



(TANK TAKE-OVER) TTO FOB PROCEDURE

- 1) BUYER SUBMITS ICPO AND COMPANY REGISTRATION CERTIFICATE.
- 2) SELLER RELEASES COMMERCIAL INVOICE WITHIN 48 HOURS
- 3) BUYER SIGNS THE CI AND RETURN FOR SELLER TO NOTARIZE AND LEGALIZE WITH THE MINISTRY OF ENERGY
- 4) SELLER RELEASES THE FOLLOWING PPOP DOCUMENTS TO THE BUYER.
 - A. DIP TEST AUTHORIZATION (DTA) B. FUEL INJECTION REPORT
 - C. AUTHORIZATION TO SELL AND COLLECT (ATSC)
 - D. COMMITMENT AND GUARANTEE ASSURANCE LETTER TO SUPPLY E. TANK STORAGE AGREEMENT (TSA)
 - F. TANK STORAGE RECEIPT WITH GPS COORDINATE G. AUTHORITY TO VERIFY (ATV)

5) BUYER CONTACT SELLER TANK AND REQUEST FOR TTO AGREEMENT TO ENABLE BUYER TAKE OVER SELLERS' TANK.

6) BUYER EXTEND SELLERS TANK FOR 3 DAYS AND OBTAIN NEW TSR IN BUYERS NAME TO ENABLE BUYER CONTACT SGS FOR DIP TEST IN SELLER

7) THIS DIP TEST BY THE BUYER SHOULD BE DONE WITHIN 48 HOURS OF RECEIVING TSR, AFTER A SUCCESSFUL DIP TEST BUYER MAKE 100% PRODUCT PAYMENT VIA SWIFT MT 103 AND LIFT PRODUCT.

8) SELLER ISSUE BUYER CHANGE OF OWNERSHIP CERTIFICATE AND PRODUCT ALLOCATION CERTIFICATE ALL INTERMEDIARY IS PAID WITHIN 48 HOURS AND SELLER AND BUYER CONSIDER AND SIGN CONTRACT.

