



PROCEDURES (1) DIP AND PAY

- 1) Buyer issue LOI/ICPO address to seller refinery company name alongside passport copy.
- 2) Buyer contact seller Tank Farm to get a Tank storage agreement (TSA) Seller issue Commercial Invoice to Buyer for signature, Buyer signs and returns back to Seller along with:
 - TANK STORAGE AGREEMENT (TSA).**
- 2) Seller issue the below document to Buyer.
 - AUTHORIZATION TO VERY (ATV)**
 - VALID TANK STORAGE AGREEMENT (TSR)**
 - COMPANY LICENSE AND EXPORT LICENSE.**
 - COMMITMENT TO SUPPLY THE PRODUCT**
 - Q&Q PRODUCT PASSPORT ANALYSIS REPORT.**
- 4) Buyer deposit five (5) days Tank lease payment to Seller Tank Farm, seller upon confirmation of the five (5) days tank lease deposit issue to buyer below document for dip test.
 - UNDITIONAL DTA**
 - FRESH SGS QUALITY&QUANTITY**
- 5) Upon Buyer's successful SGS Q&Q dip test on the product buyer shall complete the lease payment for 7 days in total, while injection commerce immediately.
- 6) After completion of the Injection process into Buyers Vessel, the Buyer makes the payment for the Total Value of the product to seller nominated account, seller shall precede providing buyer with the following:
 - A.INJECTION REPORT**
 - B.PORT CLEARANCE**
 - C.CERTIFICATE OF OWNERSHIP**
- 7) Seller confirms Buyer payment and immediately releases payment to all intermediaries that Involved in the said transaction