



## FOB CONTRACT TERM & TRANSACTION PROCEDURES

The following procedures are established to ensure that allotments are assigned and sold to qualified, RWA buyers only. Our procedures are simple, honest and ISO9001 (2008) and positioned to protect the Buyers and the Sellers interests.

- Buyer issues ICPO to Seller along with Tank Storage Agreement (TSA) as proof of storage availability.
- Seller issues Commercial Invoice (C.I.) to Buyer, Buyer Signs, buyer logistics sign and returns within 24 hours .
- As soon as (CI) is signed by all parts ( seller , buyer and buyer logistics) and returned, Seller approves and issue :
  - Dip Test Authorization Letter
  - Fresh SGS Report
  - Tank Storage Receipt (T.S.R.)
  - Authorization to Sell Certificate (A.T.S.C)
- Buyer order SGS to conduct Dip test of the product in the Seller's Tank on buyer expense.
- Upon successful Dip Test, Seller shall immediately submit the full Proof of Product (POP) to the Buyer, and Injection of the product commence.
- Buyer make 100% payment by MT103 TT wire transfer for the total product and Seller pays commission to all intermediaries involved in the transaction within 24 hours after confirmation of buyer's payment
- Seller issues draft Contract to buyer to review for R&E monthly deliveries.
- Buyer review and approves the contract and issues SBLC/IRDLC irrevocable, non-transferable, auto revolving for 12 months' shipment value, documentary letter of credit for length of contract and for each lift-able as schedule. Buyer pays after dip test by MT 103 wire transfer on each monthly quantity.
- The subsequent delivery shall commence according to the terms and conditions of the contract, and mandates / intermediaries receive their commissions according to monthly deliveries

Regards,

**OJSC Novokuibyshevsk Refinery**



Zuber Vitaliy I.  
General Director

Thanks