000,000
FOB	Diesel D6	Gall	$ 0.84	$ 0.04	$ 0.88	100,000,000	500,000,000
CIF	Diesel D6	Gall	$ 0.85	$ 0.04	$ 0.89	100,000,000	500,000,000
FOB	MT 103 / TT	Rotterdam, Houston, Fujairah					
CIF	SBLC / DLC & MT 103. Seller Issues 2% PB After SBLC						
TERM	12 Months or more						

NOTES:

1. Before submitting an ICPO, a videoconference call may be coordinated with the Buyer and/or an officially Authorized Buyer's Representative/Mandate with the Seller's Mandate for a question-and-answer session.
2. Procedures are not negotiable, do not Attempt to negotiate the Procedure before or once a transaction starts.
3. There is no "free" POP when dealing with this Title Holder. This Title Holder sells fuel, not POP. The Seller has the fuel; the Seller makes the rules.
4. A Buyer must demonstrate an investment in the ability to receive fuel prior to receiving POP in a transaction.
5. No JVs or Proxies are accepted.

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