



Address: Akmola region, Burabay district, Shchuchinskaya city, Shchuchinsk,  
Gornaya street, 148k

### **SOFT CORPORATE OFFER**

We **SANA PETROLEUM** with legal responsibility under penalty of perjury hereby confirm the Availability and Capability to Supply the under list products for Immediate Spot and Contract sales. The Supply is guaranteed to meet the Specification and pass through the stringent requirement of SGS or Equivalent Financial Statement from the Buyer's bank clarifying buyer's financial capability will be required to consider buyer's negotiations. Only direct negotiations from end buyer's representative and mandates will be considered.

**ORIGIN: KAZAKHSTAN**

**DELIVERING PORT: CIF/FOB TRANSACTION**

**INCOTERMS: COST INSURANCE & FREIGHT**

**LOADING PORT: AKTAU/SEMEY/ROTTERDAM/HOUSTON PORTS**

**PAYMENT TERMS: T/T WIRE TRANSFER & MT103 /SBLC/DLC**

**INSPECTION: SGS**

**INSURANCE: PAID BY SELLER COVERING 110% OF THE SHIPMENT VALUE**

#### **AVIATION KEROSENE COLONIAL GRADE 54 JET FUEL**

Min. Quantity: 1,000,000 Barrel Max. Quantity: 5,000,000 Barrel Per Month

CIF Price: USD 86/ Bbl. Gross USD 84/Bbl. Net

FOB Price: USD 82/Bbl. Gross USD 80/Bbl. Net

Commission: USD1 Buyer side- USD1 Seller side

#### **JET FUEL JET A-1**

Min. Quantity: 1,000,000 Barrel Max. Quantity: 5,000,000 Barrel Per Month

CIF Price: USD 85/ Bbl. Gross USD 83 /Bbl. Net

FOB Price: USD 82/Bbl. Gross USD 80/Bbl. Net

Commission: USD1 Buyer side- USD1 Seller side

#### **10PPM DIESEL FUEL EN 590**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 470/ MT Gross USD 460 /MT Net

FOB Price: USD 450/MT Gross USD 440/MT Net

Commission: USUSD5 Buyer side- \$5 Seller side

#### **D2 GAS OIL L-0.2-62 GOST 305-82**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 360/ MT Gross USD350 /MT Net

FOB Price: USD 320/MT Gross USD 310/MT Net

Commission: USD5 Buyer side- USD 5 Seller side

Address: Akmola region, Burabay district, Shchuchinskaya city, Shchuchinsk, Gornaya street, 148k

Emails: [infosanapetroleum@gmail.com](mailto:infosanapetroleum@gmail.com)

Tel: +1 3464665978



Address: Akmola region, Burabay district, Shchuchinskaya city, Shchuchinsk,  
Gornaya street, 148k

Emails: [infosanapetroleum@gmail.com](mailto:infosanapetroleum@gmail.com)

### **LIQUEFIED NATURAL GAS (LNG)**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 340/ MT Gross USD 330/MT Net

FOB Price: USD 320/MT Gross USD 310/MT Net

Commission: USD5 Buyer side- USD5 Seller side

### **LIQUEFIED PETROLEUM GAS (LPG)**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 360/ MT Gross USD 350 /MT Net

FOB Price: USD 330/MT Gross USD 320/MT Net

Commission: USD5 Buyer side- USD5 Seller side

### **LCO – LIGHT CYCLE OIL**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 250/ MT Gross USD 240 /MT Net

FOB Price: USD 230/MT Gross USD 220/MT Net

Commission: USD 5 Buyer side- USD 5 Seller side

### **ESPO CRUDE OIL**

Min. Quantity: 1,000,000 Barrel Max. Quantity: 5,000,000 Barrel Per Month

CIF Price: USD 64/ Bbl. Gross USD 62/Bbl. Net

FOB Price: USD 64/Bbl. Gross USD 62/Bbl. Net

Commission: USD1 Buyer side- USD 1 Seller side

### **VIRGIN D6 FUEL OIL**

Min. Quantity: 25,000,000 Gallons Max. Quantity: 400,000,000 Gallons per week x 52 weeks

