



SPECIAL CLAUSES:

1. **FOB:** Russian ports (Novorossiysk, Kuzmino, Vladivostok, Primorsk, Ust-Luga, Nakhodka) or Netherland port (Rotterdam) as buyer's option.
2. **Payment Guarantee:** CIF only SBLC | FOB SBLC or IRDLC
3. **Total commission:** Must be shared 50% for seller side (closed) + 50% for buyer side (open)
4. **Over price:** Is allowed only after refinery mandate confirmation and it must be shared 50% seller side and 50% buyer side.
5. **Contact Period:** Spot then annual contract with R&E
6. **Buyer & delegates visitations:** Because of the pandemic our boarder is still close but we expect that from next September Buyer or official delegates (max 02 persons) will be allowed to visit the refinery to conclude the transaction on roundtable with below conditions:
 - a. After official invitation and
 - b. Only after ICPO + POF and confirmation and signature of the CI
 - c. At buyer's costs
 - d. Other conditions can be imposed by refinery depends to the situation.
7. **Products availability:** All listed products are available, stored in our storage reservoir and storage tanks at the respective loading ports.
8. **Communication links:** All communication links and official documents are only through our official emails office@international-oil.com

OFFICIAL TRANSACTION PROCEDURE ON FOB:

1. Refinery Mandate issues Draft ICPO
2. Buyer issues: Irrevocable Corporate Purchase Order (ICPO) according Refinery Draft + fresh POF
3. Seller issues to Buyer commercial invoice CI for the available quantity in the storage tank alongside with passport product (Quality Certificate)
4. Buyer signs and returns commercial invoice
5. Seller issues the readiness to inject and UDTA with ATV, ATSC to Buyer
6. Buyer contracts the Seller Tank Administrator to execute the Quality & Quantity, and to register in the Tank Farm Terminal prior to the inspection.
7. Upon the Successful Dip Test Inspection in the Sellers Tank, the Buyer Submits NOR/TSR and Seller Injects the product into the Buyer Vessel/Tank.
8. After full successful injection, Seller issues full POP documents to Buyer.
9. Buyer makes the payment for the total value of product injected via MT103-TT wire transfer to the seller bank.
10. Seller transfers the product title with the complete POP Documents to the Buyer.
11. Seller pays commission as per NCNDA/ IMFPA
12. The Seller issues annual (12 months) delivery contract and subsequently monthly shipment continues as per terms and conditions of the sales & purchase agreement contract between buyer and seller.



OFFICIAL TRANSACTION PROCEDURE ON CIF:

1. Refinery Mandate issues Draft ICPO
2. Buyer issues: Irrevocable Corporate Purchase Order (ICPO) according Refinery Draft + **fresh POF**
3. Seller issues to Buyer draft contract with commercial invoice CI for the available quantity in the storage tank for buyer's review and signing.
4. Buyer signs and returns contract and commercial invoice with commitment letter to issue SBLC within 07 banking days after notarization of the final contract.
5. Seller signs, legalizes and notarizes final contract then send it to the buyer via email.
6. Within maximum 07 banking days after receipt of the notarized contract from seller email, Buyer's bank issues Irrevocable, Confirmed by top 20 World banks, Non Operative and Non Transferable SBLC. And if the buyer does not comply within maximum 07 working days after the execution of the SPA, he will proceed within the 50% freight charge responsibility via MT103.
7. Seller issues partial POP and PB2% to buyer's bank to activate the SBLC.
8. Upon SBLC is activated, Seller assigns shipping company and signs CPA.
9. Seller pays 100% of the Shipping cost to enable the shipping company to assign vessel and berth reservation to commence loading of the product, immediately vessel is assigned.
10. Seller purchase 100% marine insurance against all risks and send a Certificate of Cover to the buyer via email.
11. Shipment will commence within 2-3 days upon receiving SBLC from Buyer's bank and upon arrival of the cargo at the discharge port, payment will be made for the product by the buyer Via T/T Wire transfer after CIQ / SGS Inspection at discharge port.
12. Upon shipment delivery and receipt of payment, Buyer's bank will issue SBLC which will be operative, confirmed, an valid for one year and one day to the Seller's bank and payment will be made at Sight against SGS Inspection at the discharge port for upward deliveries.
13. Within 02 banking days after shipment delivery and receipt of payment, Seller pays both sides Mandates in the transaction according NCNDA IMPFA and subsequently monthly shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

OFFICIAL TRANSACTION PROCEDURE ON TTO:

1. Refinery Mandate issues Draft ICPO
2. Buyer issues: Irrevocable Corporate Purchase Order (ICPO) according Refinery Draft + **fresh POF**
3. Seller Provides MOU and CI to be signed by buyer and seller.
4. Seller and Buyer endorse the CI and MOU.
5. Seller provides following documents:
 - a. BILL OF LADING
 - b. VESSEL Q88
 - c. VESSEL DETAILS,
 - d. ULLAGE REPORT, E. CARGO MANIFEST,
 - e. PRODUCT PASSPORT (INDIGENOUS DIP TEST)
 - f. CERTIFICATE OF ORIGIN & STATEMENT OF PRODUCT AVAILABILITY
6. Buyer pays 5% deposit.
7. Seller provides ATV on board and PRODUCT TITLE TRANSFER CERTIFICATE.
8. Buyer pays remaining balance in full After CIQ/SGS test confirms Q&Q
9. Seller pays the commission to all intermediates and completes the deal.