



MTPL COMPANY
MODIRYAT TOSEE PAYDAR LYAN

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CIF ASWP WORKING PROCEDURES

1. Buyers issue Irrevocable Corporate Purchase Order (ICPO) addressed to the Seller Refinery along with company profile and buyer passport.
2. Seller issues the draft SPA for buyer's review and signing.
3. Seller legalizes and registers the contracts with insurance company and notarizes it with the appropriate Authorities of the Ministry of Energy along with the below PPOP documents:
 - a) Product Quality Passport - Quality Certificate
 - b) Certificate of Product Origin
 - c) Product Availability
 - d) Commitment Letter to Supply the Product
 - e) ATSC
4. Buyer's bank in accordance with seller's verbiage shall issue SBLC/DLC within six (6) working days for first shipment's value to seller's financial bank to enable seller commence loading of product with the shipping company. Seller to finalize loading within six (6) working days. But if buyer fails to issue SBLC/DLC within six (6) working days, as an alternative provision buyer pays USD 250,000 directly to the shipping company via MT103 as transaction guarantee which will be deducted from the product's invoice value at destination port.
5. After confirmation by seller's bank, seller at own expense charters with shipping/logistic company and alerts buyer on shipment ordered graphic/schedule accompanied with submission of nominated vessel details to buyer.

6. Seller's bank responds with contractual operative 2% PB and full POP to buyer's bank within seventy-two (72) hours since buyer's instrument confirmed by seller's bank.

a) Copy of the Port Storage Agreement

b) Copy of the CPA to transport the product to discharge port

c) Vessel Q88

d) Original BL (full set)

e) Copy of SGS Report

7. Upon successful product confirmation against SGS/CIQ Report of Quality and Quantity at destination port, buyer makes payment by MT103.

8. Seller and buyer, within seventy-two (72) hours, seller pays commissions to seller side and buyer pays buyer side intermediaries involved in the transaction.

