



MTPL COMPANY
MODIRYAT TOSEE PAYDAR LYAN

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CIF PROCEDURE:

1. Buyer issues ICPO with this procedure incorporated along with Buyer's Company Registration Certificate.
2. Seller issues SPA; Buyer reviews, amends (if necessary), signs and returns within 3 banking days.
Seller sends final SPA in PDF; Buyer confirms and issues acceptance letter.
3. Seller issues to Buyer the following partial proof products documents via email:
 - a. Commitment to Supply
 - b. Statement of Product Availability
 - c. Certificate of Origin
 - d. Product Passport and
 - e. Authorization to sell and collect (ATSC)
4. Seller arranges chartered freight. A three-party Charter Party Agreement (CPA) is signed between Seller, Buyer, and Shipping Company (for first shipment only).
 - a. CPA freight charges to be borne by the buyer and paid via T/T MT103 to the shipping company
 - b. Cost will be refunded/deducted from the first trial value.
5. Seller issues Product Title Transfer Agreement; Buyer signs and returns. Seller legalizes the contract and proceeds with export clearance and internal logistics.
6. Upon export approval, Seller provides Proof of Product documents including:
 - a. Legalized CPA
 - b. Loading Report
 - c. Product Allocation Certificate
 - d. Title Transfer Certificate
 - e. Export License & Approval
 - f. Product Storage Warehouse Receipt
 - g. Cargo Test Authorization
7. Seller issues Proforma Invoice. Within 5 working days, Buyer's bank issues:
 - a. DLC (MT700) or SBLC MT760
 - b. Seller then issues a 2% Performance Bond (PB) in favor of Buyer.
8. If Seller fails to deliver the shipment, the 2% Performance Bond shall be payable to Buyer as compensation. SGS inspection at loading port is borne by Seller. Buyer may attend inspection (optional). NCNDA/IMFPA agreements shall be signed if intermediaries are involved.
9. Shipment commences as scheduled. Upon vessel arrival and successful SGS at destination port, Buyer releases payment via SWIFT within 3–5 banking days.
10. Seller pays all intermediaries accordingly within 72 hours.

ALTERNATIVE CIF ALTERNATIVE

1. Seller opens communication between inspection company and buyer as proof of product availability and notice of readiness to proceed with the inspection.
2. Upon satisfactory communication between buyer and inspection company, Seller provides company invoice of inspection preparation cost (\$xxx,000 USD to seller's appointed fiduciary account)

3. Buyer upon receiving above document, buyer pays for inspection preparation cost to sellers appointed account.
4. Upon confirmation of buyer's payment, seller at the same time completes all paperwork with Intertek inspection company to commence inspection of the product. Intertek company releases official invoice to buyer for inspection to commence.
5. Seller releases the Intertek analytical report to buyer on buyer's name.
6. Buyer confirms and verifies the Intertek analytical report within 48 hours maximum. The Intertek report will be valid for 48 hours only and buyer is prohibited from circulating the report randomly without authorization.
7. Upon completion of verification of the report, buyer pays 20% of the trial lift value.
8. Seller and buyer signs CPA with shipping company for loading to commence.
9. Upon completion of loading, seller releases the full POP to buyer.
10. Upon arrival of the vessel at the buyer's discharge port, buyer conduct product inspection and once completed, buyer pays the balance product value.
11. Seller pays the commission to all intermediaries involved.

FOB POTI PORT GEORGIA PROCEDURE

1. The Buyer issues ICPO together with POF.
2. The Seller Issues Commercial invoice (CI) for the Buyer's endorsement.
3. The Buyer signs and returns the CI to the Seller. Seller opens communication with inspection company and buyer as notice of readiness to proceed with the inspection.
4. After satisfactory communication between buyer and inspection company, Seller provides company statement availability of product, and commitment to supply, invoice of inspection preparation cost.
5. Buyer upon receiving above document, buyer pays for inspection preparation cost to sellers appointed account.
6. Upon confirmation of buyer's payment, seller at the same time completes all paperwork with Intertek inspection company to commence inspection of the product. Intertek company releases official invoice to buyer for inspection to commence.
7. Seller releases the Intertek analytical report to buyer.
8. Buyer confirms and verifies the Intertek analytical report within 48 hours maximum. The Intertek report will be valid for 48 hours only and buyer is prohibited from circulating the report randomly without authorization.
9. Upon completion of verifications of the report, buyer pays 30% of the trial lift value.
10. Seller request Q88 and Vessel agreement from the Buyer
11. After confirmation of the Buyer's Q88 and Vessel capacity, Port agency releases the Laycan to the buyer for buyer's vessel to berth.
12. Upon successful berthing of buyer's vessel at the port of discharge, Seller proceeds to inject the product into buyer's tanks and release full POP to buyer. Buyer has the right and option to perform a fresh inspection on the product upon completion of loading by his independent inspection company of buyer's choice.
13. Buyer pays the balance 70% of the trial lift value and take over the product.
14. Seller pays the commission to all intermediaries involved

BULK VESSEL TAKE OVER (BVTO) PROCEDURE

1. Buyer issue ICPO to seller with targeting price and copy Seller procedure.
2. Seller issues take over MOU along with Commercial Invoice for review and endorsement by all parties.
3. Seller issues Proof of Products and Shipping documents as listed below:

- a. Statement availability of the product
- b. Cargo Manifest
- c. Product Analysis Report
- d. B/L Bill of Lading
- e. Seller Authorization to Sell and Collect (ATSC)
- f. Q88

4. Upon receipt of the above documents by the Buyer. Buyer makes payment for the titleholder transfer fee of the product and Vessel rerouting charges via TT Wire Transfer/MT 103 to the shipping company's account or seller fiduciary nominated bank account within not more than 48 hours. Note that the amount will be deducted from the first trial value.

5. Upon receipt of the above payment of the Vessel Titleholder Transfer, the vessel will be routed to buyers appointed port, Act of Ownership Certificate and Certificate of Origin will be issued in favour of buyer and the remaining Proof of Product, certificate of origin and Shipping documents/Copies of maritime pre arrival documents will be sent to the buyer's appointed forwarder agent for the vessel and copy sent directly to destination port authority & custom for registration of loaded vessel for safe arrival at destination port on the name of buyer

6. Upon arrival of the vessel at the Buyer's discharge port or any buyers appointed discharge port, the Vessel captain will hand over all the original POP documents to the Buyers or his representative while Buyer pays for the total contract after SGS, CIQ or Equivalent inspection at the discharge port via MT103 Wire Transfer and initial titleholder transfer fee will be deducted from total cost of product while offloading will commence immediately

7. Seller pay seller's mandates commission and buyer's mandates commission as agreed and signed in the NCND/MFPA.

8. Contract delivery per month x 12 Months to proceed with TTO or CIF procedures monthly basis. (To be agreed by buyer and seller)