CIF Price: USD 0.70/Gal Gross USD 0.68/Gal Net

FOB Price: USD 0.70/Gal Gross USD 0.68/Gal Net

Commission: USD 0.1 Buyer side – USD 0.1 Seller side

### **AUTOMOTIVE GAS OIL (AGO)**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 270/ MT Gross USD 260 /MT Net

FOB Price: USD 260/MT Gross USD 250/MT Net

Commission: USD 5 Buyer side- USD5 Seller side

### **HIGH SULFUR FUEL OIL (HSFO) 3.5%**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 250/ MT Gross USD 240/MT Net

FOB Price: USD 250/MT Gross USD 240/MT Net

Commission: USD5 Buyer side- USD5 Seller side

### **LOW SULFUR FUEL OIL (LSFO) 1.0%**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 280/ MT Gross USD 270 /MT Net

FOB Price: USD 280/MT Gross USD 270/MT Net

Address: Akmola region, Burabay district, Shchuchinskaya city, Shchuchinsk, Gornaya street, 148k

Emails: [infosanapetroleum@gmail.com](mailto:infosanapetroleum@gmail.com)

Tel: + 1 3464665978



Address: Akmol region, Burabay district, Shchuchinskaya city, Shchuchinsk,  
Gornaya street, 148k

Emails: [infosanapetroleum@gmail.com](mailto:infosanapetroleum@gmail.com)

Commission: USD5 Buyer side- USD5 Seller side

#### **ULTRA LOW SULFUR FUEL OIL (ULSFO) 0.1%**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 350/ MT Gross USD 340 /MT Net

FOB Price: USD 340/MT Gross USD 330/MT Net

Commission: USD5 Buyer side- USD5 Seller side

#### **GASOLINE OCTANE 72, 76, 91, 93, 95**

Min. Quantity: 10,000 Metric Tons Max. Quantity: 300,000 Metric Tons Per Month

CIF Price: USD 260/ MT Gross USD 250 /MT Net

FOB Price: USD 230/MT Gross USD 220/MT Net

Commission: USD5 Buyer side- USD5 Seller side

#### **UREA N46%**

Min. Quantity: 12,500 Metric Tons Max. Quantity: 200,000 Metric Tons Per Month

CIF Price: USD 300 / MT Gross USD 290 /MT Net

FOB Price: USD 280/MT Gross USD 270/MT Net

Commission: \$5 Buyer side- \$5 Seller side

#### **FOB ROTTERDAM PROCEDURE DIP & PAY:**

1. Buyer send a Corporate Profile, along with a full ICPO, a current and valid (TSA) and buyer passport data page, Seller verifies and approves Buyer's TSA.
2. The seller issues a Commercial Invoice of the product in the seller's tanks at the port, and the buyer signs and returns the commercial invoice with an acceptance letter.
3. Seller submits a 48 hours old hard copy of fresh SGS Report to buyer Tank Farm Company in Rotterdam or Houston for verification of the SGS report with SGS in Rotterdam or Houston.
4. Upon confirmation of SGS Report by Buyer's Tank Company in Rotterdam or Houston, Seller requests for buyers active & Operational TSR for injection program. (TSR days depend on the quantity to be injected)
5. Seller injects product to buyer's tank and issues following POP documents to the buyer:
  - Q&Q analysis report done by Indigenous Lab at the port of Origin.
  - Full Injection report
  - ATV / UDTA
  - Copy of product Certificate of Origin
  - Copy of product Export License to port.
  - Allocation transfer Certificate.



- Authority to sell and collect (ATSC).

6. Buyer conducts Dip test on the product at the buyer's cost for reconfirmation. 6. Upon confirmation of the SGS test by the buyer for quantity and quality, the buyer makes 100% payment via MT103 for the total value of the product injected into the buyer's tanks.

