Transaction Code: TANKTOVESSEL_DELIVERYINSELLERSTANK_N

TANK TO VESSEL TRANSACTION PROCEDURES
(FOB ROTTERDAM DELIVERY IN SELLER'S TANK)

Phase 1: Client Onboarding and Preliminary Verification:

1. **Letter of Interest (LOI):** The Buyer shall provide a duly completed Letter of Interest (LOI) clearly specifying the exact product requested and the required quantities, to enable the Seller to accurately evaluate the request and proceed with the corresponding due diligence and verification procedures. The LOI must be issued on the official letterhead of the requesting company, signed by an authorized representative, and affixed with the company stamp/seal.

2. **Company Profile:** The product requester shall provide a comprehensive Company Profile to enable the Seller to evaluate the entity's background, operational structure, and compliance standing, including company registration details (legal name, incorporation number, and jurisdiction), ownership structure and identification of ultimate beneficial owners (UBOs), full corporate structure with subsidiaries, affiliates, and any associated or formerly held entities within the group, key management personnel and principal officers, description of core business activities and operational sectors, as well as all relevant licenses, certifications, and compliance accreditations. All information must be current, accurate, and consistent with official corporate records and public registries.

3. **Know Your Customer (KYC) Form:** The requesting entity shall provide a fully completed Know Your Customer (KYC) form, including a valid copy of the company's legal license, a copy of the authorized signatory's passport, full banking details of the institution that will be used for payment, all required corporate documentation, and any additional standard compliance information as mandated by regulatory and industry best practices. All submitted information must be accurate, current, and verifiable.

4. **Charter Party Agreement (CPA):** This agreement must be issued in favor of the requesting company (the Buyer). The Buyer is required to provide CPA from a Dutch Shipping Logistics with appropriate permissions and license to operate within the waters and territory of Netherlands. The buyer's appointed logistics company must be *VERIFIED, APPROVED, and ACCEPTED* by the seller before the execution of the transaction.

5. **Bank Details:** Full and verifiable information regarding the banking institutions designated to manage the transaction is required. During the initial client acceptance phase, a Proof of Funds (POF) must be provided by the bank that will execute the payment. The POF shall be issued in the form of either a Bank Capability Letter or a Bank Statement, both prepared in accordance with international banking best practices and dated no more than five (5) business days prior to submission.

Phase 2: Core Transaction Execution

1. Buyer issues ICPO along the following documents. Buyer's Company Certificate of Registration or Company's Profile with Buyer's CPA in accordance to Seller's delivery transaction terms.

2. Seller issues Commercial Invoice and Tank to Vessel Injection Agreement to be countersign by the Buyer and its Logistics Shipping Company, Buyer Provide its nominated Vessel Q88 alongside with Safety Management Certificate of the Ship.

3. 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)* Certificate of Origin.
    - *f)* NCNDA/IMFPA.
    - *g)* Statement of Product Availability.

4. Buyer conduct Dip-test Inspection of the Product in Seller's Tank at Buyer's own expense and upon satisfactory Dip Test Inspection carried out by the buyer. Buyer Makes Payments via MT103-T/T within 48-72 hours to Seller's Beneficiary Account for the Total Cost of Product and lifting commences with Title Ownership Certificate and any other Exportation Documents is handed Over to Buyer.

5. Seller within 48 hours pays Commission to all Intermediaries Involve in the Transaction as Per signed NCNDA/IMFPA.

Please note: *the procedures outlined in both phases are non-negotiable, and progression to Phase 2 will only be permitted upon the successful completion of Phase 1, after the potential client has passed the preliminary due diligence.*