



MTPL COMPANY
MODIRYAT TOSEE PAYDAR LYAN

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CIF PROCEDURE

1. Buyer issues official ICPO, Company Certificate of Registration, Buyer's passport data page and Letter of acceptance stating to adhere to seller's transaction terms and procedures.
2. Seller acknowledges buyer's ICPO and issues Draft Contract to buyer open for amendment, Buyer reviews and signs mutually accepted contract and returns to seller in word format within 3 working days.
3. Seller reviews the signed contract, converts to PDF, and send copy to buyer with a guarantee letter to supply.
4. Seller sends to buyer the final agreement in PDF format with below soft performance guarantee POP documents;
 - (A) Statement of Availability of the product.
 - (B) Commitment to Supply.
 - (C) Certificate of Origin.
 - (D) Product Passport.
5. Seller appoints shipping company that will export the product and sign Charter Party Agreement (CPA) including the Seller and Buyer's endorsement.
6. Buyer contacts the shipping company to confirm the shipping and finalize the shipping schedule. Both seller and buyer jointly pay for the CPA.
7. Within 3 working days after the receipt confirmation of the buyer freight charges 50% payment from the shipping company, Seller sends the listed documents to buyer;
 - (A) Tank Receipt.
 - (B) Bill of Lading.
 - (C) Vessel Details.
 - (D) Copy of Performa Invoice.
 - (E) Cargo Manifest.
 - (F) Ullage Report.
 - (G) Injection Report.
 - (H) SGS Report.
8. Shipment commences immediately as per scheduled.

9. Upon the arrival of the cargo at destination port and upon inspection on the product, Buyer release payment via wire transfers swift MT103 to seller's bank and within 3 banking days after a successful SGS quality survey and on receipt of the payment for the product.

10. Seller releases payment to all intermediaries involves as per the signed NCNDA/IMFPA and subsequently monthly shipment continue and buyers bank swift DLC MT 700 to seller's bank and seller's bank swift 2% PB/Full POP documents.