7. Seller pays all intermediaries involved via NCNDA/IMPFA and subsequently, monthly shipments continue as per terms and conditions of the sales and purchase agreement contract between the buyer and seller

### **REFINERY APPROVED FOB PROCEDURES (TANK TO TANK)**

1. Buyer issues ICPO containing the seller's procedure with banking details and scanned copy of buyer's passport along with (TSA) Tank Storage Agreement (TSA) from buyer's Logistic Company.
2. Seller issues Commercial Invoice (CI) for the available products in Tank at the Port, for Buyer's review and endorsement and return for legalization on seller's expenses.
3. The Seller's verify the Tank Storage Agreement (TSA) provided by the buyer. Upon successful verification and approval of the authenticity and availability of the Storage Facility reserve in favor of the buyer. Buyer submit their valid TSR in seller name to enable Seller operate on the Tank Storage receipt (TSR) the refinery releases below POP documents directly to end buyer's secure email.
  - a. Copy of Legalized Commercial Invoice.
  - b. Copy of Commitment to Supply.
  - c. Copy of Injection Report
  - d. Copy of Fresh SGS (Not Older Than 48 hrs.)
  - e. Copy of ATS -Authorization to Sell & Collect.
  - f. Copy of Authorization to Verify (ATV
  - g.

Copy of Dip Test Authorization (DTA)

h.

Copy of Commitment Letter to Supply

i.

Copy of Export license.

j.

Copy of Statement of Product Availability

k. Copy of Tank Storage Receipt (TSR) with barcode and GPS Coordinate.

4. The Buyer Conducts Dip Test in the product in the seller's reservoir.

5. Buyer provides Authority to Inject (ATI) from its Logistic Company to enable seller to commence Injection of Product into the Buyer's Tank.

6. Within Twenty-Four (24) Hours upon completion of the Injection, buyer will make payment for the total cost of the product injected into buyer's tank by TT wire transfer to seller's nominated bank account.

7. Buyer lifts products and Seller and Buyer consider and signs further contracts after successful Transaction..

### **SINGAPORE PROCEDURE TANK TO VESSEL (DIP & PAY):**

1. Buyer issues ICPO with banking details, corporate profile & registration certificate, customer information summary (CIS), passport copy of authorised representative.

2. Seller issues commercial invoice of the products in the storage tanks at the port of Jurong, Buyer signs and return commercial invoice along with an acceptance letter of commitment to execute transaction.

3. Seller issues to Buyer the below Partial POP Documents:

- Statement of Product Availability in Storage Tank.

Tank Storage Receipt (TSR) with verifiable Barcode

.Notice of Readiness with tank farm contact details

- Tank Extension Invoice issued to the buyer by the tank farm where the product is stored in Jurong.

4. Buyer makes payment and extends Seller's tank for three days [within 2-3 days after receiving the invoice issued by the Tank Farm] and obtains fresh TSR on their name & secures their Clearance Access Entrance Permit [CAEP], Inspection Permit and Required Accreditation from the Tank Farm



Company for Buyer's representatives & Inspection team to have access and gain entrance to the Tank

Farm Storage Terminal and schedule appointment to perform Dip Test on the stored production Seller's

rented/leased ex-shored tanks in ] jurong Port, Singapore. [Buyer's financial responsibility].

NOTE: Physical meeting with the Tank Farm and/or entrance into the storage facility is only possible

Upon successful tank extension payment fee being paid to and confirmed by the Tank Farm.

5. upon completion of the above Seller issues to Buyer Change of Ownership Title & Allocation and Transaction

### **REFINERY APPROVED FOB PROCEDURE TANK TO VESSEL SINGAPORE PORT**

1, Buyer issues official Irrevocable Corporate Purchase Order (ICPO) with full banking information, Company Profile, Buyer's Passport copy, company registration certificate, copy of Seller's Transaction

Procedure and latest valid POF.

2. Seller issues Commercial Invoice to buyer, Buyer countersigns within 24 hours and returns to seller.

3. Seller issues the following PPOP document to Buyer:

A. Authorization to Verify (ATV) via Email/Telephone

B. Passport product Analysis.

C. Notice of Readiness to inject (NOR)

D. Certificate of Origin.

E. Tank Storage Receipt (TSR)

4. Within 48 hours of receiving PPOP documents, buyer pays extension cost direct to Seller's Tank Farm Company.

5. Seller issue DTA (authorization to dip test), Access Permit and Buyer Conducts DipTest/SGS at seller's tanks. 6. Buyer provides Seller/Refinery with Buyer's Vessel/Tank information's.

