



MTPL COMPANY
MODIRYAT TOSEE PAYDAR LYAN

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SBLC PROCEDURE

1. Buyer confirms Soft Offer and issues an official Irrevocable Corporate Purchase Order (ICPO) together with Proof of Funds (POF) or Bank Confirmation Letter (BCL) signed by two bank officers.
2. Seller sends Sales and Purchase Agreement (SPA) along with Seller's SBLC MT760 Verbiage format and Buyer reverts with the following documents properly filled out to Seller:
 - Completed SPA signed and sealed.
 - Buyer's Information Sheet (CIS) on Buyer's letterheads, containing also:
 - a) Copy of Company Registration Certificate
 - b) Passport-copy of signatory
3. Seller releases to Buyer the below listed Partial POP Documents.
 - (a) Refinery Commitment to Supply
 - (b) Statement of availability of product
 - (c) Authorization to sell and collect (ATSC)
 - (d) Product quality passport (Analysis test Report)
 - (e) Commercial Invoice
 - (f) Company certificate of Incorporation and documents
4. Buyer issues SBLC swift MT760 (According to the seller contract verbiage) within seven (7) banking days up to 10 days. Should buyer fail to issue instrument by the expiration of 7 - 10 days business day, buyer alternatively issues a payment of four percent (4%) of the total first shipment value of the product by TT Wire MT 103 within 3 business days to enable refinery to secure the following documents; Customs bond, Certificates of Inspection, ATA CARNET/Temporary shipment certificates, master receipt for sample, Weight Certificate, certificate of authenticity, Consular Invoice. If buyer fails to issue the alternative payment after 3 business days, contract is terminated. Note that Seller does not keep its production allocation for new buyers for more than 14 business days when other serious and regular clients need same products.
5. Seller signs the CPA with a shipping company and issues the Full POP documents and 2% PB:
 - (a) Bill of Lading
 - (b) Vessel Q88
 - (c) Fresh SGS Report
 - (d) Certificate of Origin
 - (e) Ownership Certificate
 - (f) Title Transfer Affidavit
 - (g) Product Allocation Certificate
 - (h) Ullage Report
 - (i) Cargo Manifest
 - (j) Notice of Readiness
 - (k) Packing List
 - (l) Charter Party Agreement
6. Shipment commences as per contract schedule.
7. Within 3 working days of Vessel arrival, buyer release full payment via MT103 after CIQ/SGS at the destination port.

8. Seller pays all intermediaries accordingly within 72 hours.

VESSEL TANKER TAKE OVER (VTTO) 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. Ullage Report
 - f. Q88
 - g. Seller Authorization to Sell and Collect (ATSC)
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)

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 - c. Product Analysis Report
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 - e. Ullage Report
 - f. Q88
 - g. Seller Authorization to Sell and Collect (ATSC)
4. Upon receipt of the above documents by the Buyer, Buyer proceeds to open SBLC Instrument (as per seller's verbiage to seller's account) within five (5) banking days. If buyer fails to issue the Bank

Instrument within given deadline, buyer proceeds to make a certain guarantee and allocation security deposit amounting to \$500,000 USD to seller's account or seller logistics company, that buyer will not fail to complete the transaction and also the vessel will be reserved for the buyer. And if buyer fails to issue Bank instrument or guarantee deposit, the contract will be automatically terminated.

5. Upon seller's confirmation of buyer's Bank Instrument, or payment for guarantee deposit of \$500,000 USD, seller proceeds to register the vessel with Marine time in the name of the buyer and gives buyer authorization to board and inspect the product. The vessel will then be routed to buyers appointed port, Act of Ownership Certificate will be issued in favour of buyer and the remaining Proof of Product, certificate of origin and shipping documents/Copies of discharge port maritime pre arrival documents will be sent to the buyer's appointed forwarder agent for the vessel and copy sent directly to discharge port authority & custom for registration of loaded vessel for safe arrival at discharge 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

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