



NON NEGOTIABLE TOP TABLE MEETING (TTM) TRANSACTION PROCEDURES

1. Buyer accepts seller's procedure and issues Irrevocable Corporate Purchase Order (ICPO) with the following: banking details, company profile, passport copy and acceptance letter stating to adhere to seller's procedure.
2. Seller acknowledges and issues Sales and Purchase Agreement / Commercial Invoice for the below itinerary.
 - I. Logistics**
 - II. An official invitation from the refinery**
 - III. Appointment Letter**
 - IV. Refinery Consultation Fee**
 - V. Hotel Accommodation(s)**
3. Buyer makes payment of Fifteen Thousand United States Dollars (\$15,000) per negotiator/buyer representative to seller for the above requirement.
4. Buyer sends to seller its flight itinerary for seller to send its security and Logistics team to pick up buyer from the airport.
5. Buyer and seller's representatives as well as seller's attorneys sign contract in seller's office.
6. Buyer goes to verify product in the refinery's facility if satisfied with product quality issues a Ten percent (10%) deposit via TT MT103 so seller can commence injection and delivery.
7. Seller makes arrangement for the Chartered Freight with a renowned shipping company for the transportation of the product to buyer designated discharge port on Seller's expense. Charter Party Agreement (CPA) is signed.
8. Seller- Buyer proceed with the Title transfer process in order to secure the full title of the product on the Buyer's

company name, which the Transfer of Ownership agreement form will be issued to the Buyer for signing.

9. After completion of the above, Seller issues to Buyer Product Title Transfer Agreement, Buyer signs. Seller legalizes the Contract with the authorities in charge and sends to buyer

the legalized contract, the certificate of product title transfer and then proceeds with the port & custom clearance of product and all internal routines operations accordingly. Upon completion of the above and confirmation of this export approval by the Authority to Seller with the endorsement of the Charter Party Agreement (CPA) and the Shipping Schedule by the Port Authority, to enable Seller to release the below Proof of Product Documents:

A- Copy of Products Certificate of Origin

B- Copy of Statement of Availability of the Product

C- Copy of Export License Certificate

D- Copy of Charter Party Agreement to Transport the product to the Loading Port

E- Copy of Port Storage Agreement

F- Copy of the Vessel Questionnaire 88

G- Copy of Tank Storage Receipt (TSR)

H-Copy of the Charter Party Agreement with the Shipping Company

I- Copy of Bill of Lading (BL)

J- Fresh Cut SGS Report / Dip Test Letter

10. Shipment Commence as per Scheduled in the bridged Sales & Purchase Agreement as signed in the refinery's attorney office

11. Buyer pays the balance Ninety Percent (%90) via (MT103) TT Wire Transfer upon the arrival of the cargo at discharge port

12. Seller will release payments to the all participants such as Agencies, intermediaries and brokers involved in the transaction within 72 hours of receiving the Payment for the product from the Buyer's bank.