7. Seller commences injection immediately into Buyer's Vessel/Tank within maximum 48 hours Buyer Pays via MT103 /TT and issues all export documents.

8. Both parties sign a one-year contract.



9. Seller pays commissions to mandates and intermediaries within 24 hrs. after confirmation of the buyer's payment.

**FOB ROTTERDAM PROCEDURE TANK TO VESSEL (DIP & PAY):**

1. Seller issues soft corporate offer (SCO) to Buyer Company with the Seller acceptable terms and procedure of transaction.

2. Buyer confirms receipt of SCO and issues irrevocable corporate purchase order (ICPO) + Company Profile (CP) with full banking details:

3. Seller issues Commercial invoice (CI).

4. Buyer signs and returns the signed CI.

5. Seller issues to Buyer the following copy of Partial Proof of Product (PPOP) and transaction documents:

- Product Passport Analysis Report
- Certificate Of Origin
- Commitment Letter To Supply
- Statement Of Product Availability
- Dip Test Authorization
- Tank Storage Receipt With Barcodes

6. Within 48 hours upon receipts and confirmation of the approved PPOP, Buyer request for payment invoice for extension of the Seller's (Tank) for three (3) days (note) upon confirmation of Buyer's payment. Seller will schedule Dip Test and provide the following FULL POP to Buyer:

- Fresh Sgs Report
- Fresh Tank Storage Receipt
- Injection Report
- NCNDA/IMFPA Agreement

7. Upon Buyer's successful Q&Q/DIP TEST results consistent of the specification on the CI (Commercial Invoice). Buyer provides vessel details and Authority to Inject; Seller proceeds with injection of product in Buyer vessel and Seller Issues product injection report for the quantity injected into Buyer's vessel.

**TANK TAKE OVER (TTO) PROCEDURE.**

1, Buyer issues Irrevocable Corporate Purchase Order (ICPO) with Guarantee Letter to take over Title of the product.



2, Seller issue draft (MOU) agreement to Buyer counter-sign and return back to seller.

3, Upon Seller receipt of sign MOU-contract from the buyer Seller legalizes the agreement with the ministry of energy, agriculture & trade Russian federation.

4, Seller sends to Buyer the following documents for Buyer's confirmation.

- a. Seller's Export License/Registration Certificate
- b. Bill of Lading-(in the name of previous buyer as Consignee.)
- c. Vessel Tanker Details.
- d. Product Passport-Dip-Test Report.
- e. Proforma Invoice.
- f. 3% Payment deposit Invoice.
- g. Cargo Ullage Report.
- h. Q88

5, Buyer confirms the goods documents and makes 3% down deposit which stands as an Allocation and Security Guarantee payment to the seller nominated bank by T/T Wire Transfer within 3 banking days to enable seller change every document to buyer's name and instruct the vessel captain to re-route the vessel to the new buyer's destination port. The 3% deposit Payment made shall be deducted from the total payment value of the takeover product.

6, Seller releases a fresh dated Dip-Test Authorization-DTA to Buyer to order SGS inspection or Equivalent inspection team for Q&Q inspection upon goods/cargo arrival at the discharge port.

7, Upon the successful completion of Dip-test inspection, Buyer make the balance 97% payment by MT103 wire transfer for the total goods value, Seller transfers Title of ownership Certificate to buyer's name as the legitimate owner of the goods and commence trans loading.

8, Trans-loading commence immediately.

9, Seller will release payments to the intermediaries involved within 48 hours of receiving the Payment for the product from the Buyer's bank.

### **REFINERY APPROVED CIF PROCEDURE**

1. Buyer issues Purchase Order upon receipt in acceptance of seller's Soft Offer.





2. Seller issues Draft Sales and Purchase Agreement Contract and, Commercial Invoice for buyer's review and signing.

3. Buyers sign the Sales and Purchase Agreement Contract and Commercial Invoice back to the seller.

4. Seller registers and legalizes the signed Sales and Purchase Agreement Contract.

5. Seller sends legalized contract and below Partial POP Documents to buyer as listed below:

- Certificate of Origin
- Commitment to Supply
- Product Passport
- Export license.

6. Buyer issues their Financial Guarantee SBLC (MT760) to cover the first shipment to seller's bank in 7 working days bank. If buyer fails to issue (MT760) in 7 working days bank, buyer shall make guarantee deposit of 3% TT Wire from total value of the Contract to seller's fiduciary bank account as performance to secure the allocation which will be deducted from the first shipment. Alternatively, the buyer shall make the payment for the freight delivery to the buyer's nominated port.

7. Upon confirmation of buyer's SBLC or guarantee deposit of 3% to seller's bank OR Freight/Transportation payment, seller will issue 3% Performance Bond, Full POP and Shipping Documents via SWIFT bank - to- bank as shown below:

- (a) Product Allocation Export Permit
- (b) Allocation Title Ownership Certificate
- (C) Trans-Neft Contract to transport the product to the loading Port storage agreement
- (d) Charter party Agreement to transport the product to discharge port
- (e) Tank Storage Receipt
- ( f) SGS Quality and Quantity Certificate Bill of Landing
- (H) Vessel Questionnaire 88

8. Seller/ buyer signs the CPA with a shipping company and issues the Full POP documents to buyer's bank.

9. Shipment commences and upon arrival of the vessel tanker at the discharge port, buyer conducts SGS Inspection and makes operative SBLC MT760 or makes payment for the full shipment via TT Wire or MT103



### **CIF WORKING PROCEDURE**

1. Buyer issue ICPO containing the seller's working procedure with buyer's banking details and scanned copy of buyer's passport.
2. Seller issues Draft Sales and Purchase Agreement (open for amendment) to buyer's review and signing.
3. Buyers sign the Sales and Purchase Agreement back to the seller; Sellers acknowledge the signed contract and submit it with the ministry for legalization on the seller's expenses.
4. Seller issue the below Partial POP Documents to the buyer as listed below:  
Certificate of Origin  
Commitment to Supply  
Statement of Availability of the product  
Authorization to Sell and Collect (ATSC).  
Commercial invoice for the first shipment.
5. Within 7 banking days after receiving PPOP documents. Buyer's bank sends SBLC/DLC according to seller's fiduciary bank verbiage to seller nominated fiduciary bank account which acceptable by Buyer for first month shipment.
6. Should buyer fail to issue payment instrument within 7 banking days, buyer will make cash deposit of \$550,000USD by TT wire transfer to seller nominated fiduciary/offshore bank account for colleral to enable seller charter vessel and commence shipment, and this payment will be deducted from the total cost of product after inspection at discharge port, or legal action will be taken against buyer for default.
7. Upon confirmation of buyer's SBLC / DLC or guarantee deposit of \$550,000USD to seller's bank, seller will issue 2% Performance Bond, Full POP, and Shipping Documents via SWIFT bank - to- banks shown below:
  - (a) Product Allocation Export Permit
  - (b) Allocation Title Ownership Certificate
  - (C) Trans-Neft Contractto transport the product to the loading Port storage agreement
  - (d) Charter party Agreement to transport the product to discharge port
  - (e) Tank Storage Receipt
  - (f) SGS Quality and Quantity Certificate Bill of Landing
  - (H) Vessel Questionnaire 88



8. Seller/ buyer signs the CPA with a shipping company and issues the Full POP documents to buyer's bank.

9. Shipment commences and upon arrival of the vessel tanker at the discharge port, buyer conducts SGS Inspection and makes operative SBLC MT760 or makes payment for the full shipment via TT Wire or MT103 and Seller pays all intermediaries involved in the transaction and subsequently monthly shipments continue as per terms and conditions of the sales and purchase agreement

### **DIP AND PAY FOB WORKING PROCEDURE ROTTERDAM AND HOUSTON PORT**

1. Seller Official Mandate issues SCO, and buyer issue ICPO with scan passport copy.

2. Seller Issue CI for the available quantity in the storage tank, Buyer signs and return the CI to seller with their signed TSA (Tank Storage Agreement) for Seller approval also NCNDA/IMFPA signed by all parties.

3. Seller pay 3days to buyer's tank farm first, upon the confirmation of seller payment to buyer tank farm, buyer pay 2day to his Tank Farm and provide us 5days valid TSR.

4. Seller issues the following pop documents:

- Product Passport issued by SGS
- SGS Report. Not less than 24 hours
- Injection Report
- Certificate of Origin
- Commitment to supply
- Availability of product

5. Upon the confirmation of pop document and fresh SGS buyer conduct, dip Test on his Tank Farm.

6. Buyer make 100% payment by MT103 TT wire transfer for the total product and Seller pays commission to all intermediaries Involved in the transaction 24 hours after confirmation of the buyer payment.

### **NON GEGOCIABLE CIF PROCEDURES TRANSACTION**

1. Buyer confirms seller SCO and issue ICPO with full banking information (valid for 10days, with list of documents).



**ANA PETROLEUM**

**BIN: 170140006312**

*Address: Akmola region, Burabay district, Shchuchinskaya city, Shchuchinsk,  
Gornaya street, 148k*

*Emails: infosanapetroleum@gmail.com*

- A . Copy of passport of the person authorized to sign the contract
- B . Profile of the buyer's legal entity (certificate of incorporation)
- C . Copy of tax registration certificate.
- D . Postal details.
- E . Details.
- F . Official acceptance letter (seller's procedure)
- G . Product specification (if any)

2. Seller acknowledges buyer's ICPO and issues contract to buyer open for amendment. Buyer signs and returns the contract to the seller in word format within three (3) international working days.

3. Seller makes the final signature, notarized the contract with appropriate authorities, convert to pdf and send to buyer as final approved copy along with the following documents:

- a. Product certificate origin
- b. Product passport. Charter party agreement (cpa)
- d. Copy of the refinery's letter of commitment

4. Seller makes arrangements for the chartered freight with a renowned shipping company for the transportation of the product to buyer designated discharge port, both seller and buyer sign the charter party agreement (CPA) together with the shipping company (at three party CPA) seller pays CPA cost 100% via/tt wire transfer directly to the shipping company.

5. after confirmation of the charter fee by the shipping company the buyer's authorize her bank the disbursement of \$315,000 product loading security fee for seller's bank to enable seller commence loading of product with the shipping company.

6. Upon receipt of buyer's security fee. Seller's upon seller's bank confirmation of the TT payment of product loading security fee for the first trial shipment paid and confirmed, seller loads product within four (4) international working days and sends pop documents in buyer's company name to buyer's bank (11 sets bellow):

- a. Certificate of incorporation
- b. Act of transfer
- c. Commercial invoice
- d. Company taxpayer's certificate
- e. Fresh SGS report
- f. Tank receipt
- g. Q88 and quality specification



- h. Bill of lading.
- i. Certificate of non-wooden
- j. Nor—notice of readiness
- k. Eta—estimated time of arrival.

7. Buyer notifies seller by official written notice of his bank receiving seller's pop documents while seller sends to buyer the registered hard copy of the contract through courier service within four (4) days. Shipment commences as scheduled in the contract and upon arrival of the cargo at the discharge port, buyer's inspection team carries out ciq, sgs or equivalent inspection to ascertain quality and quantity.

8. Product is discharged after successful inspection into buyer's storage facility, then buyer's bank releases payment for total value of the product to seller's bank, and commissions to buyer mandate bank within six (6) banking days by tt mt 103/mt 107. Seller transfers title of the product to buyer.

9. Second and succeeding shipments continue.

### **NON GEGOCIABLE CIF PROCEDURES TRANSACTION**

1. Buyer issues ICPO with this procedure incorporated on the icpo along with buyer's company registration certificate.

2. Seller issues sale & purchase agreement (spa), and icc warning letter buyer review, amend (if necessary), signs and return the spa in word format to seller within 3 banking days. Seller sends final spa to buyer in pdf format; buyer confirms final spa and issues letter of acceptance of the final spa.

3. Seller issues to buyer via email the following transaction documents:

Commitment to supply

Statement of product availability

Certificate of origin)

Product passport

Atsc, buyer confirms the receipt of the documents by mail and issue confirmation letter within 24hrs.

4. Seller makes arrangements for the chartered freight with a renowned shipping company for the transportation of the product to buyer designated discharge port, both seller and buyer sign the charter



party agreement (cpa) together with the shipping company (at here party cpa) this is applicable only for

1st shipment (seller & buyer) pays cpa cost 50/50 via/t wire transfer directly to the shipping company.

The fee would later be refunded/deducted when the buyer is paying the total cost).

5.After completion of the above, seller issues to buyer product title transfer agreement, buyer signs and

returns. Seller legalizes the joint contract with the authorities in charge and sends to the 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.

6.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:

Legalized charter party agreement(cpa) with the loading port authority.

Injection report

Product allocation certificate

Allocation title transfer certificate

Export license

Export approval

Tank receipt

Dip test authorization.

7.Seller issues the commercial invoice and sends to buyer and within 5 working days, buyer's bank issues to seller's bank swift operative standby letter of credit (SBLC) via swift mt760, letter of credit (lc), bank guarantee (bg) or documentary letter of credit (DLC) via swift mt700 for the entire 1st shipment total product value, and for seller to lodge and activate a 2% pb (performance bond/performance guarantee) in the favor of the buyer. If the seller fails to supply the cargo shipment of the product to the buyer this 2%, performance paid/forfeited bond will to the buyer.

8.The product SGS inspection charges will be borne by the seller at the loading port. Seller invites buyer for visitation to witness the final inspection and ttm for negotiation of future transaction (optional to buyer). Seller signs ncnda/imfpa between all intermediaries involved with the notarized copy sent to seller's bank.

9.Loading & shipment of product commences as per schedule. Upon vessel's arrival and finalization of sgs



at destination port, buyer releases payment via swift fund transfer within 3 to 5 banking days to seller for total shipment value after discharge of product at destination port and receipt of the entire relevant shipping and export documents. Seller within 48 hours pays the intermediaries involved according to signed & notarized imfpa.

### **REFINERY SELLING PROCEDURES FOB ROTTERDAM/HOUSTON:**

1. buyer sends ICPO in line with seller working procedures alongside his/her tank storage agreement (t.s.a.) on receipt and acceptance of seller's soft offer.
2. seller issues commercial invoice (c.i.), buyer signs within 24 hours and returns to seller within its validity;
3. Upon receipt and review of the signed c.i., seller issues dip test authorization (DTA) to be completed and signed by buyer and his tank farm in order for dip test to be conducted alongside countersigned copies of the c.i.;
4. buyer returns the dip test authorization (DTA) fully completed and signed within its validity and upon successful review of the completed DTA, seller issues the below full pop documents  
Fresh SGS report (not older than 72 hours);  
Product reservoir receipt;  
Accreditation certificate;  
Product passport (quantity and quality analysis);  
Authorization to sell and collect certificate (atscc);  
Pre-injection report (pir);  
Ncnda/imfpa (to be completed by all intermediaries);  
Certificate of product origin;  
Authority to verify (atv) either physically or otherwise.
5. upon receipt and confirmation of the above pop documents, buyer provides its testing of officials (sgs or intertek) and the needed test are carried out on the production seller's tanks;



**SANA PETROLEUM****BIN: 170140006312**

Address: Akmola region, Burabay district, Shchuchinskaya city, Shchuchinsk,  
Gornaya street, 148k

Emails: [infosanapetroleum@gmail.com](mailto:infosanapetroleum@gmail.com)

6.buyer upon successful dip test makes full 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 and injection commences immediately;

7.seller issues a contract for buyer's desired duration upon successful completion of the trial order



Regards

Mr. ROBERT McNEIL

Export Director

SANA PETROLEUM